

City Council of Hyattsville, Maryland

AGENDA

**City Council Regular Meeting
Monday, December 17, 2018
8:00 PM**



**Council Chambers
Hyattsville Municipal Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000 www.hyattsville.org**

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)
[Edouard Haba, Council President, Ward 4](#)
[Kevin Ward, Council Vice President, Ward 1](#)
[Bart Lawrence, Ward 1](#)
[Robert S. Croslin, Ward 2](#)
[Shani N. Warner, Ward 2](#)
[Carrianna Suiter, Ward 3](#)
[Thomas Wright, Ward 3](#)
[Paula J. Perry, Ward 4](#)
[Joseph Solomon, Ward 5](#)
[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator
Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING! Your participation at this public meeting is valued and appreciated.

Agenda/Packet: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Audible Devices: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

Ways to Watch the Meetings Live: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

Replay Schedule: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/councilagendas.

City Information: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

Inclement Weather: In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.



[Twitter](#)



[Facebook](#)



[Instagram](#)



[Vimeo](#)

1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
5. **Presentations (8:20 p.m. - 8:40 p.m.)**

5.a) City Administrator Update (5 minutes)

HCC-173-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

5.b) FY17 Audit Update (5 minutes)

HCC-196-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

5.c) Hyattsville Environment Committee Gap Analysis (10 minutes)

HCC-182-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[HEC Gap Analysis Report.pdf](#)

[HEC Gap Analysis.pptx](#)

6. **Consent Items (8:40 p.m. - 8:45 p.m.)**

6.a) FY19 Budget Appropriation: Impaired Driving Enforcement Grant Award

HCC-167-FY19

I move that the Mayor and Council amend the FY19 budget to accept and appropriate the grant award in the amount of \$4,000 from the Maryland Highway Safety Office for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

6.b) Appointments to the Health, Wellness, and Recreation Advisory Committee

HCC-168-FY19

I move that the Mayor and Council appoint Jasmine Wallace (Ward 1), Peter Reiniger (Ward 2), and Sara Goodman-Stickler (Ward 2) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on December 17, 2020.

Lead Sponsor: Ward

Co-Sponsor(s): Spell

[Committee Application_HWRAC_Jasmine Wallace W1.pdf](#)

[Committee Application_HWRAC_Peter Reiniger W2.pdf](#)

[Committee Application_HWRAC_Sara Goodman-Stickler W2.pdf](#)

6.c) Re-appointment to the Board of Supervisors of Elections

HCC-185-FY19

I move that the Mayor, with Council approval, re-appoint Andrea Ross (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years to expire on December 17, 2022.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Committee Application_Election_Andrea Ross W2.pdf](#)

6.d) Re-Appointments to the Education Advisory Committee

HCC-187-FY19

I move that the Mayor and Council re-appoint Jan Edwards (Ward 1), Daniel Broder (Ward 2), and T. Carter Ross (Ward 2) to the Education Advisory Committee for a term of two (2) years to expire on December 17, 2020.

Lead Sponsor: Warner

Co-Sponsor(s):

[Committee Appointment_EAC_Jan Edwards W1.pdf](#)

[Committee Application_EAC_Daniel Broder W2.pdf](#)

[Committee Application_EAC_Carter Ross W2.pdf](#)

6.e) Re-Appointments to the Planning Committee

HCC-189-FY19

I move that the Mayor and Council re-appoint Chad Copeland (Ward 1), Thomas Sheffer (Ward 1), Todd Dengel (Ward 2), and William Maxwell (Ward 5) to the Planning Committee for a term of two (2) years to expire on December 17, 2020.

Lead Sponsor: Wright

Co-Sponsor(s): Warner

[Committee Application_Planning_Chad Copeland W1.pdf](#)

[Committee Application_Planning_Thomas Sheffer W1.pdf](#)

[Committee Application_Planning_Todd Dengel W2.pdf](#)

[Committee Application_Planning_William Maxwell W5.pdf](#)

**6.f) Re-Appointments to the Hyattsville Environment Committee
HCC-190-FY19**

I move that the Mayor and Council re-appoint Janet Nackoney (Ward 2) and Jim Groves (Ward 2) to the Hyattsville Environment Committee for a term of two (2) years to expire on December 17, 2020.

Lead Sponsor: Wright

Co-Sponsor(s): Warner

[Committee Application_HEC_Janet Nackoney W2.pdf](#)

[Committee Application_HEC_Jim Groves W2.pdf](#)

**6.g) Council of Governments Policy Committee Appointments
HCC-170-FY19**

I move that the Mayor and Council make the following appointments to the Council of Governments Policy Committees for a term of one-year, beginning on January 1, 2019:

- Region Forward Coalition: Mayor Candace B. Hollingsworth, with staff alternate Jim Chandler
- Human Services & Public Safety Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Jake Rollow and Chief Amal Awad
- Climate Energy & Environment Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle
- Chesapeake Bay & Water Resources Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[MWCOCG Policy Committees.pdf](#)

**6.h) Appointment to Pepco Community Advisory Group
HCC-174-FY19**

I move that the Council appoint Mayor Candace B. Hollingsworth as the City's representative on Pepco's Community Advisory Group.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Pepco_Community Advisory Group 2019.pdf](#)

**6.i) FY19 Budget Appropriation: National Capital Strategic Economic Development Fund (NCSEDF) Program
HCC-177-FY19**

I move that the City Council amend the FY19 budget to accept and appropriate the FY19 National Capital Strategic Economic Development Fund (NCSEDF) Program awarded to the City by the Maryland Department of Housing & Community Development (DHCD) in the amount of \$250,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Maryland DHCD Application NCSEDF_2019 Hyattsville 00342.pdf](#)

6.j) Purchase Order - Shannon Baum Signs

HCC-178-FY19

I move that the Mayor and Council accept the proposal of Shannon Baum Signs, 105 Competitive Goals Drive, Eldersburg, Maryland 21784 and authorize the City Administrator to execute a purchase order for updated Residential Parking signage, at a cost not to exceed \$29,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Shannon Baum Signs - Quote.pdf](#)

[Signage Contract - Baltimore County.pdf](#)

6.k) Approval of Service Agreement with Comcate Inc.

HCC-179-FY19

I move that the Mayor and Council authorize the City Administrator to execute a two-year services agreement with Comcate Inc., 144 Linden Street, Oakland, California 94607 in an amount not to exceed \$12,500.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Comcate Inc Services Agreement - 2018.docx](#)

6.l) PEPCO Energy Efficient Communities MOU

HCC-183-FY19

I move that the Mayor & Council authorize the City Administrator to accept the Memorandum of Understanding with PEPCO for the Energy Efficiency Community program.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[EEC PepcoMOU FINAL 080718.pdf](#)

6.m) Disbursement of 2018 Education Enrichment Grant Funds

HCC-188-FY19

I move that the Mayor and Council authorize the expenditure of NTE \$10,000 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for the dissemination of Education Enrichment Grants.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo Re Disbursement of Education Enrichment Grant Funds \(2018\).docx](#)

6.n) Arundel Place Water and Sewer Project - Design and Permitting

HCC-191-FY19

I move that the Mayor and Council authorize the expenditure not to exceed \$45,000 with Johnson, Mirmiran, and Thompson (JMT) for Change Order #2 for the design of Water and Wastewater Connections for DPW. This work will be completed as part of the existing contract with JMT.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Change Order 2 Signed Proposal 13SEP2018 \(1\).pdf](#)

**6.o) 3505 Hamilton Street Renovation Project - Construction Bid Phase Services
HCC-192-FY19**

I move that the Mayor and Council authorize the expenditure not to exceed \$40,000 with Johnson, Mirmiran, & Thompson (JMT) to provide construction bid services for the solicitation of construction for 3505 Hamilton Street as part of their existing contract with the City.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[TO01A Bidding Phase List 08OCT2018 \(1\).pdf](#)

**6.p) Postponement of Recommendation for Traffic Calming on Maryhurst Drive
HCC-193-FY19**

I move that the Mayor and Council postpone Council action on the petition for a traffic calming device until the Council Meeting of January 7, 2019.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[114-8 Traffic Calming Devices Dec 17 packet.pdf](#)

**6.q) 2019 Council Regular & Budget Meeting Calendar - AMENDED
HCC-194-FY19**

I move that the Mayor and Council adopt the 2019 Council Meeting Schedule and the FY-2020 Budget Meeting Schedule, as amended.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[2019 Council Meeting Calendar Final REV.pdf](#)

[Calendar of Budget Presentations FY20.pdf](#)

**6.r) FY19 Adirondack Tree Experts Contract
HCC-172-FY19**

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to five (5) year additional years to Adirondack Tree Expert for tree maintenance at various locations in the City at an annual cost not to exceed \$150,000, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

7. Action Items (8:45 p.m. - 9:15 p.m.)

**7.a) Variance Request CP-18001: 4709 40th Avenue (10 minutes)
HCC-180-FY19**

I move that the City Council authorize the Mayor to send a letter to the Maryland-National Park & Planning Commission (M-NCPPC) in support of CP-18001: Munch-Kulp Residence, 4709 40th Avenue, Hyattsville. The letter shall include the City's support for a 5% lot coverage variance necessary to construct the single-family dwelling unit.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Munch-Kulp Residence CP-18001.docx](#)

[A-SOJ CP18001.pdf](#)

[CP-18001 Report \(1\).pdf](#)

[Floodplain DPIE Map.pdf](#)

[SWML-4CP18001.pdf](#)

[A-IML1-4CP18001.pdf](#)

7.b) PPS 4-18013: 3599 East-West Highway (20 minutes)

HCC-176-FY19

I move the City Council authorize the Mayor to submit to the M-NCPPC Planning Board a letter stating the City's support of Preliminary Plan of Sub-division (PPS) application PPS-4-18013 - 3599 East-West Highway, Hyattsville. The City's correspondence shall reflect the following:

(1) The City supports the applicant's efforts to improve the aesthetic quality and functionality of the existing use;

(2) The City's support is contingent upon the applicant amending the proposed site plan to reflect the southernmost curb cut on Belcrest Road be eliminated, as the removal of that vehicular access point shall have minimal impact on the circulation of the site and shall significantly improve the walkability of the perimeter of the subject site;

(3) The City does not support any amendment to the Prince George's Plaza Transit District Development Plan (TDDP) Table of Uses which are intended to support a new gas station use.

It is the City's position that a gas station is not a use that should be encouraged or permitted as a new use within the Prince George's Plaza Transit District.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[3599 East West PPS Memo - Final.docx](#)

[PPS-4-18013.pdf](#)

[NSR Variation Request.pdf](#)

[A-IML1-4-18013.pdf](#)

[A-ZSM-4-18013.pdf](#)

8. Council Dialogue

9. Community Notices and Meetings

9.a) City Calendar: December 18, 2018 - January 7, 2019
HCC-175-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Main City Calendar Dec 18 2018 - January 7 2019.docx](#)

10. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Report

Agenda Section:

SUBJECT

City Administrator Update (5 minutes)

HCC-173-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

City Administrator Douglas will provide the Mayor, Council, and Residents a brief update on City initiatives.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section:

SUBJECT

FY17 Audit Update (5 minutes)

HCC-196-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The FY17 audit is in the last phase with final analysis and review of all budget appropriations in the City's four major funds. Final review of budget variances is pending and recommendations for closing reports have started. Our goal is still to complete the analysis process by the end of this calendar year with final report available in January 2019 as previously reported.

Next Steps:

Continue to work through the audit until completion.

Fiscal Impact:

Late audit filings can result in loss of State Grants and loss of revenues from the State of Maryland.

City Administrator Comments:

See summary above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Lesley Riddle
Submitting Department: Public Works
Item Type: Presentation
Agenda Section:

SUBJECT

Hyattsville Environment Committee Gap Analysis (10 minutes)

HCC-182-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[HEC Gap Analysis Report.pdf](#)

[HEC Gap Analysis.pptx](#)

Summary Background:

The purpose of the Gap Analysis report is to transmit the findings of the Hyattsville Environmental Committee's gap analysis research to the Hyattsville City Council Municipalities, state legislatures and the federal government have taken a wide variety of actions to combat climate change. Some of these measures have been adapted and implemented by the City of Hyattsville, others have not. This report aims to illuminate ways in which the City of Hyattsville can act to combat climate change, protect the environment and encourage conservation of wildlife and natural resources.

Next Steps:

The Committee will research fiscal impacts to the City to implement the proposed programs.

Fiscal Impact:

N/A

City Administrator Comments:

This is a very informative analysis. The City will work with the Environmental Committee to review recommendations, provide feedback and identify next steps.

Community Engagement:

The Environmental Committee will determine the need for community outreach for their proposed programs.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A

HYATTSVILLE ENVIRONMENTAL COMMITTEE

PROPOSAL FOR GAP ANALYSIS REPORT



2018



MISSION STATEMENT

The purpose of this report is to transmit the findings of the Hyattsville Environmental Committee's gap analysis research to the Hyattsville City Council. Municipalities, state legislatures and the federal government have taken a wide variety of actions to combat climate change. Some of these measures have been adapted and implemented by the City of Hyattsville, others have not. This report aims to illuminate ways in which the City of Hyattsville can take action to combat climate change, protect the environment and encourage conservation of wildlife and natural resources. Some items in this report will be easy to adopt and implement. Others will take significant amounts of time and effort. This report seeks to track these action items as a marker of City progress on environmental issues. It will be transmitted annually to the City Council. Action items approved by the City Council will be added and removed based on the progress made on the issue. Progress will be tracked on items not yet completed. This initial report will propose the first few items sought to close the gap between other municipality implementation and Hyattsville.



FORMAT OF REPORT

This report will have the following format:

1. Issue title will be in turquoise.
2. Issue will be summarized.
3. Gap compared to other municipalities will be explained.
4. Potential benefits will be explained.
5. Resource commitment will be estimated

CITY WEBSITE

Redesign of Hyattsville.org that will provide additional links, resources on sustainability and the environment. A more user-friendly design would promote better access for Hyattsville residents to more efficiently obtain important information about Hyattsville's environmental programs, incentives and rebates, and to learn more about Hyattsville's commitment to sustainability. We believe that the focus of the new website should be branding Hyattsville as a "Green City" in order to better advertise Hyattsville's commitment to minimizing its environmental impact and promoting a healthier and more sustainable environment. Hyattsville might also do a monthly or quarterly "Spotlight" to highlight a particular sustainability practice or program.

a. **Gap compared to other cities:** Hyattsville recently added a "Go Green" page with Action Guides on a range of topics. The Action Guide brochures contain many helpful links, such as links to rebate programs, but residents have to click through pages and then scroll through the right brochure to find this information. Other cities, such as Bowie, Maryland, have included easier-to-access links to this information directly on the landing page.

b. **Potential benefits:** Providing easier-to-find links could encourage greater adoption of green practices that advance sustainability goals and save residents money. For example, residents may be more likely to discover and take advantage of available rebate and incentive programs if we reduce the "searching costs" associated with finding them. A "Spotlight" feature could draw further attention to particular resources.

c. **Resource Commitment:** Hyattsville city staff and/or contractors would have to update and maintain this information on Hyattsville.org. Hyattsville Environment Committee would be available to assist with redesign and review going forward, suggesting content, edits and any other changes.



ENERGY EFFICIENT EQUIPMENT

Purchase and lend energy-efficiency equipment to residents. Assist residents with assessing and improving home energy efficiency by loaning out kilowatt meters that help residents measure electricity use.

- a. **Gap compared to other cities:** Greenbelt and Takoma Park both do this. Hyattsville does not have a simile equipment loan program.
- b. **Potential benefits:** Making this equipment available to residents could encourage greater awareness and action around energy efficiency. To the extent that residents use the equipment to help reduce their energy use, this effort could help save residents money and reduce Hyattsville's overall energy use.
- c. **Resource Commitment:** Hyattsville would have to purchase and maintain the equipment. City or contractor staff would have to manage equipment "rentals" and returns. These costs would depend on the level of demand for the equipment. Kilowatt energy use monitors can cost between \$20-40 each.

CAR SHARING

Bring car-sharing to the Arts District. Open up 2-4 parking spaces in the Arts District to a car-sharing option, like ZipCar. Hyattsville's only existing ZipCars are located close to the Metro stations, which are a 20-25 minute walk from the Arts District.

- a. **Gap compared to other cities:** Nearby Route 1 communities that compete with the Arts District (College Park and Mount Rainier) have greater access to car sharing.
- b. **Potential benefits:** Introducing car-sharing options could reduce the extent to which existing Arts District homeowners are purchasing more than 1 vehicle. It could also make the Arts District more appealing to potential residents that don't want to own a car. Residents that own fewer cars will have a smaller carbon footprint and reduce traffic and parking problems. They also may be more likely to walk to and support local businesses.
- c. **Resource Commitment:** Depends on the extent to which ZipCar or another car-sharing option could be viable in the Arts District. The parking lot adjacent to Franklin's is rarely full, but it's unclear how many residents would take advantage of car-sharing. Having a car-sharing option in place before the Armory Apartments are completed would help to attract carless residents to that development. Would require city council and staff to reach out to ride sharing companies, designate parking spots.



MAYOR'S MONARCH PLEDGE

Mayors and other local and tribal government chief executives are taking action to help save the monarch butterfly, an iconic species whose populations have declined by 90% in the last 20 years. Through the National Wildlife Federation's Mayors' Monarch Pledge, U.S. cities, municipalities, and other communities are committing to create habitat for the monarch butterfly and pollinators, and to educate citizens about how they can make a difference at home and in their community.

a. **Gap compared to other cities:** Participating nearby communities include: Bowie, Middletown, Boonsboro and Arlington County.

b. **Potential benefits:** A commitment to preserving these habitats could help enhance connectivity corridors between other protected areas on state, municipal and federal lands. These areas would help provide a continuum of resources if planted with a rich diversity of native plants and trees to supply the food chain for insects and the animals who depend on them.

c. **Resource commitment:** Mayor must sign the pledge, implement the required environmental resources needed to fulfill their requirements for completing the pledge. Information located at <https://www.nwf.org/Garden-For-Wildlife/About/National-Initiatives/Mayors-Monarch-Pledge.aspx>

PARK SIGNAGE

Create and install environmental educational signage in all parks. While there are a few examples of this in some of Hyattsville's parks, there could be more. Our parks are visited by thousands of residents and visitors each year. Providing signage about wildlife, trees, storm water runoff, etc. would enhance the visitor's experience.

a. **Gap Compared to Other Cities:** Federal, State and City parks around the country have this type of signage to encourage visitors to take a closer look at their surroundings.

b. **Potential Benefits:** The signage will educate and promote a sense of ownership and understanding. Signage might talk about why there are rain gardens, what happens to storm water runoff, types of birds and wildlife that can be seen, what kinds of trees can be found in the park and more.

c. **Resource Commitment:** The signage we are thinking about are the larger, sturdier signs that are maybe a few feet wide by a couple feet tall that have color pictures along with content. There would be a cost to design and purchase as well as DPW install/ongoing maintenance cost. Costs can range from \$800 to \$2,000 per sign. However, there are certainly grants that could help to alleviate the cost. HEC suggests starting with a budget large enough to purchase three to five signs a year.



ENVIRONMENTALLY PREFERABLE PURCHASING

Hyattsville currently has a Procurement Policy (Section 7) that encourages city employees to choose greener, healthier products. This helps our city reduce its environmental footprint and provide healthier, safer indoor environments for city staff and residents visiting our city buildings. A HEC working group will work closely with DPW staff to ensure that this policy is being implemented in specific, cost-effective, and simple ways. Green Purchasing Working Group, a sub-committee of HEC, is using the current Procurement Policy to slightly revise the language of future contracts in order to bake sustainability into those contracts.

- a. **Gap compared to other cities:** Research to be determined on how other cities have implemented their environmentally friendly purchasing policies.
- b. **Potential benefits:** A commitment to purchasing environmentally friendly products will lessen aid local conservation efforts, reduce the carbon footprint of the City of Hyattsville and help lead surrounding municipalities forward in their efforts to purchase environmentally friendly products.
- c. **Resource commitment:** To be determined, active discussions with DPW ongoing.



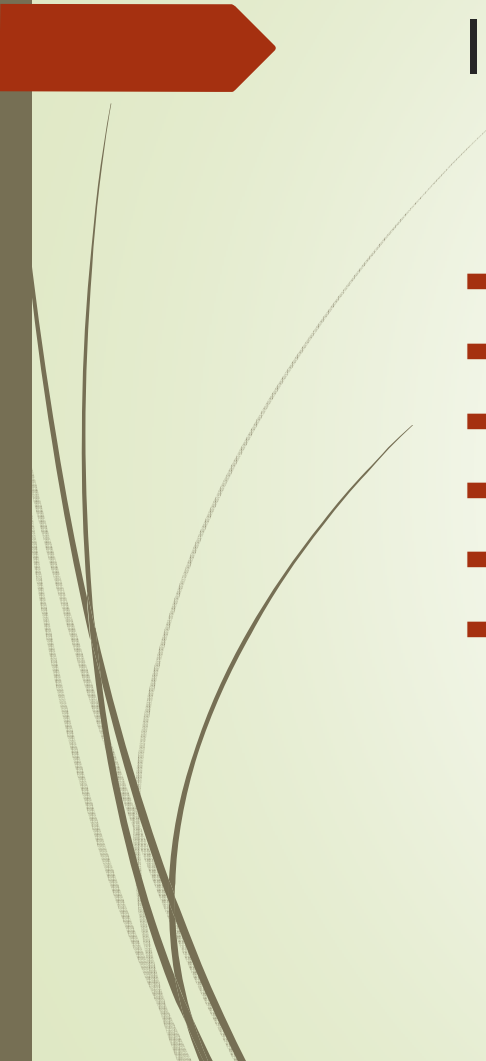
Hyattsville Environmental Committee

Proposal For Gap Analysis Report



Purpose Of The Report

- To identify gaps between Hyattsville and other municipalities where action can be taken to improve the environmental posture of the city.
- To propose new initiatives and track the progress of current proposed initiatives.
- Each initiative will be presented to the Council at separate hearings with fiscal impact statements and other necessary materials.



Initial Proposed Initiatives

- Redesign of City of Hyattsville website.
- Rental of energy efficient equipment.
- Car sharing service.
- Mayor's monarch pledge.
- Increased park signage.
- Environmentally preferable purchasing.



Next Steps

- Development of specifics for initiatives.
- Soliciting public and council interest for other endeavors.
- Following up with other stakeholders.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Michelle Dunklee
Submitting Department: Police Department
Item Type: Grant
Agenda Section:

SUBJECT

FY19 Budget Appropriation: Impaired Driving Enforcement Grant Award

HCC-167-FY19

Recommendation:

I move that the Mayor and Council amend the FY19 budget to accept and appropriate the grant award in the amount of \$4,000 from the Maryland Highway Safety Office for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The Maryland Highway Safety Office (MHSO) administers grant-funded programs that address priority areas such as impaired driving prevention, occupant protection, aggressive driving prevention, distracted driving prevention and the safety of pedestrians, bicyclists, motorcyclists, younger drivers and older drivers. This is an annual, recurring grant. For FY19, the MHSO has awarded \$4,000 to the Hyattsville City Police Department.

Next Steps:

Mayor and Council acceptance and appropriation of funds.

Fiscal Impact:

\$4,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Appointments to the Health, Wellness, and Recreation Advisory Committee

HCC-168-FY19

Recommendation:

I move that the Mayor and Council appoint Jasmine Wallace (Ward 1), Peter Reiniger (Ward 2), and Sara Goodman-Stickler (Ward 2) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on December 17, 2020.

Sponsor(s):

Ward

Co-Sponsor(s):

Spell

ATTACHMENTS

[Committee Application_HWRAC_Jasmine Wallace W1.pdf](#)

[Committee Application_HWRAC_Peter Reiniger W2.pdf](#)

[Committee Application_HWRAC_Sara Goodman-Stickler W2.pdf](#)

Summary Background:

Please see attached applications.

Next Steps:

Staff liaisons for HWRAC Committee will reach out to the new appointees to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the HWRAC Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Jasmine

First Name

Wallace

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: Submitted

Referred By:

Biographical Statement

Jasmine Wallace is the Peer Review Manager at the American Society for Microbiology (ASM) in Washington, D.C.; she also serves as Co-Chair of the Professional Development Committee for the Council of Science Editors, and is a writer for the Scholarly Kitchen. She received her master's degree in Publishing from George Washington University in Washington D.C., and bachelor's degree in English from Temple University in Pennsylvania. As an avid cyclist, she hopes to see the city of Hyattsville be more cycling friendly! The community call encouraging residents to serve on one of the city advisory committee's appeared to be a great opportunity to help shape the community's cycling awareness.

Board, Committee and Commission Application

Profile

Peter

First Name

Reiniger

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: Submitted
Hyattsville Environment Committee: Submitted

Referred By:

Biographical Statement

30 year resident of the City of Hyattsville. Recent retiree who wishes to contribute to the City and community.

Board, Committee and Commission Application

Profile

Sara

First Name

Goodman-Stickler

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: Submitted

Referred By:

Biographical Statement

I am a newer resident to Hyattsville- buying a home with my wife here less than 2 years ago. I am a former teacher and current Executive Director of an association in DC. I am also a former basketball and softball coach and have always valued the importance of health and recreational activities for children and families. Recreation is such a critical aspect of overall health and wellness and I would thoroughly enjoy working with committee to develop opportunities and activities to advance the wellness of our community. I have loved moving to Hyattsville and the community involvement of our neighborhood. I would like to get more engaged and feel this committee is a great first step.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Re-appointment to the Board of Supervisors of Elections

HCC-185-FY19

Recommendation:

I move that the Mayor, with Council approval, re-appoint Andrea Ross (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years to expire on December 17, 2022.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

[Committee Application_Election_Andrea Ross W2.pdf](#)

Summary Background:

Please see the attached application.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the Board of Supervisors of Elections Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Andrea

First Name

Ross

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Board of Supervisors of Elections: Submitted

David Marshall

Referred By:

Biographical Statement

I feel compelled to be part of the board because this is an integral part of our political system. I enjoy the camaraderie between the us and the staff, the City Council, and the Board of Ethics. This is where our government starts (at least in my thinking). I love being part of the history of what happens in Hyattsville.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Re-Appointments to the Education Advisory Committee

HCC-187-FY19

Recommendation:

I move that the Mayor and Council re-appoint Jan Edwards (Ward 1), Daniel Broder (Ward 2), and T. Carter Ross (Ward 2) to the Education Advisory Committee for a term of two (2) years to expire on December 17, 2020.

Sponsor(s):

Warner

Co-Sponsor(s):

ATTACHMENTS

[Committee Appointment_EAC_Jan Edwards W1.pdf](#)

[Committee Application_EAC_Daniel Broder W2.pdf](#)

[Committee Application_EAC_Carter Ross W2.pdf](#)

Summary Background:

Please see attached applications.

Next Steps:

Staff liaisons for the Education Advisory Committee will reach out to the appointees to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the EAC Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for Resident Participation in Civic Endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Jan

First Name

Edwards

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Education Advisory Committee: Submitted

Kathy Dow-Burger

Referred By:

Biographical Statement

I have been on the Hyattsville Education Advisory Board for two years. In 2016, I moved to Hyattsville from Madison, WI. I have a longstanding connection with Hyattsville because my 91-year-old father was born and raised in Hyattsville (6020 43rd Ave.) and I spent many vacations here with my grandmother as a child. I am a professor in the Hearing and Speech Sciences Department and an associate director of the Language Science Center at the University of MD. My research interests focus on language and literacy development in children, particularly children from low socioeconomic status families. I would welcome the opportunity to be involved in education at the local level in my new community.

Board, Committee and Commission Application

Profile

Daniel

First Name

Broder

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Hyattsville Environment Committee: Appointed

Education Advisory Committee: Submitted

Referred By:

Biographical Statement

My name is Daniel Broder and my wife and I moved to Hyattsville in the summer of 2016. I am eager to utilize my professional skills that I have acquired in cyber security, solar power and technical writing to make contributions to the community. It would be a privilege and an honor to serve on these committees and I would be a flexible, positive, hard-worker if given the opportunity. Please let me know if you have any additional questions.

Board, Committee and Commission Application

Profile

T. Carter

First Name

Ross

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Education Advisory Committee: Appointed

Ethics Commission: Submitted

Edouard Haba

Referred By:

Biographical Statement

A resident of Hyattsville since 1998, I have served on the Ethics Commission since October 2013 and as its chair since September 2014. I have two daughters in PGCPs schools in Hyattsville and am actively involved with our city, county, and state government. Professionally, I handle communications for a construction sector trade association and previously I worked as a trade media journalist covering broadcast technologies.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Re-Appointments to the Planning Committee

HCC-189-FY19

Recommendation:

I move that the Mayor and Council re-appoint Chad Copeland (Ward 1), Thomas Sheffer (Ward 1), Todd Dengel (Ward 2), and William Maxwell (Ward 5) to the Planning Committee for a term of two (2) years to expire on December 17, 2020.

Sponsor(s):

Wright

Co-Sponsor(s):

Warner

ATTACHMENTS

[Committee Application_Planning_Chad Copeland W1.pdf](#)

[Committee Application_Planning_Thomas Sheffer W1.pdf](#)

[Committee Application_Planning_Todd Dengel W2.pdf](#)

[Committee Application_Planning_William Maxwell W5.pdf](#)

Summary Background:

Please see attached applications.

Next Steps:

Staff liaisons for the Planning Committee will reach out to the appointees to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the Planning Committee Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for Resident Participation in Civic Endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Chad

First Name

Copeland

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Committee: Submitted

Candace Hollingsworth (2014)

Referred By:

Biographical Statement

I have served for the past four years. I enjoy giving back to my city and find the experience rewarding.

Board, Committee and Commission Application

Profile

Thomas

First Name

Sheffer

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Committee: Submitted

Bart Lawrence

Referred By:

Biographical Statement

Reappointment. I've worked in the planning division for the National Park Service for the past 8 years, have a masters in urban and regional planning and am certified through the American Institute of Certified Planners.

Board, Committee and Commission Application

Profile

Todd

First Name

Dengel

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Committee: Submitted

Referred By:

Biographical Statement

My wife, son, and I have lived in Hyattsville for going on 7 years this Feb. In that time we have grown to love it here and truly care deeply about the future of this growing city. My career in parking gives me two distinct perspectives. On the one hand, I can and have been a resource in parking advisement . I am also heavily involved in commercial real estate including some of the major development stakeholders in Hyattsville. I also have experience as an Executive Board member of the Mount Vernon Triangle Community Improvement District (a defined area within NW Washington DC which businesses are required to pay an additional tax (or levy) in order to fund projects within the district's boundaries.)

Board, Committee and Commission Application

Profile

William

First Name

Maxwell

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 5

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Committee: Submitted

Gia Maxwell

Referred By:

Biographical Statement

I am an almost 10 year resident of Hyattsville, MD and of Ward 5. I have been working in the Washington, DC for a Technology Support Company for almost 17 years, specializing in Network Support and Planning for the area's Non-Profit community. I also have a growing interest in the development and plan for the City of Hyattsville and specifically Ward 5. There is a lot of what looks like dead space in my city and I would like to see it developed into more than just housing. I think it comes from the years working with non-profits. I want to be able to give back, and if there is space for me to do that on the Planning Committee I would like that opportunity. Thank you.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Re-Appointments to the Hyattsville Environment Committee

HCC-190-FY19

Recommendation:

I move that the Mayor and Council re-appoint Janet Nackoney (Ward 2) and Jim Groves (Ward 2) to the Hyattsville Environment Committee for a term of two (2) years to expire on December 17, 2020.

Sponsor(s):

Wright

Co-Sponsor(s):

Warner

ATTACHMENTS

[Committee Application_HEC_Janet Nackoney W2.pdf](#)

[Committee Application_HEC_Jim Groves W2.pdf](#)

Summary Background:

Please see attached applications.

Next Steps:

Staff liaisons for the Hyattsville Environment Committee will reach out to the appointees to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the Hyattsville Environment Committee Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for Resident Participation in Civic Endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Janet

First Name

Nackoney

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Hyattsville Environment Committee: Submitted

Former member-- seeking renewal

Referred By:

Biographical Statement

Hello, I am Janet Nackoney from Ward 2. I have been a member of the Hyattsville Environmental Committee since around 2014. I am a Geographer by profession (employed by the University of Maryland) and have dedicated my life and career to pursuing environmental conservation topics and natural resources management. Participation in the Hyattsville Environmental Committee is an excellent opportunity to become more involved in City sustainability efforts and promote a "greener" place to live. I am especially passionate about preserving tree canopy cover in the city and protecting trees from invasive ivy, as well as promoting bike accessibility and pedestrian safety. Thank you for providing this opportunity for me to serve our city.

Board, Committee and Commission Application

Profile

Jim

First Name

Groves

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Hyattsville Environment Committee: Submitted

Am already a member

Referred By:

Biographical Statement

Served as chair of HEC from beginning of Committee until Nov 2016. Now serving as Secretary.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

Council of Governments Policy Committee Appointments

HCC-170-FY19

Recommendation:

I move that the Mayor and Council make the following appointments to the Council of Governments Policy Committees for a term of one-year, beginning on January 1, 2019:

- Region Forward Coalition: Mayor Candace B. Hollingsworth, with staff alternate Jim Chandler
- Human Services & Public Safety Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Jake Rollow and Chief Amal Awad
- Climate Energy & Environment Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle
- Chesapeake Bay & Water Resources Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[MWCOG Policy Committees.pdf](#)

Summary Background:

The Council joined the Metropolitan Washington Council of Governments in October 2016. Membership to COG provides the opportunity for Elected Officials and Staff members to participate in COG Policy Committees. The term of the appointment will be for one-year. Appointments are required to be submitted to COG by January 2019.

Next Steps:

Upon approval by the Council, the appointments will be submitted to COG and the City will continue participating in meetings.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support. Appointment does not preclude other staff members from participating.

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A

MWCOG POLICY COMMITTEES

POLICY COMMITTEES

Policy committees are advisory committees of the COG Board.

Chesapeake Bay and Water Resources Policy Committee

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. The CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay.

Climate, Energy and Environment Policy Committee

Climate, Energy and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. The CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to meet the regional greenhouse gas reduction goals adopted by the Board.

Human Services and Public Safety Policy Committee

The Human Services and Public Safety Policy Committee (HSPSC) advises the COG Board on a variety of issues including affordable housing, homelessness, child welfare, crime control and prevention, and traffic safety. Recent actions have included reports on homelessness and crime trends in the region as well as a foreclosure summit to address the significant increase in home foreclosures across the region.

Region Forward Coalition

Regional Forward Coalition is to oversee the next steps recommended in Region Forward and advise the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities includes overseeing the Region Forward performance Baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition will provide cross-cutting regional policy capacity and long-range regional planning recommendations to the COG Board. The Coalition includes members from public, private and nonprofit sectors which all have a role in helping the Region meet its goals.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Appointment to Pepco Community Advisory Group

HCC-174-FY19

Recommendation:

I move that the Council appoint Mayor Candace B. Hollingsworth as the City's representative on Pepco's Community Advisory Group.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Pepco_Community Advisory Group 2019.pdf](#)

Summary Background:

In November, Mayor Hollingsworth received a letter from Pepco informing the City it was re-establishing its Community Advisory Group (CAG). Pepco has requested the City to appoint a representative to the group. The CAG will help Pepco evaluate its operations and communicate with customers.

Next Steps:

Mayor Hollingsworth will attend CAG meetings on behalf of the City.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Jerry Pasternak
Vice President

Office 202-872-2524
pepco.com
jpasternak@pepco.com

701 Ninth Street NW
Washington, DC 20068-0001

November 20, 2018

The Honorable Candice Hollingsworth
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781

Dear Mayor Hollingsworth:

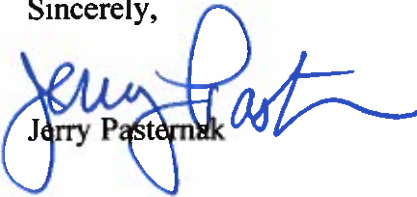
In 2019, Pepco will re-establish its Community Advisory Group (CAG) to help the company evaluate its operations and communicate with our customers. In order to obtain valuable input and representation from our municipalities, I am seeking your support in identifying a representative of the City to serve on the CAG.

Pepco continually assesses its operations and processes, and input from external stakeholders is critical to those efforts. The establishment of the CAG is an important component of the ongoing and future operations of the Company and its relationship with the valued customers it serves.

I appreciate your help in making the CAG a success and ask that you send me the name and contact information of your designee no later than December 20, 2018.

Thank you for your help in making the CAG a success. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,


Jerry Pasternak



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Grant

Agenda Section:

SUBJECT

FY19 Budget Appropriation: National Capital Strategic Economic Development Fund (NCSEDF) Program

HCC-177-FY19

Recommendation:

I move that the City Council amend the FY19 budget to accept and appropriate the FY19 National Capital Strategic Economic Development Fund (NCSEDF) Program awarded to the City by the Maryland Department of Housing & Community Development (DHCD) in the amount of \$250,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Maryland DHCD Application NCSEDF 2019 Hyattsville 00342.pdf](#)

Summary Background:

The City's National Capital Strategic Economic Development Fund (NCSEDF) Program to Maryland DHCD was supported by the City Council through the adoption of Resolution 2018-03. The funds are intended to assist with the redevelopment of 5320-5334 Baltimore Avenue for a new mixed-use retail and residential development.

Next Steps:

An MOU between the City of Hyattsville and Urban Investment Partners (UIP) will serve as the instrument to administer the grant funding.

Fiscal Impact:

\$250,000

City Administrator Comments:

Recommend Approval

Community Engagement:

Community Sustainability Goal #13: Encourage high-density, mixed-use development around Metro stations and in the Gateway Arts District.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Pending

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary



October 18, 2018

The Honorable Candace Hollingsworth
Mayor
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Re: Application ID# **NCSEDF-2019-Hyattsville-00342**;
"Hyattsville Armory Apartments"

Dear Mayor Hollingsworth:

On the behalf of Governor Larry Hogan and Lieutenant Governor Boyd K. Rutherford, it is my pleasure to inform you that your funding request for the Fiscal Year 2019 National Capital Strategic Economic Development Fund (NCSEDF) Program has been approved in the amount of **\$250,000**. Specifically, these funds will be available to assist you with the "Hyattsville Armory Apartments" Project.

This funding is conditional upon execution of an agreement between City of Hyattsville and the Maryland Department of Housing and Community Development (The Department). The NCSEDF Program is administered by the Department through the Division of Neighborhood Revitalization. Currently, staff is preparing the agreement and will be in contact with your office in the near future to discuss the specific terms of your agreement.

Again, congratulations on your award. If I may be of further assistance on this or any other matter, please do not hesitate to contact me or Kevin N. Baynes, Director of State Revitalization Programs, at 410-209-5823 or via email at kevin.baynes@maryland.gov.

Sincerely,

Kenneth C. Holt
Secretary

cc: Kevin N. Baynes, Director, State Revitalization Programs
Duane Felix, Project Manager, State Revitalization Programs

KCH/ knb/ df





Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Purchase

Agenda Section:

SUBJECT

Purchase Order - Shannon Baum Signs

HCC-178-FY19

Recommendation:

I move that the Mayor and Council accept the proposal of Shannon Baum Signs, 105 Competitive Goals Drive, Eldersburg, Maryland 21784 and authorize the City Administrator to execute a purchase order for updated Residential Parking signage, at a cost not to exceed \$29,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Shannon Baum Signs - Quote.pdf](#)

[Signage Contract - Baltimore County.pdf](#)

Summary Background:

The City of Hyattsville is scheduled to commence an update of the Residential Parking Zone Program in April 2019. As part of the program update, signage will be updated. The City will be utilizing the bulk purchasing contract between Shannon Baum Signs and Baltimore County, Maryland. Shannon Baum Signs is a certified Minority Business Enterprise (MBE) in the State of Maryland.

Next Steps:

The City will receive materials in February 2019 and will deploy updated signage, weather pending, in March 2019.

Fiscal Impact:

NTE \$29,000

City Administrator Comments:

Recommend Approval

Community Engagement:

The City Council recently adopted an update Residential Parking Zone Ordinance at the conclusion of an 18-month public process.

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A

QUOTE

SHANNON-BAUM SIGNS & GRAPHICS, INC. Since 1950

105 Competitive Goals Drive
Eldersburg, Maryland 21784
(410) 781-4000 Fax (410) 781-4673

A MD & DE CERTIFIED MINORITY COMPANY



TO: City of Hyattsville
Chris
cgiunta@hyattsville.org
301-985-5017

Ship To: City of Hyattsville

SALESPERSON	SHIPPING VIA	INQUIRY DATE	ESTIMATED SHIPPING DATE	F.O.B	PAYMENT TERMS	VALID FOR
Denise Baum	Our Delivery	10/25/2018	2-3 weeks	Destination	Net 30 Days	30 Days

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
660.00	12x24x080 Hi-Intensity Prismatic Signs 1 color/white	\$16.75	\$ 11,055.00
825.00	12x6x080 Hi-Intensity Prismatic Arrow signs Black/White	\$ 9.00	\$ 7,425.00
	200 <-->		
	550 -->		\$ -
660.00	12x6x080 Hi-Intensity Prismatic Zone Signs 1 Color/White	\$ 11.75	\$ 7,755.00
	Zones to be in different colors		\$ -
75.00	12X18X080 Hi-Intensity Prismatic Signs Black/white	\$ 15.00	\$ 1,125.00
	FRONT END PARKING ONLY		\$ -
60.00	12X18X080 Hi-Intensity Prismatic Signs 1 color/white	\$ 15.00	\$ 900.00
	PAY BY PLATE SIGNAGE TO INCLUDE HOURS OF ENFORCEMENT		\$ -
12.00	12X18X080 Hi-Intensity Prismatic Signs Red/White	\$ 17.55	\$ 210.60
	NO LIVERY PARKING/CHARGING		
			\$ -

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTE IS VALID FOR THE NUMBER OF DAYS LISTED ABOVE. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

To accept this quotation, sign here and return: _____

SUBTOTAL	\$ 28,470.60
SALES TAX	
TOTAL	\$ 28,470.60

THANK YOU FOR YOUR BUSINESS!

MASTER AGREEMENT



BALTIMORE COUNTY, MARYLAND
Office of Budget and Finance

Document ID: 00003281 Fiscal Year: 2019
Version: 4 Modification
Buyer: Kathy Madary
Buyer Phone: 410-887-3888
Effective Date: 07/15/16 Expiration Date: 07/14/19
Date Printed: July 10, 2018

Vendor: VC004832
SHANNON BAUM SIGNS

105 COMPETITIVE GOALS DR

ELDERSBURG, MD 21784

Document Description: Traffic Signs and Installation
Contract Approved Date: 9/6/16
Not to Exceed: \$2,836,209.82 Current Renewal Period: 2

Reason for Modification:

Modified Master Agreement to exercise the second of four one-year renewals from 07/15/2018 to 07/14/2019. Vendor must maintain the insurance coverages required under the terms and conditions while this contract is in effect, including all renewal terms. All prices, terms, and conditions remain the same.

Extended Description:

RFB #B-945, opened 10/29/2015. Incorporating by reference the Baltimore County Solicitation #B-945 dated 10/29/2015, as amended by Amendments 1 and 2, including, but not limited to, the Bid Response, Procurement Affidavit, MBE/WBE Affidavit and documents, and Insurance, as applicable.

The maximum compensation payable to the contractor may not exceed \$2,836,209.82 during the entire term of the agreement, including renewals and/or extensions.

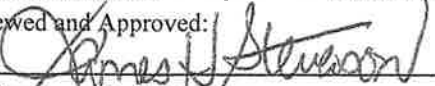
This is not an order to ship (or begin service). A Delivery Order (DO) or Purchase Order (PO) must be issued before you are authorized to ship (or begin service). This is a notice that the Master Agreement (MA) referenced above has been awarded to you based on the bid (or proposal) you submitted. All terms, conditions and specifications of the solicitation will apply to all orders placed from this agreement. Any agency authorized to purchase from this agreement must issue an order and reference the Master Agreement number, line number and commodity item number for each item. Changes in items to be furnished are not permitted (unless approved by the Purchasing Division prior to delivery). Prior approval must also be obtained before distributors can be added or deleted. If a distributor list was submitted, the contractor must send copies of this award to each distributor. Quantities listed are estimated and no quantities are guaranteed. The contractor must supply actual requirements ordered at the Master Agreement price awarded.

ORIGINAL

MASTER AGREEMENT		Document ID: 00003281		Version: 4	
		Vendor: VC004832			
Line No.	Commodity	UoM	Unit Price	Discount % Off Catalog \$	Contract Amount
27	96880	SQFT	\$4.5000	0.0000	\$0.00
Sheeting, 3M diamond grade, VIP, any color, as per specifications					
28	96880	HOUR	\$28.5000	0.0000	\$0.00
Labor, technician, regular time, Monday-Friday, 8:00 am-5:00 pm, as per specifications					
29	96880	SQFT	\$2.5500	0.0000	\$0.00
Blank, aluminum 0.080 gauge, any size, as per specifications					
30	96880	EACH	\$45.0000	0.0000	\$0.00
Fiberglass reinforced plastic "Keep Right" sign, 18"x24", as per specifications					
31	96880	EACH	\$45.0000	0.0000	\$0.00
3.5" x 48", flexible sign post, with single sided sign mounting hardware and glue down surface-mounted base, as per specifications					
32	96880	SQFT	\$13.0000	0.0000	\$0.00
Sign, prefabricated sign faces with 3MT Diamond Grade TDG3, 4083, fluorescent yellow/green sheeting, single sided on 0.080 gauge aluminum blank, as per specifications					
33	96880	EA	\$32.0000	0.0000	\$0.00
Sign, PVC, Rat Eradication, custom 24" x 36", black & white with colored County seal, as per specifications					
34	96880	EA	\$15.5000	0.0000	\$0.00
Post, U-channel, green, 5 ft., 1.12 lbs./ft., holes down the entire post for mounting, including 5/16 x 2" nuts/bolts, galvanized, mounting hardware to attach sign, as per specifications					
35	96880	EACH	\$1.0000	0.0000	\$0.00
Contingency work, traffic signs and installation, for work not covered by listed line items					
Renewal Period No:	1	Renewal Begin Date:	07/15/17	Renewal End Date:	07/14/18
Renewal Period No:	2	Renewal Begin Date:	07/15/18	Renewal End Date:	07/14/19
Renewal Period No:	3	Renewal Begin Date:	07/15/19	Renewal End Date:	07/14/20
Renewal Period No:	4	Renewal Begin Date:	07/15/20	Renewal End Date:	07/14/21

1. Purchases are subject to the Baltimore County Charter and Article 10, Title 2 of the Baltimore County Code, 2003, as amended. Baltimore County will not be responsible for any goods delivered or services rendered unless covered by an official order signed by the Purchasing Agent or his/her designee. No change, modification, or revision shall be binding upon Baltimore County unless made in writing by the Purchasing Agent or his/her designee. Contractor shall not assign its obligations to perform hereunder in whole or in part without the prior written consent of the Purchasing Agent or his/her designee.
 2. If this Master Agreement, Contract, or Purchase Order is for an amount of \$25,000 or less, the County Executive and the County Administrative Officer are not required by the Baltimore County Code to sign. Accordingly, any such Master Agreement, Contract or Purchase Order that is for \$25,000 or less shall be signed by the Director of the Office of Budget and Finance or his designee as allowed for in the County Code.
 3. The County's Solicitation, Request for Proposal, or Request for Bid, as applicable, shall be incorporated herein in its entirety.
 4. The Contractor may not and shall not amend or modify the terms and conditions of this Master Agreement, Contract, or Purchase Order, as applicable, unless such amendment or modification is in writing and signed by a legally authorized signatory of the Contractor and the County, and the Baltimore County Office of Law.
 5. Invoicing: Invoices must be submitted, in duplicate, to the Office of Budget and Finance, Disbursements Section, Room 148, 400 Washington Avenue, Towson, MD 21204-4665. Invoices must show the vendor's federal tax identification number (FEIN) or social security number, as appropriate and order number and line number(s) that correspond with the order(s). Cash discount periods will be computed either from the date of delivery and acceptance of the goods ordered, or the date of receipt of correct and proper invoices prepared in accordance with terms of Baltimore County's order, whichever date is later. Under no circumstances will interest be paid.
 6. Incorporation by reference: If this purchase order is the result of a written solicitation, the solicitation and response are hereby incorporated by reference.
 7. County Council Approval: Prior approval of the Baltimore County Council is required on contracts for services in excess of \$25,000 per year or in excess of two years.
 8. Fee Prohibition: The contractor warrants and represents that it has not employed or engaged any person or entity to solicit or secure this agreement, and that it has not paid, or agreed to pay any person or entity a fee or any other consideration contingent on the making of this agreement. If any suit, claim, or demand shall arise concerning such a fee, the contractor agrees to indemnify, hold harmless, and defend the County from all such claims, suits, or demands.
 9. Discrimination Prohibited: In the execution of the obligations and responsibilities hereunder, including, but not limited to, hiring or employment made possible by or relating to this agreement, the Contractor shall not discriminate against persons because of race, color, religion, sex, age, political affiliation, national origin, marital status, sexual orientation, gender identity or expression, genetic information, status as a veteran, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment.
 10. Applicable Law: This agreement shall be governed and construed in accordance with the laws and regulations of the State of Maryland and Baltimore County.
 11. Any litigation arising out of or relating in any way to this agreement or the performance thereunder shall be brought only in the courts of Maryland, and the Contractor hereby irrevocably consents to such jurisdiction. To the extent that the County is a party to any litigation arising out of or relating in any way to this agreement or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in the courts of the State of Maryland.
 12. Funding Out: If funds are not appropriated or otherwise made available to support continuation of this agreement in any fiscal year, the County shall have the right to terminate the agreement without prior notice to the contractor and without any obligation or penalty.
 13. Material Safety Data Sheet: If products to be provided to the County contain any substances that could be hazardous or injurious to a person's health, a material safety data sheet (MSDS) must be provided to the Purchasing Division, 400 Washington Avenue, Room 148, Towson, MD 21204-4665. This applies also to any product used by a contractor when providing a service to the County.
 14. Recycled and Recyclable Products: The contractor agrees that it will not use packaging materials made of non-recyclable Styrofoam (Polystyrene). Additionally, any materials used in packing to cushion, protect and ship are to be made of recycled, recyclable or biodegradable materials.
 15. Copiers, scanners, printers, facsimile equipment and any other office equipment that contain hard drives that have the capability to store data internally, will be required to provide overwrite capability with an option to return hard drives to the County for proper disposal at the end of life.
 16. Termination for Convenience: The County may terminate this agreement, in whole or in part, without cause, by providing written notice thereof to the contractor. In the event of termination, without cause, the County shall advise the contractor in writing of the termination date and of work to be performed during the final days prior to termination. The contractor shall be paid for all reasonable costs incurred by the contractor up to the date of termination set forth in the written notice of termination. The contractor will not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination. Payments to be provided on a lump sum basis shall be prorated by the County based on the services rendered or goods delivered up to the date of termination set forth in the written notice.
 17. Termination for Default: In addition to other available rights and remedies, the County shall have the right upon the happening of any default, without providing notice to the contractor: 1) To terminate this agreement immediately, in whole or in part; 2) To suspend the contractor's authority to receive any undisbursed funds; and/or 3) To proceed at any time or from time to time to protect and enforce all rights and remedies available to the County, by suit or any other appropriate proceedings, whether for specific performance or any covenant, term or condition set forth in the contract, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations. Upon termination of this agreement for default, the County may elect to pay the contractor for services provided or goods delivered up to the date of termination, less the amount of damages caused by the default, all as determined by the County in its sole discretion. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder.
 18. Indemnification: The contractor shall indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be incurred or made against the County, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of the agreement. The contractor shall not be responsible for acts of gross negligence or willful misconduct committed by the County.
- The contractor shall also indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be made against the County, its employees, agents or officials by any third party arising from the alleged violation of any third party's trade secrets, proprietary information, trademark, copyright, patent rights, or intellectual property rights in connection with the agreement.
19. Defense: Unless notified in writing by the County to the contrary, the contractor shall provide defense for the County, its employees, agents and officials and in doing so the contractor shall allow the County to participate in said defense of the County, its employees, agents and officials, to the extent and as may be required by the County and the contractor shall cooperate with the County in all aspects in connection therewith. All filings, actions, settlements, and pleadings shall be provided to the County for comment and review prior to filing or entering thereof. No filing, action, settlement or pleading shall be filed or entered without the prior consent and approval of the County.
 20. Property Lost, Damaged or Destroyed: Any deliverables to be provided by the contractor will remain at the contractor's risk until written acceptance by Baltimore County, and the contractor will replace, at the contractor's expense, all deliverables lost, damaged or destroyed by any cause whatsoever.

Reviewed and Approved:

By: 
 Director of Budget and Finance
 or Director's designee

Baltimore County, Maryland

By: _____
 County Administrative Office

Reviewed for Legal Sufficiency
 (based upon typeset document)

By: _____

Baltimore County Office of Law
 (approval does not convey approval or disapproval of substantive nature of the transaction)



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Purchase

Agenda Section:

SUBJECT

Approval of Service Agreement with Comcate Inc.

HCC-179-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a two-year services agreement with Comcate Inc., 144 Linden Street, Oakland, California 94607 in an amount not to exceed \$12,500.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo_-_Comcate_Inc_Services_Agreement_-_2018.docx](#)

Summary Background:

Since 2012, the City of Hyattsville has utilized Comcate Incorporated as its business licensing and code management program. The contract for services is set to expire and staff is requesting the Council to authorize a 24-month extension to the contracted services.

The annual renewal license fee for the software is \$12,104, exceeding the \$10,000 threshold and thus necessitating the requirement for City Council authorization to continue with the services. Staff is satisfied with the overall performance of Comcate Inc. and the cost effectiveness of the software product and is requesting authorization to extend for a 2-year term at an annual cost not to exceed \$12,500.

We anticipate going to market with a solicitation or folding the Code Compliance software into the City's ERP project at the conclusion of the 2-year term.

Next Steps:

N/A

Fiscal Impact:

NTE \$12,500

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Pending



Memo

To: Mayor and City Council
From: Jim Chandler, Assistant City Administrator, Director CED
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Date: December 10, 2018
Re: Comcate Inc. – Services Agreement

This memorandum is to provide the City Council with a summary of a request for the extension of a services agreement for operational software licenses.

Summary

Since 2012, the City of Hyattsville has utilized Comcate Incorporated as its business licensing and code management program. The contract for services is set to expire and staff is requesting the Council to authorize a 24-month extension to the contracted services.

The annual renewal license fee for the software is \$12,104, exceeding the \$10,000 threshold and thus necessitating the requirement for City Council authorization to continue with the services. Staff is satisfied with the overall performance of Comcate Inc. and the cost effectiveness of the software product and is requesting authorization for extension of a 2-year contract term at an annual cost not to exceed \$12,500.

We anticipate going to market with a solicitation or folding the Code Compliance software into the City's ERP project at the conclusion of the 2-year term.



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Memorandum of Understanding

Agenda Section:

SUBJECT

PEPCO Energy Efficient Communities MOU

HCC-183-FY19

Recommendation:

I move that the Mayor & Council authorize the City Administrator to accept the Memorandum of Understanding with PEPCO for the Energy Efficiency Community program.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[EEC_PepcoMOU_FINAL_080718.pdf](#)

Summary Background:

PEPCO The Energy Efficient Communities Program offers cash incentives, technical expertise, outreach, and educational opportunities to municipal customers interested in making energy efficient upgrades. Participants will work with a designated Account Executive to identify eligible projects and complete program applications. Projects can include street lighting, interior lighting, HVAC equipment, chillers, data center equipment, compressed air systems, building envelope measures, and much more.

In order to be considered a participant, Pepco asks that each customer complete the following:

- Identify an Energy Champion, or a main point of contact, who will meet with the Account Executive quarterly to keep track of existing and new projects.
- Develop an Implementation Plan to identify projects planned, goals, energy efficient measures, facility locations, and expected completion dates.
- Complete Operations and Maintenance training, which will be provided at no cost
- Complete one project application per year

The City has been working with representatives of PEPCO to facilitate this program that can provide fiscal and energy savings and benefits.

Next Steps:

With Council approval of the PEPCO Energy Efficient Communities MOU, City staff will evaluate City programs and projects for energy cost savings through the PEPCO Energy Efficiency Community program.

Fiscal Impact:

The City will receive cost savings from using this program.

City Administrator Comments:

Recommend Approval

Community Engagement:

TBD

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Complete

ENERGY EFFICIENT COMMUNITIES

MEMORANDUM OF UNDERSTANDING



Potomac Electric Power Company d/b/a Pepco ("the Utility") offers to pay incentives through the Energy Efficient Communities Program ("the Communities Program") to qualified municipalities for including energy efficiency measures into their new and/or existing facility. The Communities Program is designed to help municipal customers identify eligible energy efficiency measures, plan their projects during the 2018-2020 Communities Program cycle, and maximize their rebates.

ICF ("the Program Administrator") implements the Communities Program on behalf of the Utility; and the Customer is the owner of a facility ("the Customer") looking to be eligible for incentive funding.

The Utility, Program Administrator, and Customer agree to comply with the Communities Program requirements and terms identified in this Memorandum of Understanding ("MOU"). By signing this MOU, the Customer agrees that they intend to meet these requirements by June 30, 2021 in order to receive the Communities Program incentives.

Requirement 1 – Sign MOU

Participation in the Communities Program requires the signatures of the Customer and Program Administrator on this MOU. This MOU details the program expectations and requirements, which the Customer will meet over the 2018-2020 program cycle in order to receive Communities Program incentives.

Requirement 2 – Identify Energy Champion

The Customer will identify a point of contact that will be referred to as the Energy Champion. The Energy Champion is responsible for overseeing the projects identified under the Implementation Plan (Attachment A) and ensuring that they adhere to the Communities Program requirements. The Energy Champion will be involved in the application process, attend trainings, meet with the Pepco Team (as described in Requirement 4) quarterly, and complete or oversee the completion of any and all tasks required to participate. If necessary, there may be more than one Energy Champion identified.

Requirement 3 – Complete Implementation Plan

The Customer will work with the assigned Account Executive (to be provided by the Pepco Team) to submit the Implementation Plan (Attachment A). The Implementation Plan will identify the projects, facilities, timelines, budgets, and the like. Communities Program participants are required to complete three (3) projects during the Communities Program cycle, with at least one (1) project for a non-prescriptive measure. Additional details are provided in Requirement 6.

BONUS: For completing the implementation plan, incentive levels will be locked in at the time of pre-approval to avoid any decreases in rebate amounts. If incentive levels decrease during the Customer's participation, the higher rebate levels will be honored.

Requirement 4 – Attend Quarterly Meetings

The Energy Champion will meet with the Pepco Team (which will include the Account Executive, at a minimum) on a quarterly basis to monitor the status of the projects, identify any issues, discuss any new opportunities, and the like. These meetings will be used to ensure compliance.

Requirement 5 – Attend Operations and Maintenance (O&M) Training

At least one (1) employee from the Customer's team, ideally the Energy Champion, will complete a pre-approved O&M training within the first year of Communities Program participation. There are multiple training opportunities that can be selected, but the Customer must work with the Account Executive to identify eligibility before participating.

BONUS: The cost of one training will be covered 100% through the Communities Program. The Customer is welcome to attend or send one or more staff members to additional trainings, but those would be at the Customer's expense.

Requirement 6 – Submit Project Applications

The Customer will be required to submit at least three (3) applications within the duration of the MOU. At least one (1) of these projects must be for a non-prescriptive measure/project. All projects are subject to the terms of the appropriate Technical Sheets. All project work must be completed by June 30, 2021 in order to receive Program incentives.

GENERAL TERMS

The Customer is also required to comply with all [Terms and Conditions](#), which are incorporated by reference herein as if the Customer had signed those documents, listed on the website and the Application Center for each specific Program (i.e., the Business Prescriptive, Custom, New Construction, or Building Tune-Up Program). Communities Program incentive funding is not guaranteed without project pre-approval and is contingent on compliance with all Terms and Conditions.

The Utility will pay incentives, as defined in the Pepco Energy Savings for Business Prescriptive, Custom, New Construction, and Building Tune-Up Program application(s), for energy efficient measures outlined in the applications for those Programs, after review and approval by the Utility. The estimated amount of the incentives will be set with the Pre-Approval email issued during review for each such Program for which an application is submitted. The Utility will calculate and approve the incentive amounts and issue payment by check.

This MOU will commence as of the date it has been signed by both the Customer and the Program Administrator and will continue to remain in effect until the work outlined in the Attachment is completed, unless terminated prior by either Party in writing. If the Customer is not engaged in a continuous effort in accordance with the MOU by the end of one year from the date this MOU is signed, the Utility may cancel this MOU and cancel the Customer's application(s).

PROGRAM ADMINISTRATOR REPRESENTATIVE	
Signature:	
Name:	
Title:	
Date:	
CUSTOMER REPRESENTATIVE	
Signature:	
Name:	
Title:	
Date:	

ENERGY EFFICIENT COMMUNITIES

ATTACHMENT A IMPLEMENTATION PLAN



Requirement 1 – Sign Memorandum of Understanding (MOU)

Date Signed by all Parties	
----------------------------	--

Requirement 2 – Identify Energy Champion

Name of Energy Champion	
Job Title	
Street Address	
Phone Number	
Email	

Requirement 3 – Complete Implementation Plan

Date Submitted	
Date Approved	

Requirement 4 – Attend Quarterly Meetings

Date of 1st Meeting/Kickoff	
-----------------------------	--

Requirement 5 – Attend Operations and Maintenance (O&M) Training

Pre-Approved Educational Course / Certification	
Name of Applicant	
Applicant's Job Title	
Estimated Expected Completion Date	

Requirement 6 – Submit Project Applications

Program	
Building Name	
Building Account Number	
Building Address	
Service Provider (if applicable)	
Identified Energy Efficient Measure	
Measure Quantity	
Estimated kWh Savings	
Estimated Incentive	
Estimated Expected Completion Date	

Program	
Building Name	
Building Account Number	
Building Address	
Service Provider (if applicable)	
Identified Energy Efficient Measure	
Measure Quantity	
Estimated kWh Savings	
Estimated Incentive	
Estimated Expected Completion Date	

Program	
Building Name	
Building Account Number	
Building Address	
Service Provider (if applicable)	
Identified Energy Efficient Measure	
Measure Quantity	
Estimated kWh Savings	
Estimated Incentive	
Estimated Expected Completion Date	

Program	
Building Name	
Building Account Number	
Building Address	

Service Provider (if applicable)	
Identified Energy Efficient Measure	
Measure Quantity	
Estimated kWh Savings	
Estimated Incentive	
Estimated Expected Completion Date	

Program	
Building Name	
Building Account Number	
Building Address	
Service Provider (if applicable)	
Identified Energy Efficient Measure	
Measure Quantity	
Estimated kWh Savings	
Estimated Incentive	
Estimated Expected Completion Date	

Pepco Energy Savings for Business Program

Contact: 1-866-353-5798 | pepcobusiness@icf.com



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Anthony DeSantis
Submitting Department: Community Services
Item Type: Grant
Agenda Section:

SUBJECT

Disbursement of 2018 Education Enrichment Grant Funds

HCC-188-FY19

Recommendation:

I move that the Mayor and Council authorize the expenditure of NTE \$10,000 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for the dissemination of Education Enrichment Grants.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo Re Disbursement of Education Enrichment Grant Funds \(2018\).docx](#)

Summary Background:

Please see attached memo.

Next Steps:

Disburse the 2018 Education Enrichment Grant Program funds according to the recommendations from the City's Education Advisory Committee.

Fiscal Impact:

\$10,000

City Administrator Comments:

Recommend Approval

Community Engagement:

Outreach was conducted to inform schools of this program. Awarded applicants will be notified.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Memo

To: Mayor Candace Hollingsworth and Hyattsville City Council
From: Hyattsville Education Advisory Committee
CC: Department of Community Services; Finance Department
Date: December 11, 2018
Re: Disbursement of Education Enrichment Grant Funds

Mayor and Council,

On November 29, 2018, the Education Advisory Committee met to review applications for the fourth iteration of the City's Education Enrichment Grants Program. This program authorizes the Committee to seek applications from public elementary, middle, and high schools with attendance boundaries that encompass all or part of Hyattsville's City limits. The program authorizes awards of up to \$500 each up to a total of \$10,000.

Fifty-eight requests were received from nine schools with a total requested amount of \$27,719.74. This should be compared to last year's 26 requests from seven schools with a total requested amount of \$11,843.59. Applications were widely competitive and included everything from academic, arts and athletic programs to initiatives designed to engage students, parents, and the broader Hyattsville community.

The Committee sought to recommend programs that address needs identified by the principals of the eligible schools. As such, recommended programs include those that impact large groups of students, build ties within the community, and integrate the arts, as well as programs that address low-income (Title 1), limited English proficiency (LEP), and/or special education needs.

The Committee recommends the following programs be awarded the following amounts.

- Edward M. Felegy Elementary School, \$500 for the Alvin Ailey Experience
- Edward M. Felegy Elementary School, \$325 for Health and Wellness Fair
- Edward M. Felegy Elementary School, \$500 for Let's Keep This Party Going
- Edward M. Felegy Elementary School, \$500 for Kindergarteners Build Shelters
- Edward M. Felegy Elementary School, \$500 for Kids Create Opera
- Edward M. Felegy Elementary School, \$500 for STEM Residency: Exploring Math and Music Building
- Hyattsville Middle School, \$200 for Heritage Night by Multicultural Club
- Nicholas Orem Middle School, \$500 for Supplies for Parent Academy
- Northwestern Evening High School, \$300 for Incentive Program
- Northwestern High School, \$175 for Dual Major (Musical Theatre)
- Northwestern High School, \$250 for Girls Lacrosse Sticks
- Northwestern High School, \$250 for Boys Lacrosse Sticks
- Northwestern High School, \$250 for Uniform Shirts
- Northwestern High School, \$250 for Uniform Pants
- Northwestern High School, \$500 for Recycle Bins
- Northwestern High School, \$500 for Table Cloth
- Northwestern High School, \$500 for Field Trip Bus: McFadden Art Glass Studio
- Northwestern High School, \$500 for Band Repair Kit
- Northwestern High School, \$500 for Mouthpieces for Growing NHS Band
- Northwestern High School, \$500 for CHISPA Youth Promotores – Environmental Leadership
- Roger Heights Elementary School, \$500 for Mega Back to School Health Fair
- Rosa Parks Elementary School, \$500 for Discovering Our Nation, Our World & Ourselves
- Rosa Parks Elementary School, \$500 for Girls on the Run
- Rosa Parks Elementary School, \$500 for Your Child's First Teacher

This is a total award of \$10,000 out of a requested \$27,719.74.

Due to the sheer number of applications, the Committee was unable to award funds to several programs. However, it should be noted that the Committee reduced the amount of funds awarded to certain projects as part of its effort to award as many worthy projects as possible using the Educational Enrichment Grants Program's budget.

Furthermore, the Committee would like to highlight that several applications from Northwestern High School came directly from students with sponsorship by and signatures from Principal E. Carlene Murray and teacher Carolyn Cartonia. While some of these applications were awarded funds and others were not, the Committee appreciates Northwestern's use of the application as an educational tool. The Committee plans to respond to Ms. Cartonia's class via letter with the hope of continuing a dialogue between these students and their local government.

It is also worth noting that several of the funded programs will use the monies to purchase food and other supplies to support students and parental involvement. There are many opportunities for businesses involved with food services to continue to support our area schools, and such partnerships are welcomed.

The Committee would like to thank City Council and the Mayor for establishing the Educational Enrichment Grant Program, and would also like to thank all the teachers, parents, and administrators who have submitted applications. We believe the program makes a true impact on the community, and we encourage the Mayor and City Council to consider increasing the funding available for next year's grant cycle.

Many innovative educational programs and strategies are being pursued in Hyattsville's schools, both through this grant program and through other avenues. With this in mind, the Committee encourages businesses, community groups, and other organizations looking to make a difference in Hyattsville to reach out to the Committee. We would be happy to facilitate connections with our area schools in order to identify additional needs and opportunities for charitable or service-based endeavors.

Respectfully,

The Education Advisory Committee

Daniel Broder, Co-Chair

Deyo "DJ" Johnson, Co-Chair

Kathy Dow-Burger

Jan Edwards

Jen Kubit

Frank Mills

T. Carter Ross

Will Staton

Cynthia Totten



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Purchase
Agenda Section:

SUBJECT

Arundel Place Water and Sewer Project - Design and Permitting

HCC-191-FY19

Recommendation:

I move that the Mayor and Council authorize the expenditure not to exceed \$45,000 with Johnson, Mirmiran, and Thompson (JMT) for Change Order #2 for the design of Water and Wastewater Connections for DPW. This work will be completed as part of the existing contract with JMT.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Change Order 2 Signed Proposal 13SEP2018 \(1\).pdf](#)

Summary Background:

In March 2018 The Mayor and Council authorized an amendment to the Capital Improvement (CIP) Fund to upgrade water and sewer lines on Arundel Place. Upgrades are required to provide adequate water and sewer supply to the new Public Works facility currently under construction. On June 4th, 2018 the Council Authorized a an expenditure of \$45,000 with JMT to design and permit the new water and sewer lines. Due to numerous comments and additional requirements from WSSC, JMT has submitted the attached Change Order request to cover the additional time, effort, and subcontractors required to complete a design that WSSC will approve for construction.

Next Steps:

N/A

Fiscal Impact:

\$45,000

City Administrator Comments:

Recommend Approval

Community Engagement:

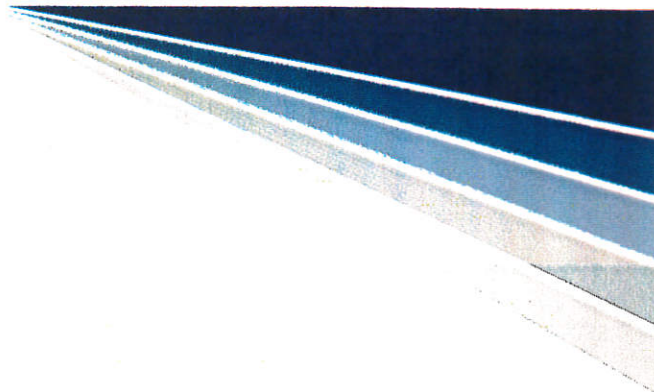
N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A



September 14, 2018

Mr. Hal Metzler, Jr.
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Re: Proposed Change Order No. 2 for Professional Consulting Services for Public Works Complex
Water & Wastewater Connection to Public Utility Complex, 4633 Arundel Place
Project DPW07132015 / JMT #15-1281-003

Dear Mr. Metzler,

JOHNSON, MIRMIRAN & THOMPSON is pleased to provide our proposed Change Order # 2 to complete the WSSC Permitting Process. The following services were not anticipated to be required, and not included, at the start of the original task order. WSSC reviewed the latest design submission and responded at the end of June with several comments. Attachment are the comments that were effort intensive and time consuming in detail.

Below are the significant additions requiring re-submission to WSSC:

- WSSC has requested soil boring and soil testing for hydrocarbons due to the proximity of the existing Arundel Place auto mechanic shops, and gas station on Baltimore Avenue.
- Test pits have also been requested to exactly locate the existing utilities on Arundel Place and Baltimore Avenue.
- Additional coordination has been required because of the numerous special requests made by WSSC and clarifications to the existing conditions surrounding the limits of construction.
- Furthermore, WSSC has requested both the new water and sewer lines be re-aligned due to future soil contamination and maintenance concerns.
- WSSC has also required that the City install a second manhole at the City property line because of the future construction by Keller's design and building of the new Public Works Administration Headquarters (PWAH). Additionally, due to the PWAH County building permitting delay, WSSC required resubmission of the water and sewer design.

The added scope and deliverables will include:

1. Subsurface Soil and Groundwater Investigation:

- Perform two (2) soil sample borings to a depth of approximately ten (10) to eleven (11) feet, if ground water is encountered, a sample will be collected from each boring.
- Permitting
- Contact Miss Utility
- Location of borings in the field
- Coordinate Maintenance of Traffic (MOT)
- Scan a 25-foot radius from both borings for presence of utilities, and mark if any found
- Continued coordination with the City's PWAH design/build team; Keller

2. Test Pits Survey:

It is understood that the City will perform the test pits and JMT will deliver the following:

- Identify existing utilities; water, sewer, gas, etc.
- Depth to top of utility, line size and exact location
- Survey, record and mark for future reference
- Photograph exposed utility and immediate site conditions
- Test pits reports will be generated showing the information captured and the X, Y & Z coordinates of the reference marks. Records are to be tied to the Maryland State Plane Coordinate System (NAD 83/2011) and NAVD 88 for elevations.

3. Facilitate coordination between necessary parties to achieve WSSC permit.

Total Amount Not to Exceed

\$40,315.00

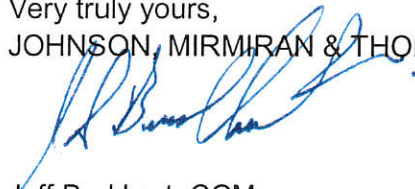
Assumptions:

- a. Test pit excavation by others; City of Hyattsville
- b. Maintenance of Traffic (MOT) and traffic control by others
- c. Utility designation; Miss Utility
- d. JMT will not obtain or hold any regulatory agency permits

Thank you for using JOHNSON, MIRMIRAN & THOMPSON to provide these services.

Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON



Jeff Burkhardt, CCM
Senior Associate

cc: Jon Ryan, JMT
Soli Guille, JMT
Steve D'Ortone, JMT

Drawing/Document	Comment Number	WSSC Comment	Engineer's Response	Internal Action Plan	Followed up by	Completed?
A001 - Extension Plan	A001 - 1	This plan was not prepared per WSSC's CAD standards and guidelines. I have uploaded an example plan in the document folder (DA4967A09). Please follow the example when preparing the next submittal.		To update drawings per WSSC's CAD guidelines.	Carl	
A001 - Extension Plan	A001 - 2	Reference the agreement that governs this SEP plan in the SEP general note.		Provide a copy of the agreement to HV team. Revise SEP general note according to the agreement.	Jeff Carl	
A001 - Extension Plan	A001 - 3	Use manhole standard symbol per PDM.		To update drawings per WSSC's CAD guidelines.	Carl	
A001 - Extension Plan	A001 - 4	The plan sheet needs to show the nearest fire hydrant. Fire hydrant spacing needs to be met. Check the PDM for the required spacing..		The hydrant spacing should be 250-300' for non-residential. Adjust view port to show existing and proposed hydrants per WERI and K/C's plans. Add hydrant if the existing hydrant spacing cannot be met. Update cost estimate.	Carl	
A001 - Extension Plan	A001 - 5	Use standard symbol for manhole per PDM. Use Circle with manhole number.		To update drawings per WSSC's CAD guidelines.	Carl	
A001 - Extension Plan	A001 - 6	grid ticks. Increase font size so they are legible.		Increase font size for grid ticks	Carl	
A001 - Extension Plan	A001 - 7	Show the parcel boundaries more clearly.		To update drawings per WSSC's CAD guidelines.	Carl	
A001 - Extension Plan	A001 - 8	An easement is not required for Arundel Place if the Record Plat shows it as public road R/W.		Remove easement on drawing.	Carl	
A001 - Extension Plan	A001 - 9	Add sewer standard connection note. See uploaded example in the document folder.		Revise note.	Carl	
A001 - Extension Plan	A001 - 10	Reference the SU number if known. The note should reference the SU number "if known", or indicate that the meter and connection shall be built under the future Site Utility Plan..		Obtain SU number from K/C.	Jeff	
A001 - Extension Plan	A001 - 11	manhole with two connections. Appears there will be 2 SHCs? Probably need one more manhole with SHC and then split into the onsite piping..		Coordinate with K/C to add a manhole on site to intercept the flow from existing building.	Jeff/Brenda	
A001 - Extension Plan	A001 - 12	Add standard connection note.		Revise note.	Carl	
A001 - Extension Plan	A001 - 13	Label 8"S.		Revise label.	Carl	
A001 - Extension Plan	A001 - 14	water and sewer separation. These need to be min 7' separation as long as they have 1.5' vertical separation per M/18.0.		Need to adjust horizontal alignment to meet 7' horizontal clearance.	Brenda/Carl	
A001 - Extension Plan	A001 - 15	maintain required horizontal clearance from manhole. Pepco and telephone lines appear to be crossing over the manhole?.		Discuss with Jeff on adding trial pit. Check with K/C if they already trial pit the cables. Adjust manhole location if needed.	Jeff/Brenda/Carl	
A001 - Extension Plan	A001 - 16	Wrong symbol for valve. Use the standard connection note indicating that the method of connection is TS&V and show the valve symbol on the connecting branch per WSSC's CAD standards..		To update drawings per WSSC's CAD guidelines.	Carl	
A001 - Extension Plan	A001 - 17	Label this to show that the road is public and owned by the Prince George's County Government.		Add label.	Carl	

A001 - Extension Plan	A001 - 18	Label as 8"W.	Revise label.	Carl
A001 - Extension Plan	A001 - 19	What is this underground/above ground lines?. Maintain clearance requirement from water and sewer per requirements of the PDM..	Refer to A001 - 015.	
A001 - Extension Plan	A001 - 20	reference the future onsite plan.	Refer to A001 - 010.	
A001 - Extension Plan	A001 - 21	Use standard connection note on plan.. See uploaded example in the document folder.	Refer to A001 - 009.	
A001 - Extension Plan	A001 - 22	label existing water main using standard labeling and indicate the contract number.	To update drawings per WSSC's CAD guidelines.	Carl
A001 - Extension Plan	A001 - 23	Lable all fittings per WSSC standard and include the station number. Vertical bends are referred to as LVB or UVB.	To update drawings per WSSC's CAD guidelines.	Carl
A001 - Extension Plan	A001 - 24	Abandonment. The part outside the ROW can be shown as abandoned under the SU plan. It is not part of this plan. Show in light grey..	To update drawings per WSSC's CAD guidelines.	Carl
A001 - Extension Plan	A001 - 25	Format of contract number is correct. List correct WSSC existing contract number in the proper format.	To update drawings per WSSC's CAD guidelines.	Carl
A001 - Extension Plan	A001 - 26	reference the future onsite plan.	Refer to A001 - 010.	
A001 - Extension Plan	A001 - 27	abandoned or removed?. If abandoned, reference the standard detail for abandonment at the connection points on this plan.	Change callouts to gray tone.	Carl
A001 - Extension Plan	A001 - 28	Show the distant to the next two valves in both directions and indicate the valve numbers as listed in WERI.	Add valve and information per WERI and adjust view port.	Carl
A001 - Extension Plan	A001 - 29	Abandoned or removed?. If abandoned, reference the abandonment standard detail and point to the locations where the abandonment will be performed..	Add abandonment detail reference in call out for the existing water main along Arundel Place. Gray out callouts for on site facilities.	Carl
A001 - Extension Plan	A001 - 30	Show tee with cap for the abandoned line. It is preferrable to remove the line.	To update drawings per WSSC's CAD guidelines.	Carl
A001 - Extension Plan	A001 - 31	ROW. Need approved street grade and that should be shown in the profile and labeled correctly..	This is an existing road. Show grade per sample drawing.	Carl
A001 - Extension Plan	A001 - 32	restrain length on profile. Not consistent with blocking note, which request fully restrained joints.	Change restrain all joints on profile. Update cost estimate.	Carl
A001 - Extension Plan	A001 - 33	Additional general notes are required. See uploaded example in the document folder. Currently missing note about all manholes to be precase concrete, t-wye fitting requirements, high pressure conditions requiring onsite PRVs, roadways to be kept broom swept at all times, valve extension stems as needed, test pits prior to construction.	Revise note.	Carl
A001 - Extension Plan	A001 - 34	It is more practical to restrain the entire length of pipe.. This will eliminate guessing and need for computations. The unrestrained length is very short. THe price for the intergnal gasket restrain required for distribution main size pipes is nominal..	Refer to A001 - 32.	
A001 - Extension Plan	A001 - 35	Don't include a sequence of construction on the WSSC utility plan.	Delete sequence.	Carl

A001 - Extension Plan	A001 - 36	manholes to be labeled per the PDM requirements with the top elevation, grade, etc..	To update drawings per WSSC's CAD guidelines.	Carl
A001 - Extension Plan	A001 - 37	Show locations for testpits on the plan and profile.	Discuss test pits with Jeff.	Jeff
A001 - Extension Plan	A001 - 38	there are no fire hydrants or blow offs on this line. Install an air release valve on the high point. Also check the FH spacing requirement..	Add air release valve. The on site water main is level and then bent down per K/C's plans. Refer to A001 - 4 for hydrant. Update cost estimate.	Carl
A001 - Extension Plan	A001 - 39	see labeling for bends in the example uploaded to the document folder.	To update drawings per WSSC's CAD guidelines.	Carl
A001 - Extension Plan	A001 - 40	Is the existing sewer "pressure"?.	No? Confirm with WERI data.	Carl

A001 - Extension Plan	A001 - 41	label future connection to onsite and indicate future SU number when available.
A001 - Extension Plan	A001 - 42	see labeling for watermain extention in the example uploaded to the document folder.
A001 - Extension Plan	A001 - 43	indicate the invert elevation of the connecting main and the source of information. Plan, design, field. A test pit is required at this location. Provide the test pit results with the next submission in the document folder..
A001 - Extension Plan	A001 - 44	apply CAD standards to profile. Use single lines for water and sewer pipes.
A001 - Extension Plan	A001 - 45	TS&V. The TS&V must be laid horizontal so that the valve stem is vertical for operation. So any deflections or bends need to be past the the valve. Keep in mind deflections are not allowed at fittings or appurtenances.
A001 - Extension Plan	A001 - 46	Bends. Correct These. You are showing them at wrong angle for this scale. Perhaps these sizes are not needed. You may be able to deflect pipe rather than installing bends. Check PDM for allowable deflection for restrained DI pipe. Keep in mind deflections are not allowed at fittings or appurtenances.
A001 - Extension Plan	A001 - 47	show length of sewer between manholes as shown on the example uploaded to the document folder.
A001 - Extension Plan	A001 - 48	Show contract number and use standard connection note as shown on the example uploaded to the document folder.
A001 - Extension Plan	A001 - 49	What is the source of this invert elevation. Plan, asbuilt, or field..
A001 - Extension Plan	A001 - 50	delete sequence of construction for sewer. There is already a note about the requirement for sewer bypass pumping.
A001 - Extension Plan	A001 - 51	Add meter retrieval note for old line to be removed.
A001 - Extension Plan	A001 - 52	delete these notes.
A001 - Extension Plan	A001 - 53	Update blocking note. No blocking needed on TS&V besides restraint..
A001 - Extension Plan	A001 - 54	Salvage. Are there any old hydrants to salvage here?.
A001 - Extension Plan	A001 - 55	Add Corrossion notes. Per corrossion survey checklist, add the following recommendations to the plan: Field coat 5' on each side of the water connection and polywrap per specifications..

A001 - Extension Plan	A001 - 56	Address requirement of Hazscreen review. Comment from Paul Billingsly: I reviewed the soil boring report also and the results are just for the proposed building site, parking lot, and SWM facility. There are no borings conducted along the proposed sewer and water alignment on Arundel Place and that is the area of concern because of the presence of auto repair facilities and the adjacent gas station near the connection to the existing 30" sewer in Baltimore Ave. The gas station had a past history of petroleum leaks from the underground storage tanks. It would be prudent to do a boring sample in Arundel Place and near the proposed connection point to the existing sewer to rule out any soil/ GW contamination that could affect our lines..
A001 - Extension Plan	A001 - 57	Provide a point by point response to all comments with the next submittal.
A001 - Extension Plan	A001 - 58	Submit the following documents before plan approval. 1- Cost estimate per DSD's template (use DSD unit cost or get the estimate signed by a contractor if using different unit costs). 2- Record Plat 3- Approved Paving and stormdrain plan 4- Approved Forest conservation plan. 5- Executed agreement for cost sharing..
A001 - Extension Plan	A001 - 59	The fully executed agreement is required before the plan can be approved.
A001 - Extension Plan	A001 - 60	add a meter retrieval note. Refer to the SU base template for language regarding the meter retrieval note.
A001 - Extension Plan	A001 - 61	SF is not a listed development type on table 19C in the WSSC PDM. What is "SF"?
A001 - Extension Plan	A001 - 62	development types listed on sewage flow table need to match what is listed on the SU plan and PDM table 19C. The items listed here don't conform to the categories available under table 19C. Choose the categories that best match the development per the categories listed on table 19C..
A001 - Extension Plan	A001 - 63	Other design comments. Please refer to comments on the restrain calculation and the soil report.
A001 - Extension Plan	A001 - 64	add professional engineer digital seal to the plan. Once the plans are batchstamped, the mylars should be ink signed..
A001 - Extension Plan	A001 - 65	Sewer flow table. Values need to match what is shown on the HPA.
A001 - Extension Plan	A001 - 66	beds is not a development type in table 19C of the PDM.
A001 - Extension Plan	A001 - 67	Check "No" for both on property and off property easement requirements. The on property easement requirement for the meter will be part of the Site Utility Plan.
A001 - Extension Plan	A001 - 68	Total sewer flow. This is average not base.

A001 - Extension Plan	A001 - 69	List email address for applicant.	Add email address.	Carl
A001 - Extension Plan	A001 - 70	Label plans here. Water and Sewer Plans.	Update title.	Carl
A002 - Extension Plan	A002 - 1	Delete standard detail sheet. Just reference the applicable WSSC standard detail number on the plan and profile. The information is available online and doesn't need to be part of the plans..	Reference related standard(s) in call out.	Carl
A003 - Extension Plan	A003 - 1	Delete this sheet. I will attach the standard and most upto date E&S template sheet to the scanned signed mylar. Please move any required E&S notes and comments from the environmental reviewer to another sheet..	Move E&S notes to A001. Reference related standard(s) in call out.	Carl
Y005 - Thrust Restraint Schedule	Y005 - 1	Show the computation and indicate how the parameters were estimated. i.e., assumed values versus values derived from soil borings.	Add assumption page. Calculations using DIPRA Thrust Restraint Design Calculator are already included in document "Y012 -Computations (Thrust Restraint Design for DI Pipe).pdf" for .	Carl
Y005 - Thrust Restraint Schedule	Y005 - 2	Review the most updated book of standard detail. Detail B 2.7 was deleted for the reason that wedge action restrainer gland was added to the specifications instead of the megalug detail..	Update the schedule to latest standards.	Carl
Y011 - Soil Report	Y011 - 1	The report needs to specifically speak to the Haz Screen concern regarding the potential presence of petroleum products in the soil. The report needs to specifically indicate that soil borings were conducted to verify that the depth of the proposed water and sewer does not include any petroleum products. The report needs to be signed and sealed by an engineer..	Discuss with Jeff about adding soil boring.	Jeff



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Purchase
Agenda Section:

SUBJECT

3505 Hamilton Street Renovation Project - Construction Bid Phase Services

HCC-192-FY19

Recommendation:

I move that the Mayor and Council authorize the expenditure not to exceed \$40,000 with Johnson, Mirmiran, & Thompson (JMT) to provide construction bid services for the solicitation of construction for 3505 Hamilton Street as part of their existing contract with the City.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[T001A Bidding Phase List 08OCT2018 \(1\).pdf](#)

Summary Background:

In May 2017, the Council approved moving forward with the design and renovation of 3505 Hamilton Street to be the new Hyattsville City Police Station. JMT was issued a purchase order for architectural and engineering design work. In November 2018 the administration is requested approval of a change order to complete the design. As JMT and staff work to complete the design by January 2019, attention must be turned to preparing the solicitation for the General Contractor to perform the construction at 3505 Hamilton Street. The staff is requesting an authorization not to exceed \$40,000 for bid preparation services, this amount is currently budgeted within the previously approved \$10,265,000 capital budget appropriations for this project.

Next Steps:

Prepare Solicitation for Construction at 3505 Hamilton Street.

Fiscal Impact:

\$40,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



October 8, 2018

Mr. Hal Metzler, Jr.
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Re: Professional Consulting Services – General Contractor Bid Phase Services
City of Hyattsville Police Headquarters Re-location, 3505 Hamilton Street
Project DPW07132015 / JMT #16-1916-01A

Dear Mr. Metzler,

JOHNSON, MIRMIRAN & THOMPSON is pleased to provide our proposal for Bid Phase services in support of the City's procurement of the construction general contractor for the police headquarters building construction at 3505 Hamilton Avenue. It is JMT's understanding that the City Treasurer and procurement staff will manage the general contractor selection and contracting process. The items identified below are typical bid phase services, however are not intended to be comprehensive, nor does the list take into consideration unique processes established by the City of Hyattsville. The JMT mission is to support the City during the implementation of the elements identified in **bold**.

Procurement Process:

- Development and implement bidders interest campaign
- Develop of bidders list
- Provide text for development of notices and advertisements for bid day
- Solicit and pre-qualify of bidders
- **Provide pre-bid conference agenda**
- **Lead pre-bid conference**
- Distribute bid documents
 - Electronic documents for City and public websites
 - **Print limited sets of bid documents; specifications and drawings; \$2,000 contingency**
- **Respond to requests for information (RFI) and to bidder's questions (Q & A)**
- Receive sealed bids
- **Attend bid opening, evaluate bids and offer recommendation of action**
- **Attend City Council planning meeting and City Council meeting**
- **Attend pre-award meeting**
- **Attend notice to proceed (NTP) meeting**
- Facilitate submission of bid-bonds, construction bonds, insurance, labor affidavits, and other pre-construction requirements
- **Up-date cost report - master project cost schedule of values**
- **Schedule maintenance - master project schedule up-date**

Total Amount Not to Exceed **\$38,960.00**

Assumptions:

- a. City Treasurer and procurement staff will manage the bid process
- b. The City intends to pre-qualify bidders
- c. The City intends to evaluate bids on a “Low-Cost” basis
- d. The City does not intend to evaluate bids on a “Best Value” basis
- e. JMT’s roll is limited to supporting the City’s procurement process
- f. There are no project management services required during the procurement process
- g. Any regulatory agency fees required are excluded
- h. Project management, daily inspection, reporting and all other services during construction are not included. Project Management Services will be provided in a separate proposal
- i. Third party “building” inspection fees, and commissioning are not included and will be provided under separate proposal

Thank you for using JOHNSON, MIRMIRAN & THOMPSON to provide these services.

Very truly yours,
JOHNSON, MIRMIRAN & THOMPSON

Jeff S. Burkhart

Jeff Burkhart, CCM
Senior Associate

cc: Jon Ryan, JMT
John DiMenna, JMT
Soli Guille, JMT

Johnson, Mirmiran & Thompson				
COST SUMMARY FORMAT				
PART I - GENERAL				
CLIENT: City of Hyattsville - Professional Consulting & Design Services	Hyattsville Police Relocation Bid Phase		DPW07132015	Task Order 01A
CONSULTANT: Johnson, Mirmiran & Thompson	JMT -16-1916-01a		PROPOSAL DATE 8-Oct-18	
ADDRESS: 601 New Jersey Ave, Suite 210 Washington, DC 20001				
COST SUMMARY				
1. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Program Manager	60	\$160.00	\$ 9,600.00	
Construction Project Manager	148	\$130.00	\$ 19,240.00	
A/E	56	\$145.00	\$ 8,120.00	
Total Hours	264			
DIRECT LABOR SUBTOTAL:			\$ 36,960.00	
2. INDIRECT COSTS (Specify)	RATE	X DIRECT LABOR TOTAL =	ESTIMATED	
OVERHEAD AND PAYROLL BURDEN	0%		\$ -	
INDIRECT COSTS SUBTOTAL			\$ -	
3. TOTAL OF DIRECT LABOR & INDIRECT COSTS (Combined Sum of Items 1 & 2)				\$ 36,960.00
4. PROFIT - (Fixed Hourly Rate)				\$ -
5. TOTAL PROFESSIONAL FEE (Combined Sum of Items 3 & 4)				\$ 36,960.00
6. OTHER DIRECT COSTS (refer to attached itemization)				
7. EXPENSES	QTY.	COST	ESTIMATED COST	
a. Transportation (personal car)		\$ 0.54	\$ -	
b. Photocopies (Outside Copying)	0	sheets X \$0.10/sheet	\$ -	
c. Drawing Prints	2000	sheets X \$1/sheet	\$ 2,000.00	
EXPENSES SUBTOTAL			\$ 2,000.00	
8. EQUIPMENT, MATERIALS, SUPPLIES (See attached itemization)	QTY.	COST	ESTIMATED COST	
			\$ -	
EQUIPMENT SUBTOTAL:			\$ -	
9. SUBCONSULTANT(S)			ESTIMATED COST	
			\$ -	
SUBCONSULTANT(S) - SUBTOTAL:			\$ -	
10. SUBCONSULANT MARKUP			ESTIMATED COST	
a. NA Services Provided by JMT		0.10	\$ -	
SUBCONSULTANT(S) - SUBTOTAL:			\$ -	
OTHER SUBTOTAL			\$ -	
OTHER DIRECT COSTS TOTAL: (Combined Sum of Items 7, 8, 9, 10)				\$ 2,000.00
TOTAL PRICE (Combined Sum of Items 5 & 10)				\$ 38,960.00

CLIENT: City of Hyattsville - Professional Consulting & Design Services
DPW07132015
Man-hour Breakdown:

		LABOR HOURS					
No.	Description	Progam Manager	Construction Project Manager	A/E	City	Total	Expenses
Bid Phase - Project Management		\$160	\$130	\$145			
1	Development of Bidders List				City		
2	Bidders Interest Campaign				City		
3	Solicitation and pre-qualification of bidders	4	8		City		
4	Notices and advertisements		8		City		
5	Distribution of Bidding Documents		8		City		
	Electronic documents	Incl. in design					
	Website				City		
	Printing -		16	16			\$2,000
6	Pre-Bid Conference, Information to Bidders	8	20		City		
7	Addenda	16	40	40			
8	Bid Opening	8	8				
9	Pre-Award Meeting	8	8		City		
10	Notice to Proceed / contract submittals / bonds, insurance etc.				City		
11	Schedue Maintenance - Master Project Schedule up-date	8	16				
12	Cost Reporting - Master Project Cost Schedule of Values up-date	8	16				
	GRAND TOTAL	60	148	56		208	\$2,000.00

9600	19240	8120
------	-------	------

\$38,960.00



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

Postponement of Recommendation for Traffic Calming on Maryhurst Drive

HCC-193-FY19

Recommendation:

I move that the Mayor and Council postpone Council action on the petition for a traffic calming device until the Council Meeting of January 7, 2019.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[114-8 Traffic Calming Devices_Dec 17 packet.pdf](#)

Summary Background:

Per City Code Section 114-8 (C)(3) the Council should announce their decision to approve, approve with modifications, or deny the requested traffic calming device within fifteen (15) days of the close of the public hearing unless, due to extraordinary circumstances, the time limit is extended by majority vote of the City Council.

The next scheduled Council meeting is Monday, January 7, 2019 - 21 days after the close of the Public Hearing. The request for delay is to allow the staff an opportunity to present findings and recommendations to the Council at the next scheduled meeting.

Next Steps:

Staff evaluation and recommendation to Council on January 7. Per City Code, the petitioners will be notified of the decision of the Mayor and Council by the City Clerk and the decision will be published in the meeting minutes.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

65 notification letters were sent to residents on Maryhurst Drive, Nicholson Street, Madison Street, Madison Place, 31st Avenue, and 31st Place. The letters included a copy of the petition, notice of the public hearing, and the relevant section of City Code.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A

§ 114-8. Traffic calming devices. [Added 8-1-94 by HB No. 8-94, Amended 2-21-95 by HB No. 8-94, 2-21-95 by HB No. 01-95, Amended on 3-27-11 by HO-2011-01]

A. Definitions: As used in this Ordinance, all terms shall have the definitions and meanings provided in the Maryland Code Annotated, Transportation Article, unless otherwise indicated. The following terms shall have the meanings indicated:

(1) “Traffic calming device” is a physical device used to regulate, guide, slow, and/or control traffic, for the purpose of pedestrian and traffic safety. The term traffic calming device includes but is not limited to the following devices:

(a) Speed zones: an identifiable area of reduced speed, indicated by signage or otherwise.

(b) Speed humps: a raised or manually installed section of asphalt or other construction material constructed on a roadway, with a dip and crown shaped as viewed in cross section, on a base ordinarily twenty-two feet (22’), measured parallel to the curb of the roadway, and with a height not less than three (3) inches nor more than four (4) inches.

(c) Raised intersections: contrasting surfaces such as brick, cobblestones, concrete, or other construction material in place of street surfaces at the intersection of two streets.

(d) Traffic islands, circles and lateral shifts: physical barriers placed in the street to direct traffic in a specific direction including both temporary and permanent structures which do or do not contain landscaping.

(e) Rumble strips: physical devices attached to, or constructed in the road surface to provide contrast to the road surface in order to slow traffic.

(f) Chokers: a portion of the sidewalk extending out approximately six (6) to eight (8) feet into the street.

(2) “Unit block”: unit block shall mean a subsection of, or a separate and distinct, but attached portion of a street, of no specific length or width, but which has been numerically designated and identified a part of that street. Each street may consist of numerous unit blocks.

(3) “Dwelling unit”: one (1) or more rooms arranged for the use of one (1) or more individuals living together as a single housekeeping unit, with cooking, living, sanitary and sleeping facilities as defined by the Prince George’s County Housing Code.

(4) “Eligible signature”: the signature of an individual, over the age of eighteen (18), residing in a dwelling unit located on a street:

(A) upon which the installation of a traffic calming device is being considered, or

(B) within one (1) unit block of such streets upon where the installation of a traffic calming device is being considered for only a portion of such street , or

(C) that is only accessible over a street for which the installation of the traffic calming device is being considered and provides the only means of ingress and egress, or

(D) or in an area which the City Clerk pursuant to the discretion granted in subsection B (2) (b) determines should be surveyed.

Only one eligible signature per dwelling unit will be considered for any of the purposes set forth in this Ordinance.

HYATTSVILLE CHARTER AND CODE

B. Request for traffic calming device installation:

Requests for the installation of a traffic calming device may be made by petition subject to the following conditions.

(1) Residents of a street may request the installation of a traffic calming device by submitting a petition to the City Administrator containing eligible signatures from at least sixty percent (60%) of dwelling units located on the street, stating that such individuals want a traffic calming device. Such petition need not conform to the requirements in the Charter for petitions.

(2) If the traffic calming device is being requested for only a portion of a street, the petition containing at least sixty percent (60%) of eligible signatures must be circulated to individuals residing in dwelling units located on the unit block on which the traffic calming device will be installed and to individuals residing in dwelling units located within one (1) unit block of the block containing the requested installation site.

(a) If the street upon which the traffic calming device is to be installed provides the only means of ingress and/or egress for other streets, the petition containing at least sixty (60%) of eligible signatures must be circulated to the residents of such other streets.

(b) The City Clerk retains sole discretion to determine if residents of additional streets will be surveyed, based upon circumstances that could impact such residents.

(3) The City Clerk will validate petitions submitted to the City Administrator to determine that said petitions are in compliance with applicable provision of this Article. The City Clerk shall inform the City Council, petitioners, the City Administrator, Director of Public Works and the Police Chief, as to whether the petition complies with this Article. If the petition is in compliance, the department heads will jointly undertake to assess the location of the request and determine if a traffic calming device is in the interests of both best traffic engineering practice and public safety; and the Mayor who will schedule a public hearing in accordance with subsection C, below.

(4) The City Clerk shall develop and distribute a standardized “request for traffic calming device” petition form sufficient for use in accordance with this subsection.

C. Procedures for public hearings on traffic calming device installations:

(1) Conduct of Public Hearing: the Mayor shall schedule a public hearing after being notified by the City Clerk in accordance with subsection B. (3) that the petition is valid.

(a) Notice of the hearing will be given to all residents of the street upon which the proposed traffic calming device is to be installed; and

(b) If the traffic calming device is being requested for only a portion of the street, notice will be given to residents of dwelling units located on the unit block on which the traffic calming device will be installed and also to individuals residing in dwelling units located within one (1) unit block of the block containing the requested installation site; and

(c) If the traffic calming device is to be installed on a street which provides the only means of ingress and/or egress for other streets, the notice will be given to residents of such other streets, by the following means:

(i) Publication in the Hyattsville Reporter or in a paper having circulation in the City.

(ii) Advertisement on the City of Hyattsville’s cable television channel.

HYATTSVILLE CHARTER AND CODE

(2) Factors considered: The following factors shall be taken into consideration as guidance in determining whether to install a traffic calming device. The factors listed below shall not be considered exclusive.

(a) Whether the street where installation of a traffic calming device is proposed has a speeding problem, which has been identified through a combination of residents' complaints, police radar surveillance and ticketing practices, accident statistics, electronic traffic counts and/or a history of previous efforts to control speeding which cannot be alleviated in any way other than a traffic calming device. The Department of Public Works shall provide a report of the electronic traffic count data of the proposed street to determine the traffic and speed issues.

(b) Whether the street carries a sufficient volume of non-residential traffic in addition to the general residential traffic, so that the requested traffic calming device is appropriate.

(c) The impact of a traffic calming device on public transportation, police and fire apparatus.

(d) The impact of a traffic calming device on adjacent neighborhoods.

(3) Decision: The Mayor and City Council will announce their decision to approve, approve with modifications, or deny the requested traffic calming device within fifteen (15) days of the close of the hearing unless, due to extraordinary circumstances, the time limit is extended by majority vote of the City Council.

(4) Notification of decision: The petitioners will be notified of the decision of the Mayor and City Council by the City Clerk and the decision will be published in the Hyattsville City Council Meeting Minutes.

D. Procedures for removing a traffic calming device installation:

(1) A request for removal of a traffic calming device, installed pursuant to subsection C above, may be by petition containing eligible signatures from sixty percent (60%) of the dwelling units located on the street upon which the traffic calming device has been installed or

(2) If the traffic calming device has been installed for only a portion of the street, the petition requesting removal may be signed by eligible signatures from sixty percent (60%) of the dwelling units located on the unit block on which the traffic calming device was installed and dwelling units located within one (1) unit block of the requested removal site; or

(3) If the traffic calming device has been installed on a street that provides the only means of ingress and/or egress for other streets, the petition requesting removal may be signed by eligible signatures from sixty percent (60%) of the dwelling units located on the street and such other streets.

(4) No petition will be considered until six (6) months have elapsed since the initial installation of the traffic calming device.

E. Miscellaneous:

(1) Placement of traffic calming device near schools, parks and playgrounds: the Mayor and Council may initiate the installation of traffic calming device on streets adjacent to neighborhood parks, playgrounds, and schools or on commercial areas.

(2) Authority of City over traffic calming devices.

HYATTSVILLE CHARTER AND CODE

(a) Nothing in these guidelines shall be construed as preempting the City, at its initiative, from installing, altering, maintaining or removing a traffic calming device installation. The City Administrator will notify, pursuant to the notice provisions stated in subsection c. above, the appropriate affected residents of the proposed changes regarding a traffic calming device.

F. Installation and maintenance:

(1) In the regulation and supervision of traffic, the Public Works Director is authorized to construct, install, place, erect, and maintain upon the public highways of the City those traffic calming device installations and proper signage as the Mayor and Council have or may direct at the locations designated by the Mayor and Council.

(2) All speed humps installed pursuant with this Ordinance shall ordinarily:

(A) Consist of one (1) or more speed humps spaced every two hundred (200) to five hundred (500) feet along public street or alley;

(B) Not be placed within two hundred (200) feet of a stop sign unless required by special circumstances as determined by the Director of Public Works; and

(C) Be painted with distinctive markings which should include reflective paint or tape.

(3) Warning signs marked “speed humps” shall be placed on the right hand side of the street at the approach to each speed hump.

§ 114-9. Speed monitoring systems. [Rewritten on 3-27-11 by HO-2011-01, Amended 3-18-13 by HO-39-03-13, Amended 8-4-14 by HO 2014-06]

A. A “speed monitoring system,” as defined in Maryland law, means a device with one or more motor vehicle sensors producing recorded images of motor vehicles traveling at least twelve (12) miles per hour above the posted speed limit.

B. No more than ten (10) school zone speed monitoring systems as outlined in §21-809 of the Transportation Article of the Annotated Code of Maryland are hereby authorized at locations, determined by the Chief of Police or his/her designee after consultation with and agreement of the City Administrator, in school zones within the City, as established under §21-803.1 of the Transportation Article of the Annotated Code of Maryland.

C. Before activating a speed monitoring system in any school zone at any location where such a system had not been previously moved or placed, the City shall:

1. Publish notice of the location(s) of the speed monitoring system(s) on the City website and in a newspaper of general circulation within the City; and

2. Ensure that each sign that designates a school zone has in close proximity to it a sign that indicates that speed monitoring systems are in use in the school zone and that the signage is in accordance with the manual for and that the specifications for a uniform system of traffic control devices adopted by the State Highway Administration.

D. The City shall name a City employee as Program Administrator to oversee the contract with the speed monitoring system contractor and shall also name another City employee who has not been involved in monitoring system citations, to investigate and respond to questions or concerns about the City’s speed monitoring systems as outlined in §21-809(b)(1)(ix) of the Transportation Article.

E. Unless otherwise provided by law, the school zone speed monitoring system may operate



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

2019 Council Regular & Budget Meeting Calendar - AMENDED

HCC-194-FY19

Recommendation:

I move that the Mayor and Council adopt the 2019 Council Meeting Schedule and the FY-2020 Budget Meeting Schedule, as amended.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[2019 Council Meeting Calendar_Final REV.pdf](#)

[Calendar of Budget Presentations_FY20.pdf](#)

Summary Background:

Please see attached meeting schedules. Staff identified a discrepancy in the meeting schedule that was adopted by Council in November. Attached is a corrected version and a budget meeting schedule. Note the deletion of the February 27, 2019 Budget Work Session.

Next Steps:

Upon adoption, the Council Meeting calendar will be published on the City's website and posted in the Municipal Building.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Council meeting agendas are posted a minimum of 48 hours in advance of each meeting. Subscribers to the City's Notify Me system also receive email and text alerts when meeting agendas are posted.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



CITY OF HYATTSVILLE, MD

2019 COUNCIL REGULAR & BUDGET MEETING SCHEDULE

This schedule may be subject to change. The first and third Monday of the month are reserved for City Council Meetings per City Charter. Meetings & Work Sessions begin at 8:00 p.m. unless otherwise noted. Adopted by the Mayor & Council on Monday, December 17, 2018.

JANUARY				JUNE			
Monday	7	8:00 PM	Regular Council Meeting	Monday	3	8:00 PM	Regular Council Meeting
Tuesday	22	8:00 PM	Regular Council Meeting: <i>FY20 Council Budget Priorities</i>				
FEBRUARY				JULY			
Monday	4	8:00 PM	Regular Council Meeting	Monday	15	8:00 PM	Regular Council Meeting
Tuesday	19	8:00 PM	Regular Council Meeting				
MARCH				AUGUST			
Monday	4	8:00 PM	Regular Council Meeting	Monday	5	8:00 PM	Regular Council Meeting
Wednesday	13	8:00 PM	Budget Work Session: <i>FY20 Departmental Presentations</i>				
Monday	18	8:00 PM	Regular Council Meeting	SEPTEMBER			
Wednesday	27	8:00 PM	Budget Work Session: <i>FY20 Departmental Presentations</i>	Monday	16	8:00 PM	Regular Council Meeting
APRIL							
Monday	1	8:00 PM	Regular Council Meeting: <i>Council Budget Amendments</i>	OCTOBER			
Monday	15	7:30 PM	Public Hearing: <i>FY20 Real Property Tax Rate</i>	Monday	7	8:00 PM	Regular Council Meeting
Monday	15	8:00 PM	Regular Council Meeting	Monday	21	8:00 PM	Regular Council Meeting
MAY							
Monday	6	8:00 PM	Regular Council Meeting: <i>1st Reading of FY20 Budget</i>	NOVEMBER			
Monday	20	7:00 PM	Regular Council Meeting: <i>Adoption of FY20 Budget</i>	Monday	4	8:00 PM	Regular Council Meeting
Monday	20	8:00 PM	Regular Council Meeting: <i>Newly Elected Council Member Oath of Office Ceremony</i>	Monday	18	8:00 PM	Regular Council Meeting
				DECEMBER			
				Monday	2	8:00 PM	Regular Council Meeting
				Wednesday	11	8:00 PM	Budget Work Session: <i>FY21 Council Budget Priorities</i>
				Monday	16	8:00 PM	Regular Council Meeting

City of Hyattsville - FY2020 Budget Calendar

Deadline for submission of Council Budget Priorities

Tuesday, January 8, 2019, 5:00 PM

Council Meeting

Tuesday, January 22, 2019, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Discussion of Council Budget Priorities

Community Budget Meetings

Tuesday, January 29, 2019, 6:00 PM – 9:00 PM @ Location TBD

Thursday, January 31, 2019, 6:00 PM – 9:00 PM @ City Building, 1st Floor

Council Meeting

Monday, March 4, 2019, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Introduction & Overview of the Draft Budget for Fiscal Year 2020

Council Budget Work Session

Wednesday, March 13, 2019, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- FY-20 Budget Review: Legislative & Administrative
- FY-20 Budget Review: Department of Public Works
- FY-20 Budget Review: Community Services

Council Budget Work Session

Wednesday, March 27, 2019, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- FY-20 Budget Review: Community & Economic Development
- FY-20 Budget Review: Police Department
- FY-20 Budget Review: Capital Improvement Plan (CIP)
- Five-Year Forecast
- Follow up Discussion: All Departments

Deadline for submission of Council Budget Amendments

Thursday, March 28, 2019, 5:00 PM

Council Meeting

Monday, April 1, 2019, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Discussion/Vote on Submitted Council Budget Amendments

Public Hearing on the Real Property Tax Rate for Fiscal Year 2020

Monday, April 15, 2019, 7:30 PM - 8:00 PM @ 3rd Floor Council Chambers

Council Meeting

Monday, May 6, 2019, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Introduction & First Reading: FY20 Budget Ordinance

Council Meeting

Monday, May 20, 2019, 7:00 PM - 8:00 PM @ 3rd Floor Council Chambers

- Second Reading & Adoption: FY-2020 Budget Ordinance

Publication of FY20 Budget Guide

- July 2019



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Lesley Riddle
Submitting Department: Public Works
Item Type: Contract
Agenda Section:

SUBJECT

FY19 Adirondack Tree Experts Contract

HCC-172-FY19

Recommendation:

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to five (5 year) additional years to Adirondack Tree Expert for tree maintenance at various locations in the City at an annual cost not to exceed \$150,000, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

City staff solicited a RFP for Tree Maintenance and Pruning in October 2018, we received two proposals from local vendors. The proposal from Adirondack Tree Care Experts was selected for the pricing and expertise of the company. The City has numerous trees in need of pruning or removal, on streets and within the City Right of Way. We are requesting the Council approve the contract with Adirondack Tree Experts, cost NTE \$150,000

Next Steps:

Schedule all tree work that is needed to improve hazardous tree conditions.

Fiscal Impact:

\$150,000

City Administrator Comments:

Recommend Approval. Contract will be reviewed at 1 year intervals to ensure best value.

Community Engagement:

Outreach to residents that are within the surrounding and impacted areas.

Strategic Goals:

Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section:

SUBJECT

Variance Request CP-18001: 4709 40th Avenue (10 minutes)

HCC-180-FY19

Recommendation:

I move that the City Council authorize the Mayor to send a letter to the Maryland-National Park & Planning Commission (M-NCPPC) in support of CP-18001: Munch-Kulp Residence, 4709 40th Avenue, Hyattsville. The letter shall include the City's support for a 5% lot coverage variance necessary to construct the single-family dwelling unit.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Munch-Kulp Residence CP-18001.docx](#)

[A-SOJ CP18001.pdf](#)

[CP-18001 Report \(1\).pdf](#)

[Floodplain DPIE Map.pdf](#)

[SWML-4CP18001.pdf](#)

[A-IML1-4CP18001.pdf](#)

Summary Background:

The subject property is currently a vacant parcel of land located within the residential neighborhood of Ward 1. It is currently zoned R-55, which is defined as one-family detached residential, and lies within the Traditional Neighborhood Character Area of the Gateway Arts District Sector Plan. The applicant is proposing to construct one single-family, detached home on the parcel. The property previously held a single-family home, but was demolished several years ago, leaving the vacant lot. The applicant intends for the architecture of the home to blend in with that of the surrounding neighborhood.

The subject property is located within the Chesapeake Bay Critical Area (CBCA). The proposed development has a minimal footprint and is consistent with the zoning and most development standards, however its location within the CBCA requires a hearing before the Prince George's County Planning Board.

Next Steps:

The City of Hyattsville will submit a letter to the M-NCPPC Planning Board.

Fiscal Impact:

N/A

City Administrator Comments:

Staff supports this variance request. The variance request is a pre-existing condition of the property. The original structure was constructed in the 1920s when the current zoning ordinance did not exist. The lot is only 7,500 square feet, and the developable area of the lot will be restricted once modern setbacks are applied. The current ordinance makes it challenging to develop a structure that blends in with and has the same lot coverage and setback standards as the neighboring homes.

Community Engagement:

This referral was not sent to the Planning Committee because there was no December Planning Committee meeting.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



Memo

To: Mayor and City Council

From: Jim Chandler, Assistant City Administrator and Director, Community & Economic Development
Katie Gerbes, City Planner

Date: December 7, 2018

Re: Chesapeake Bay Critical Area Plan CP-18001: 4709 40th Avenue

Attachments: M-NCPPC Referral

The purpose of this memorandum is to provide the City Council with information on a referral sent by Maryland-National Capital Park and Planning Commission (M-NCPPC) for Chesapeake Bay Critical Area Plan CP-18001, for the property located at 4709 40th Avenue, Hyattsville.

Project Summary

- The applicant is proposing the construction of one single-family home at 4709 40th Avenue;
- The lot was previously home to a single-family bungalow that was demolished by the City for being unfit for habitation;
- The proposal is consistent with the zoning and sector plan overlays for the property;
- The property is located within the Chesapeake Bay Critical Area, which requires any development to go through a hearing with the Planning Board;
- The applicant is proposing one variance for 5% lot coverage in order to construct the home. Staff are supportive of this variance;
- Staff is recommending that the City Council support this application without any conditions.

Project Details

The subject property is currently a vacant parcel of land located within the residential neighborhood of Ward 1. It is currently zoned R-55, which is defined as one-family detached residential, and lies within the Traditional Neighborhood Character Area of the Gateway Arts District Sector Plan. The applicant is proposing to construct one single-family, detached home on the parcel. The property previously held a single-family home, but was demolished several years ago, leaving the vacant lot. The applicant intends for the architecture of the home to blend in with that of the surrounding neighborhood.

A project of this size would not typically require any action before the Planning Board, as the proposed structure is consistent with the zoning of the property. In this case, however, the applicant is seeking a variance in lot coverage. Variance request of this type would normally be reviewed through the Board of Zoning Appeals, however the location of this property complicates the development approvals. The subject property is located within the Chesapeake Bay Critical Area (CBCA), and all development occurring within the CBCA are subject to Planning Board review. As a result, although this proposed development has a minimal footprint and consistent with the zoning and most development standards, its location within the CBCA requires a hearing before the Prince George's County Planning Board.

Variance Requests

The applicant is seeking a variance for total lot coverage. Currently, the Zoning Ordinance caps total lot coverage at 30%. The proposed structure would bring the property to 35% total lot coverage.

It is Staff's opinion that the variance request is a pre-existing condition of the property. The lot itself is only 7,500 square feet, and the developable area of the lot becomes even more restricted once modern setbacks and applied onto the property. The original structure was constructed in the 1920s, at the same time the neighborhood was development. At that time, the current zoning ordinance did not exist, and the modern-day ordinance makes it challenging to develop a structure so that it blends in with and has the same lot coverage and setback standards as the neighboring homes.

As a result, staff is supportive of this variance request.

Planning Committee Review

This referral was not sent to the Planning Committee due to the lack of a December Planning Committee meeting.

Staff Recommendations

This application is straight forward and has no obvious negative externalities associated with it. The development is proposing rebuilding one single-family home on a lot that previously held a single-family home for approximately 100 years. The original home was demolished due to blight and unsafe living conditions, so it is Staff's opinion that the applicant is simply replacing with a modern, attractive, structurally sound building. The addition of this home will increase the property's contribution to the City's tax rolls, and will activate what is currently a vacant site. Staff is recommending that the City Council support application CP-18001 without any conditions.

Next Steps

This application is on the 'Action' agenda at the December 17, 2018 City Council meeting. The referral is due to M-NCPPC on December 11, 2018, however M-NCPPC has been notified that the City's comments will not be received until after the December 17 meeting. The Planning Board hearing is anticipated to take place in January 2019.

Statement of Justification

Request for Lot Coverage Variance/Chesapeake Bay Critical Area

1. Hyattsville Holladay Addition
2. Case Number: CP 18001-2018

Property Information & Proposed Use

The property is located at 4709 40th Avenue, Hyattsville MD 20781, and is a single family infill, residential lot located within the municipality of Hyattsville and the Chesapeake Bay Critical Area. The underlying zone is R-55, designed for single family dwellings. The site is part of a 100+ year old, highly dense community where all lots are developed with single family dwellings. The proposed plan is to build a single family house that is compatible with the area and permitted by the current zone.

General Background

As indicated above, the property is part of a larger, developed neighborhood and was subject to a Critical Bay Conservation Plan at the number shown above. The property formerly had a single family bungalow dwelling on it that was razed by the city of Hyattsville a few years ago. The new dwelling will eliminate blight of the vacant lot and provide a new home for a Hyattsville family that currently lives down the street from it.

Request and Findings

A request is hereby made for our case to be approved for a lot coverage variance, with total lot coverage at 35 percent, based on the following:

Section 27230(a)(1) of the Zoning Ordinance provides the following findings for approval of a variance, followed by staff comment:

(a) A variance may only be granted when the District Council, Zoning Hearing Examiner, Board of Appeals, or the Planning Board as applicable, finds that:

(1) A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions;

The applicant is seeking to build their own home for their family's use. The single, infill lot is only 7,500 square feet and the developable area is limited for single family use when current zoning regulations are applied.

The proposed house has been designed to look identical and compatible with the other historic bungalows on the street, and to improve the environment and aesthetics of the street and

neighborhood. To implement a bungalow style, the house is limited in square footage on the second story, unlike other styles of homes with more modular footprints.

Also, width of the home was limited to 33 feet based on the required side setbacks and width of the lot, which is only 50 feet. Because of this, parking could not be reasonably added in the front of the home because of a Gateway Arts restriction prohibiting front parking without a garage.

Though most neighbors park on the street in this highly dense neighborhood, new construction requirements also require the lot to have two off-street parking spaces, which are included in the lot coverage calculation.

(2) The strict application of this Subtitle will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property; and

The strict application of this Subtitle will result in peculiar and unusual practical difficulties upon Kayleigh Kulp, the owner of the property. The result, if the variance is not approved, is that the proposed development would not suit the needs of the a growing Hyattsville family and would continue to be a blighted infill lot. The residents have obtained a construction loan with a time limitation for constructing their home and are invested in remaining actively engaged residents of Prince George's County.

(3) The variance will not substantially impair the intent, purpose, or integrity of the General Plan or Master Plan.

The variances will not substantially impair the intent, purpose, or integrity of the General Plan or Master Plan, which designates this area for infill development that complements the existing neighborhood scale and character to reinforce the area's cohesiveness. The development meets the goal of revitalization, reinvestment, home ownership, and increasing the variety of housing stock in the County. The single family residential use is permitted in the R55 zone. Furthermore, the lot coverage limit of which is slated to increase 35 percent during implementation of the zoning rewrite.

Summary/Conclusion of Request

Based on the above, and since all zoning regulations are met, we ask that the lot coverage variance request for CP18001-2018 be approved.

CBCA PLAN INFORMATION

CP-18001 MUNCH KULP RESIDENCE
APPROVAL OF CONSERVATION PLAN FOR A NEW PRIMARY RESIDENCE ON A VACANT LOT
FORMALLY OCCUPIED BY A SIN
ON THE EAST SIDE OF CRITTENDEN STREET APPROXIMATELY 97 FEET SOUTH EAST OF ITS
INTERSECTION WITH 40TH

0 LOT(S)	0 UNITS	ACCEPTED: 11/07/2018
0 OUTLOT(S)	0 DETACHED	
0 PARCEL(S)	0 ATTACHED	
0 OUTPARCEL(S)	0 MULTIFAMILY	
0.17 ACRE(S)	0 GROSS FLOOR AREA	

VARIANCE/VARIATION REQUEST:

27-442(c) LOT COVERAGE AND GREEN AREA (Residential)

AUTHORITY:

SDRC MEETING	SCHEDULED	11/16/2018
PLANNING BOARD	PENDING	01/24/2019

ZONING:

R-55 0.17 Acres

FEE(S):

\$30.00 (Sign Posting Fee)
\$250.00 (Variance Fee)
\$250.00 (Application Fee)
\$530.00

GEOGRAPHIC INFORMATION

PLANNING AREA: 68	ELECTION DISTRICT: 16	COG TAZ: 965
TAX MAP & GRID: 050 B-1	COUNCIL DISTRICT: 02	PG TAZ: 752
TIER: DEVELOPED	MUNICIPALITY: Yes	200 SCALE MAP: 206NE03
APA: N/A		

APPLICANT / AGENT INFORMATION

APPLICANT: KAYLEIGH KULP
4916 40TH PLACE
HYATTSVILLE, MD 20781

PHONE:
FAX:
EMAIL:

AGENT: TES CONSULTANTS
PO BOX 10123
SILVER SPRING, MD 20914

PHONE:
FAX:
EMAIL:



THE PRINCE GEORGE'S COUNTY GOVERNMENT



Department of Permitting, Inspections and Enforcement

Site/Road Plan Review Division

9400 Peppercorn Place, Suite 420
Largo, Maryland 20774
(301) 883-5710



STORMWATER MANAGEMENT CONCEPT APPROVAL

CASE NAME: HOLLADAY_LOT 2, BLOCK 4 CASE #: 20178-2018-00
APPLICANT'S NAME: Kayleigh Kulp
ENGINEER : T.E.S. Consultants

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: SEE CONDITION 1.

Required water quantity controls: None.

No maintenance agreement is required.

No special conditions apply.

Required easements: None.

**Storm Water Management fee payment of \$250.00 in lieu of providing on-site attenuation/quality control measures.
(Fee-In-Lieu subject to change during technical review.)**

CONDITIONS OF APPROVAL:

Please see second page.

APPROVED BY:

Rey De Guzman

APPROVAL DATE: July 17, 2018
EXPIRATION DATE: July 17, 2021

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

FOR OFFICE USE ONLY

ADC MAP:	5409 J-9	200' SHEET:	206NE03
STREET NAME:	40TH AVE		
WATERSHED:	14-Northeast Branch (Anacostia)		
NUMBER OF DU'S:	1	COST PER DWELLING:	250

THE PRINCE GEORGE'S COUNTY GOVERNMENT



Department of Permitting, Inspections and Enforcement

Site/Road Plan Review Division

9400 Peppercorn Place, Suite 420

Largo, Maryland 20774

(301) 883-5710



STORMWATER MANAGEMENT CONCEPT APPROVAL

CASE NAME:

HOLLADAY_LOT 2, BLOCK 4

CASE #:

20178-2018-00

CONDITIONS OF APPROVAL:

1. WATER QUALITY CONTROL REQUIREMENT: ESD TO THE MEP REQUIRED FOR BEING IN CBCA.
2. IF THE RESIDENTIAL PROJECT IS PROPOSING A BELOW GROUND BASEMENT, AT THE TIME OF BUILDING PERMIT REVIEW, PLEASE PROVIDE THE REVIEWER WITH A GEOTECHNICAL REPORT TO DETERMINE UNDERGROUND WATER TABLE AS PER CB-94-2004.
3. SITE DEVELOPMENT PERMIT REQUIRED.
4. STANDARD DRIVEWAY WITH UTILITY CUT (IF NECESSARY) PRIOR TO BUILDING PERMIT ISSUANCE.
5. THIS CONCEPT IS FOR THE CONSTRUCTION OF A SINGLE FAMILY DWELLING.
6. RAZE PERMIT NUMBER FOR PRE-EXISTING HOUSE WAS APPROVED UNDER NUMBER 26370-2014.
7. SITE IS LOCATED IN TOWN OF HYATTSVILLE, THEREFORE PERMITS FROM TOWN OF HYATTSVILLE ARE ALSO REQUIRED.
8. APPROVED CONSERVATION PLAN (CHESAPEAKE BAY CRITICAL AREA) IS REQUIRED, WHICH IS APPROVED BY THE PLANNING BOARD;
9. THE SITE IS IN THE CBCA. SWM MUST BE PROVIDED THAT COMPLIES WITH THE CRITICAL AREA 10% RULE.

REVIEWED BY DK.

September 21, 2018

Dear

RE: Application CP18001-2018- Kulp Munch Residence

A CBCA/Zoning Variance application for the above-referenced project will be submitted for review to the Development Review Division of The Maryland-National Capital Park and Planning Commission, M-NCPPC.

The address of the subject property is 4709 40th Avenue, Hyattsville MD 20781, which is located between Buchanan and Crittenden Streets. The nature of the review is to request a variance on lot coverage for a new single family dwelling in the R-55 zone. The applicant is requesting 35 percent lot coverage, which includes the family's primary residence, rear paver parking for two cars, and a walkway.

If you wish to become a Person of Record to this application, you may submit your request online at <http://www.pgplanning.org/1586/Become-a-Person-of-Record> or by written request to the Development Review Division of the M-NCPPC, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772. Please reference the Pre-Application Number and the Name of Project in your request. At this time no government agency has reviewed the application. After the application has been filed, you may contact the M-NCPPC at 301-952-3530.

IMPORTANT: This notice is your opportunity to interact with the applicant prior to the acceptance of the subject application. Once an application is accepted, it may be subject to mandatory action time frames that are established by law. Contacting the applicant as soon as possible after receiving this notice will help facilitate your ability to receive information and/or establish a time when the applicant may meet with you or your civic group to provide information and answer questions about the development proposed. Any concerns regarding an applicant's failure to provide information or engage in dialogue about the proposed development should be directed in writing to the same mailing address listed for becoming a party of record. Please be sure to include the application number with any such correspondence.

If you are interested in receiving more information about this application, reviewing a copy of a site plan, or meeting to discuss the project, you may contact Kayleigh Kulp at 240-535-4909 or kayleighkulp@gmail.com.

Sincerely,

Kayleigh Kulp



Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section:

SUBJECT

PPS 4-18013: 3599 East-West Highway (20 minutes)

HCC-176-FY19

Recommendation:

I move the City Council authorize the Mayor to submit to the M-NCPPC Planning Board a letter stating the City's support of Preliminary Plan of Sub-division (PPS) application PPS-4-18013 - 3599 East-West Highway, Hyattsville. The City's correspondence shall reflect the following:

- (1) The City supports the applicant's efforts to improve the aesthetic quality and functionality of the existing use;
- (2) The City's support is contingent upon the applicant amending the proposed site plan to reflect the southernmost curb cut on Belcrest Road be eliminated, as the removal of that vehicular access point shall have minimal impact on the circulation of the site and shall significantly improve the walkability of the perimeter of the subject site;
- (3) The City does not support any amendment to the Prince George's Plaza Transit District Development Plan (TDDP) Table of Uses which are intended to support a new gas station use. It is the City's position that a gas station is not a use that should be encouraged or permitted as a new use within the Prince George's Plaza Transit District.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[3599 East West PPS Memo - Final.docx](#)

[PPS-4-18013.pdf](#)

[NSR Variation Request.pdf](#)

[A-IML1-4-18013.pdf](#)

[A-ZSM-4-18013.pdf](#)

Summary Background:

The City Council previously reviewed this application as DSP-12062, however due to the proposed area of disturbance exceeding 5,000 sq.ft., M-NCPPC has determined that the applicant is required to first submit a Preliminary Plan of Subdivision (PPS) application.

The use of gas station is permitted and not non-conforming because it legally existed on, or prior to, July 19, 2016. It is typical, for uses which are inconsistent with the goals of the zoning plan are designated as 'non-conforming uses' and are legally permitted to continue its use until that use is interrupted or otherwise suspended and not continued

Next Steps:

The City's referral to M-NCPPC is due on January 3, 2019 and a M-NCPPC Planning Board date is scheduled for February 7, 2019.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

The applicant met with the Planning Committee on April 17, 2018 to present and discuss the development application. Committee members were generally supportive of the project, but voted on several recommendations the City Council could consider in making their decision on this application. Recommendations unanimously approved by the Planning Committee include:

- The applicant should consider the inclusion of "some form of artistic or attractive feature" along the south facing rear wall of the convenience store building;
- The applicant should consider reducing the number of curb cuts and enhancing pedestrian access and safety on the site.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

From: Jim Chandler, Assistant City Administrator and Director, Community & Economic Development
Katie Gerbes, City Planner

Date: December 6, 2018

Re: PPS 4-18013: 3599 East West Highway, Hyattsville

Attachments: 3599 East-West Highway Site Plan
Planning Committee Minutes 04.17.18

The purpose of this memorandum is to provide the City Council with a summary of the Preliminary Plan of Subdivision (PPS) application 4-18013, for the redevelopment of 3599 East West Highway. The City Council previously reviewed this application as DSP-12062, however due to the proposed area of disturbance exceeding 5,000 sq.ft., M-NCPPC has determined that the applicant is required to first submit a Preliminary Plan of Subdivision (PPS) application.

Project Summary

- The property, 3599 East West Highway, is located within the “Downtown Core” character area of the Prince George’s Plaza Transit District Overlay Zone;
- The use of Gas station is permitted and not non-conforming because it legally existed on, or prior to, July 19, 2016.
- Although the applicant does not intend to alter the property lines in any way, the proposed project would disturb more than 5,000 square feet of the site, requiring a Preliminary Plan of Subdivision to be submitted prior to a Detailed Site Plan;
- Staff concerns at this point are primarily concerned with traffic impacts, the pedestrian-oriented design and accessibility of the site;
- The City’s referral to M-NCPPC is due on January 3, 2019;
- Staff is recommending the City Council support the PPS application, subject to the following conditions:

- o The applicant is proposing to maintain the two (2) existing commercial driveways as access points to the property. The two (2) existing commercial driveways on the Belcrest Road side of the property are proposed to remain.
 - Staff recommends support of the applicant's variance request with the condition that the applicant amend the site plan to reflect the southernmost curb cut on Belcrest Road be eliminated, as the removal of that cut will have the least amount of impact on the vehicle circulation of the site. The site would continue to operate with three (3) vehicular access points.
- o The City shall not support any amendment to the Prince George's Plaza Transit District Development Plan Table of Uses permitting a new use on the subject site, as the use of 'Gas Station', while permitted, is inconsistent with the land-use goals of the Plan.

Project Details

The subject property is located at 3599 East West Highway, at the southwestern intersection of East West Highway (MD 410) and Belcrest Road. The site currently operates as a Sunoco gas station. The site is 0.861 acres in size and is zoned M-U-I (mixed-use-infill) and lies within "downtown core" character area of the Prince George's Plaza Transit District Overlay Zone (TDOZ). The property owner is proposing to redesign the site, expanding the number of gas pumps, demolishing the existing convenience store, and building a new two-story commercial/office building on the southern end of the site.

The site currently has four (4) gas bays, allowing for eight (8) pumps. The applicant intends to double the number of bays, allowing for a total of 16 pumps on site. The applicant also plans to demolish the existing convenience store, which is located in the center of the site, and rebuild it along the southern edge of the property. The new building is a proposed two-story structure, with the convenience store occupying the first floor, and the second floor will be offices for the owner's management company. Both the retail and office are permitted uses.

Though there is no actual subdivision of property occurring on site, the proposed redevelopment exceeds the threshold trigger of 5,000 square feet of disturbance, therefore a Preliminary Plan of Subdivision is required.

The use of Gas station is permitted and not non-conforming because it legally existed on, or prior to, July 19, 2016. It is typical for uses which are inconsistent with the goals of the zoning plan are designated as 'non-conforming uses' and are legally permitted to continue its use until that use is interrupted or otherwise suspended and not continued.

M-NCPPC's interpretation of the TDDP is that the expansion of the gas station bays will constitute a new use once the applicant submits a DSP. If the Planning Board accepts M-NCPPC's staff opinion that the expansion is a 'new' use, it is unlikely a new Use & Occupancy (U&O) will be approved, as gas stations as a new use are not permitted under the TDDP. Under such a scenario, the applicant has two options.

Option 1: The applicant may seek an amendment to the table of uses for the Prince George's Plaza TDDP to allow gas stations to exist. City staff is not recommending support of any such amendment to the TDDP.

Option 2: The applicant may revise the site plan to so that existing gas bays are not removed, which would allow the use to continue under the existing use and occupancy permit, as well as

lower the square footage of disturbed area under the 5,000 square foot threshold that calls for a preliminary plan.

Variance Requests

The applicant will be requesting one variation from the subdivision regulations for this project.

Section 24-121(a)(3) of the subdivision regulations states that on lots that front arterial roadways, vehicular access must be through a service road or interior street, when feasible. East-West Highway is considered an arterial road, thereby triggering this regulation. Since a service road does not exist on East West Highway, the applicant is proposing to maintain the two existing commercial driveways as access points to the property. The existing commercial driveways on the Belcrest Road side of the property are proposed to remain.

We recommend the applicant amend the site plan to reflect the southernmost curb cut on Belcrest Road be eliminated, as the removal of that cut will have the smallest impact on the circulation of the site.

Planning Committee Review

The applicant met with the Planning Committee on April 17, 2018 to present and discuss the development application. Committee members were generally supportive of the project, but voted on several recommendations the City Council could consider in making their decision on this application.

It should be noted that the Planning Committee reviewed and discussed the Detailed Site Plan (DSP) for the project, not the preliminary plan of subdivision. Due to the lack of a Planning Committee meeting in December, the PPS will not come before the Planning Committee prior to when the City referral is due to M-NCPPC.

Recommendations unanimously approved by the Planning Committee include:

- The applicant should consider the inclusion of “some form of artistic or attractive feature” along the south facing rear wall of the convenience store building;
- The applicant should consider reducing the number of curb cuts and enhancing pedestrian access and safety on the site.

During the meeting, there was some uncertainty from the applicant on the number of parking spaces that are provided on the site. Although not a recommendation, the Planning Committee asked Staff to confirm the number of spaces. Staff have confirmed with the applicant that the number of spaces to be provided will be 17.

Meeting minutes from the April 17th meeting are attached to this document.

Staff Comments and Recommendations

It should be noted that this use – a gas station - is inconsistent with the goals and priorities of the Prince George’s Plaza Transit District Development Plan and ordinarily would not be permitted in this location. If the site were permitted as a new use ‘by right’, changes of this nature and scale would not necessarily be required to go through a preliminary plan of subdivision or detailed site plan process.

At this time, Staff have a few concerns about the plan as proposed. We share the opinion with members of the Planning Committee that the site is not pedestrian friendly and its walkability should be enhanced through this process. It is Staff's recommendation that the applicant remove at least one curb cut on the property to enhance walkability and limit the interaction between pedestrians and vehicles. The site currently has four (4) curb cuts – two on East West Highway and two on Belcrest Road. We recommend the applicant amend the site plan to reflect the southernmost curb cut on Belcrest Road be eliminated, as the removal of that cut will have the smallest impact on the circulation of the site.

Additionally, although the applicant is not currently seeking an amendment to the table of uses, Staff recommend submitting into the record the position against any such amendments to the TDDP. It is staff's opinion that a gas station is not a use that should be encouraged or permitted as a new use within the Prince George's Plaza Transit District.

Staff is recommending the City Council adopt the following:

- (1) The City supports the applicant's efforts to improve the aesthetic quality and functionality of the existing use;
- (2) The City's support is contingent upon the applicant amending the proposed site plan to reflect the southernmost curb cut on Belcrest Road be eliminated, as the removal of that vehicular access point shall have a minimal impact on the circulation of the site and shall significantly improve the walkability of the perimeter of the subject site;
- (3) The City does not support any amendment to the Prince George's Plaza Transit District Development Plan (TDDP) Table of Uses which are intended to support a new gas station use. It is the City's position that a gas station is not a use that should be encouraged or permitted as a new use within the Prince George's Plaza Transit District.

Next Steps

This item will be on the "Action" agenda for the City Council at the December 17, 2018 Council meeting. The City's referral is due to M-NCPPC no later than January 4, 2018. The Planning Board date is currently scheduled for February 7, 2018.

LOCATION OF SITE
3599 EAST-WEST HIGHWAY
HYATTSVILLE, MD 20782
PRINCE GEORGE'S COUNTY
TM 42, GRID A2

3599 EAST-WEST HIGHWAY
HYATTSVILLE, MD 20782
PRINCE GEORGE'S COUNTY
TM 42, GRID A2



OWNER/APPLICANT
NSR PROPERTIES, LLC
7303 HANOVER PARKWAY, SUITE A
GREENBELT, MD 20770
CONTACT: SAJID CHAUDHRY
PHONE: (301) 982-5400

BOHLER
ENGINEERING

CONTACT: EMILY DEAN, P.E.

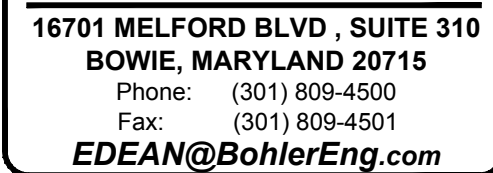
1. PROPERTY BEING THE LAND OF NSR PROPERTIES, LLC AS RECORDED IN LIBER 31944 FOLIO 21, AMONG THE LANDS RECORDS OF PRINCE GEORGES COUNTY, MARYLAND. THE PARCEL IS PART OF PARCEL L, AS RECORDED IN PLAT BOOK 39 PAGE 76 AND PLAT BOOK 206 PAGE 66.
2. TAX MAP / GRID: 042 / A2
3. WSSC GRID: 207NE03
4. PURPOSE OF THE SUBDIVISION TO INCREASE BUILDING SQUARE FOOTAGE.
5. PRIOR APPROVALS:
 - CSP - 13003
 - DSP - 12952NOTE: THESE APPROVALS WILL HAVE NO BEARING ON THE PROPOSED DEVELOPMENT WHICH WILL REQUIRE A NEW DETAILED SITE PLAN APPROVAL. AN AMENDMENT TO THE USE TABLE OF THE TDDP WILL BE NEEDED FOR THE PROPOSED DEVELOPMENT.
6. EXISTING ZONING: SURVEYED AREA 0.861 AC M-U-I (MIXED-USE INFILL)
PROPOSED ZONING: SURVEYED AREA 0.861 AC M-U-I (MIXED-USE INFILL)
7. NET DEVELOPMENT AREA OUTSIDE OF PMA: NOT APPLICABLE.
8. ACREAGE OF ENVIRONMENTAL REGULATED FEATURES: NOT APPLICABLE.
9. THE SITE IS NOT LOCATED WITHIN A 100-YEAR FLOODPLAIN PER FEMA FLOODPLAIN MAP 24033C0129E, EFFECTIVE SEPTEMBER 16, 2016.
10. ACREAGE OF ROAD DEDICATION: NOT APPLICABLE.
11. EXISTING USE: THE SITE CONSISTS OF A GAS STATION AND A SINGLE STORY BUILDING WITH A CONVENIENCE STORE.
12. PROPOSED USE: GAS STATION, FOOD AND BEVERAGE STORE, AND OFFICES.
13. MINIMUM LOT SIZE: NOT APPLICABLE.
14. MINIMUM LOT WIDTH AT FRONT BUILDING LINE AND FRONT STREET LINE: NOT APPLICABLE.
15. SUSTAINABLE GROWTH TIER 1.
16. SITE NOT WITHIN MILITARY INSTALLATION OVERLAY ZONE.
17. SITE NOT WITHIN A CENTER OR CORRIDOR LOCATION.
18. GROSS FLOOR AREA:
EXISTING: 2,985 SF
PROPOSED: 9,580 SF
19. STORMWATER MANAGEMENT CONCEPT 2296-2018: PENDING APPROVAL.
20. SITE TO BE SERVICED WITH PUBLIC WATER AND SEWER.
EXISTING AND PROPOSED WATER/SEWER DESIGNATIONS: W3 / S3
21. NO AVIATION POLICY AREAS EXIST ON OR IN VICINITY OF THE PROPERTY.
22. MANDATORY PARK DEDICATION: NOT APPLICABLE.
23. NO CEMETERIES ARE KNOWN TO EXIST ON THE PROPERTY.
24. THERE ARE NO HISTORIC SITES ON OR IN THE VICINITY OF THE PROPERTY.
25. TYPE ONE CONSERVATION PLAN: EXEMPT.
26. THE SITE IS NOT LOCATED WITHIN THE CHESAPEAKE BAY CRITICAL AREA OVERLAY.
27. THERE ARE NO WETLANDS LOCATED ON THE SITE.
28. THERE ARE NO STREAMS LOCATED ON THIS SITE.
29. SOIL TYPES: SEE CHART.
30. THERE ARE NO EASEMENTS HELD BY THE MARYLAND ENVIRONMENTAL TRUST, THE MARYLAND AGRICULTURAL LAND PRESERVATION FOUNDATION OR ANY LAND TRUST OR ORGANIZATION IN OR ADJACENT TO THE SUBJECT PROPERTY.

REVISIONS

NOT APPROVED FOR
CONSTRUCTION

PROJECT: PRELIMINARY
PLAN OF
SUBDIVISION
FOR

LOCATION OF SITE
599 EAST-WEST HIGHWAY
HYATTSVILLE, MARYLAND
PRINCE GEORGE'S COUNTY
TM 42, GRID A2



SHEET TITLE:

SHEET NUMBER

PPS-1

STANDARD ABBREVIATIONS			
FOR ENTIRE PLAN SET			
AC	ACRES	POG	POINT OF GRADE
ADA	AMERICANS WITH DISABILITY ACT	PROP	PROPOSED
ARCH	ARCHITECTURAL	PT	POINT OF TANGENCY
BC	BOTTOM OF CURB	PTCR	POINT OF TANGENCY, CURB RETURN
BF	BASEMENT FLOOR	PVC	POLYVINYL CHLORIDE PIPE
BK	BLOCK	PVI	POINT OF VERTICAL INTERSECTION
BL	BASILINE	PVT	POINT OF VERTICAL TANGENCY
BLDG	BUILDING	R	RADIUS
BM	BUILDING BENCHMARK	RCP	REINFORCED CONCRETE PIPE
BRL	BUILDING RESTRICTION LINE	RET WALL	RETAINING WALL
CF	CUBIC FEET	RW	RIGHT OF WAY
CL	CENTERLINE	S	SLOPE
CMP	CORRUGATED METAL PIPE	SAN	SANITARY SEWER
CONN	CONNECTION	SF	SQUARE FEET
CONC	CONCRETE	STA	STATION
CPP	CORRUGATED PLASTIC PIPE	STM	STORM
CY	CUBIC YARDS	S/W	SIDEWALK
DEC	DECORATIVE	TBR	TO BE REMOVED
DEP	DEPRESSED	TBLR	TO BE RELOCATED
DIP	DUCTILE IRON PIPE	TC	TOP OF CURB
DOM	DOMESTIC	TELE	TELEPHONE
ELEC	ELECTRIC	TPF	TREE PROTECTION FENCE
ELEV	ELEVATION	TW	TOP OF WALL
EP	EDGE OF PAVEMENT	TYP	TYPICAL
ES	EDGE OF SHOULDER	UG	UNDERGROUND
EW	END WALL	UP	UTILITY POLE
EX	EXISTING	W	WIDE
FES	FLARED END SECTION	W/L	WATER LINE
FF	FINISHED FLOOR	W/M	WATER METER
FH	FIRE HYDRANT	±	PLUS OR MINUS
FG	FINE GRADE	°	DEGREE
G	GRADE	Ø	DIAMETER
GF	GARAGE FLOOR (AT DOOR)	#	NUMBER
GH	GRADE HIGHER SIDE OF WALL		
GL	GRADE LOWER SIDE OF WALL		
GR	GRATE		
GVT	GATE VALVE		
HDPE	HIGH DENSITY POLYETHYLENE PIPE		
HP	HIGH POINT		
HOR	HORIZONTAL		
HW	HEADWALL		
INT	INTERSECTION		
INV	INVERT		
LF	LINEAR FOOT		
LOC	LIMITS OF CLEARING		
LOD	LIMITS OF DISTURBANCE		
LOS	LINE OF SIGHT		
LP	LOW POINT		
L/S	LANDSCAPE		
MAX	MAXIMUM		
MIN	MINIMUM		
MH	MANHOLE		
MJ	MECHANICAL JOINT		
OC	ON CENTER		
PA	POINT OF ANALYSIS		
PC	POINT OF CURVATURE		
PCCR	POINT OF COMPOUND CURVATURE, CURB RETURN		
PI	POINT OF INTERSECTION		

SOIL TYPES			
SOIL TYPE	DESCRIPTION	HYDROLOGIC SOIL GROUP	DRAINAGE CLASS
RuB	URBAN LAND-RUSSETT-CHRISTIANA COMPLEX, 0 TO 5 PERCENT SLOPES	D	N/A
UrnB	RUSSETT-CHRISTIANA-URBAN LAND COMPLEX, 0 TO 5 PERCENT SLOPES	D	MODERATELY WELL-DRAINED

THIS BLOCK IS FOR OFFICIAL USE ONLY OR LABEL CERTIFIES THAT THIS PLAN MEETS CONDITIONS OF FINAL APPROVAL BY THE PLANNING BOARD, ITS DESIGNEE OR THE DISTRICT COUNCIL. M-NCPPC APPROVAL	
PROJECT NAME:	NSR PROPERTIES, LLC
PROJECT NUMBER:	PPS 4-18013
FOR CONDITIONS OF APPROVAL, SEE SITE PLAN COVER SHEET OR APPROVAL SHEET REVISION NUMBERS MUST BE INCLUDED IN THE PROJECT NUMBER	

THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

PRELIMINARY PLAN _____

TCP _____

PLANNING BOARD ACTION: _____

PER PGCPB RESOLUTION #: _____

ADOPTION DATE: _____

SIGNATURE APPROVAL DATE: _____

AUTHORIZED SIGNATURE

Daniel F. Lynch, Esquire
Admitted in Maryland

Email: DLynch@mhlawyers.com
Direct Dial: Extension 205

November 29, 2018

Via Hand Delivery

Joseph Onyebuchi
Subdivision and Zoning Section
Development Review Division
M-NCPPC
County Administration Building
Upper Marlboro, MD 20772

***Re: 4-18013 NSR Properties, LLC
Variation from 24-121(a)(3)***

Dear Joseph:

On behalf of the applicant, NSR Properties, LLC, and pursuant to Section 24-113(a) of the Subdivision Regulations, we respectfully request that the Planning Board approve a variation from Section 24-121(a)(3) of the Subdivision Regulations to allow access to East West Highway MD 410 (A-15), a proposed Master Plan arterial roadway.

This subdivision proposes the reconstruction of a gas station, food or beverage store, and offices on approximately 0.861 acres, located on the south side of East West Highway, in the southwest quadrant of its intersection with Belcrest Road. The property was the subject of previously approved conceptual site plan CSP-13003 and detailed site plan DSP-12062. The Applicant is now pursuing a preliminary plan of subdivision (PPS) and detailed site plan (DSP) DSP-12062-01 to accommodate the proposed development.

Section 24-121(a)(3) of the Subdivision Regulations establishes design guidelines for lots that front on arterial roadways. This Section requires that these lots be developed to provide direct vehicular access to either a service road or an interior street when feasible. The subject property is a corner lot that proposes two driveway access points on East West Highway (A-15), an arterial road. Since a service road does not exist on East West Highway; the applicant is proposing to maintain the two commercial driveways to directly access A-15. Therefore, the applicant hereby requests a variation from Section 24-121(a)(3) for the two proposed commercial driveways onto East West Highway.

Section 24-113 of the Subdivision Regulations sets forth the required findings for approval of Variation requests. That Section states:

- (a) Where the Planning Board finds that extraordinary hardship or practical difficulties may result from strict compliance with this Subtitle and/or that the purposes of this

Subtitle may be served to a greater extent by an alternative proposal, it may approve variations from these Subdivision Regulations so that substantial justice may be done and the public interest secured, provided that such variation shall not have the effect of nullifying the intent and purpose of this Subtitle; and further provided that the Planning Board shall not approve variations unless it shall make findings based upon the evidence presented to it in each specific case that:

- (1) The granting of the variation 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.
- (3) The variation does not constitute a violation of any other applicable law, ordinance, or regulation.
- (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.
- (5) In the R-30, R-30C, R-18, R-18C, R-10A, R-10, and R-H Zones, where multifamily dwellings are proposed, the Planning Board may approve a variation if the applicant proposes and demonstrates that, in addition to the criteria in Section 24-113(a), above, the percentage of dwelling units accessible to the physically handicapped and aged will be increased above the minimum number of units required by Subtitle 4 of the Prince George's County Code.

The approval of this request will not nullify the intent or purpose of the Subdivision Regulations. In fact, strict compliance with the requirements of Section 24-121(a)(3) would result in practical difficulties to the applicant that could result since the applicant would not be able to develop the property for its intended, and permitted, use. With respect to the specific findings, the applicant offers the following:

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

COMMENT: The access point in question provides access to the proposed gas station, food or beverage store, and offices, onto East West Highway, which is a viable access to the public right-of-way. Because the property is a corner lot, the applicant is requesting access onto Belcrest Road. Due to the nature of the use, better vehicular circulation is obtained by providing access onto both East West Highway and Belcrest Road. The proposed access points will be in the same location as the existing constructed driveways, and will be in accordance with all requisite agency approval(s), as to design standards. Both East West Highway and Belcrest Road are divided roads with only eastbound (MD 410) and southbound (Belcrest Road) travel lanes and only accommodate a right in and right out movement to access the property. The access points are designed to provide safe ingress and egress to the parcel, so as to not jeopardize the flow of

traffic along East West Highway. Therefore, the granting of the variation 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.

COMMENT: The subject property and conditions on which the variation is based are unique since the property is limited to 0.861 acres and is a corner lot. The parcel has direct frontage on both East West Highway and Belcrest Road, and is surrounded on all sides by existing parcels of land already improved with existing retail and the Prince George's Plaza Metro Station. The property has an existing access onto both East West Highway and Belcrest Road in the exact same locations. To the north of the subject property, East West Highway is a divided road with only eastbound travel lanes and right-in and right-out movements to access the property. A median break is located at its intersection with Belcrest Road. There are no internal streets or service roads existing or accessible in the area. Without retaining access to East West Highway, the site will have limited development potential because of its small size and because it is a corner lot.

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

COMMENT: Because the applicant will be required to obtain DSP approval prior to obtaining any building permits, the approval of this variation request will not constitute a violation of other applicable laws. In addition, the proposed driveway will be designed in direct coordination with the State Highway Administration in order to meet all requisite requirements and design standards. Indeed a Traffic Impact Analysis has been completed and submitted for review to both the State Highway Administration and the Transportation Planning Section.

- (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.

COMMENT: Due to the particular physical surroundings, with the adjacent properties improved with development and the lack of alternate access or the existence of service roads, the denial of this variation request would result in a hardship to the property owner. As indicated above, because of the parcels small size and because it is a corner lot, access points to East West Highway and Belcrest Road are required for adequate access and circulation to the property.

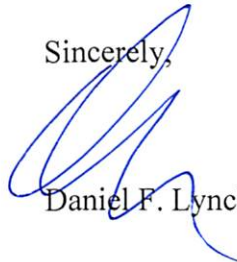
- (5) In the R-30, R-30C, R-18, R-18C, R-10A, R-10, and R-H Zones, where multifamily dwellings are proposed, the Planning Board may approve a variation if the applicant proposes and demonstrates that, in addition to the criteria in Section 24-113(a), above, the percentage of dwelling units accessible to the physically handicapped and aged will be increased above

the minimum number of units required by Subtitle 4 of the Prince George's County Code.

COMMENT: This subpart is not applicable; the property is in the M-U-I Zone.

Given the foregoing, we would respectfully request that the Planning Board make the required findings and approve this Variation request.

Sincerely,

A handwritten signature in blue ink, appearing to be "Daniel F. Lynch", written over the printed name.

Daniel F. Lynch



McNamee Hosea
Attorneys & Advisors

McNamee Hosea
6411 Ivy Lane, Suite 200 O 301.441.2420
Greenbelt, Maryland 20770 F 301.982.9450

mhlawyers.com

June 28, 2018

Via First Class Mail

TO: Adjoining Property Owners, Municipalities Within One Mile, Previous Parties of Record,
and/or Registered Associations

FROM: Daniel F. Lynch, Esq.

RE: NSR Properties, LLC; 4-18013

Dear Party of Record, Adjoining Property Owners, and Registered Associations & Municipalities:

A preliminary plan of subdivision for the above-referenced project will be submitted for review to the Development Review Division of the Maryland-National Capital Park and Planning Commission ("M-NCPPC").

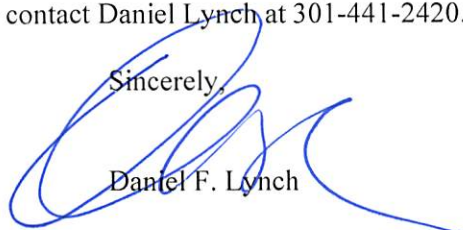
The address of the subject property is 3599 East West Highway, Hyattsville, MD, 20782, which is located in the southwest quadrant of the intersection of East-West Highway and Belcrest Road. The nature of the review is for a resubdivision to accommodate the reconstruction of a gas station, food and beverage store and offices on the subject property.

If you wish to become a Person of Record to this application, you may submit your request online at <http://www.pgplanning.org/1586/Become-a-Person-of-Record> or by written request to the Development Review Division of the M-NCPPC, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772. Please reference the Pre-Application Number and the Name of Project in your request. At this time no government agency has reviewed the application. **After** the application has been filed, you may contact the M-NCPPC at 301-952-3530.

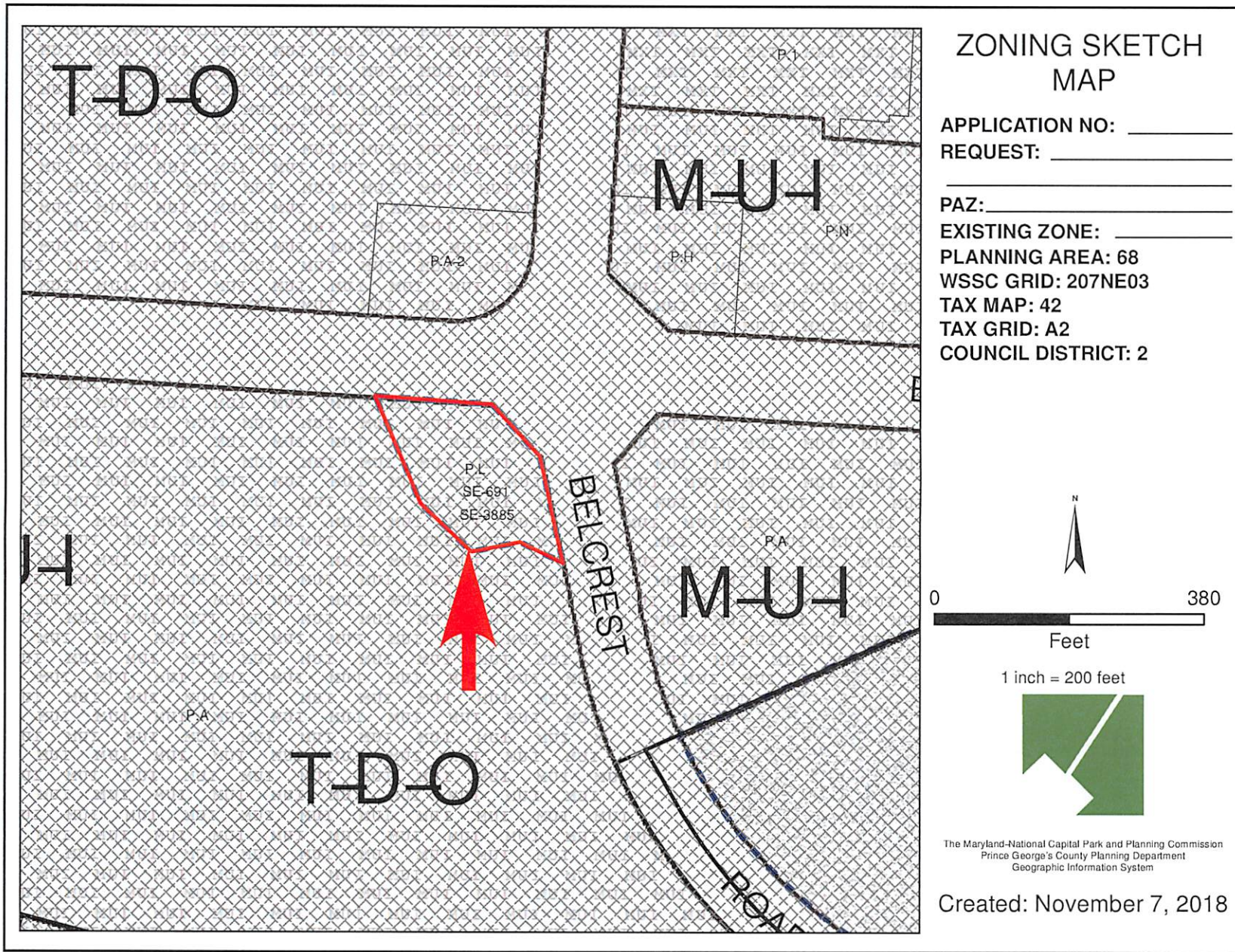
IMPORTANT: This notice is your opportunity to interact with the applicant prior to the acceptance of the subject application. Once an application is accepted, it may be subject to mandatory action time frames that are established by law. Contacting the applicant as soon as possible after receiving this notice will help facilitate your ability to receive information and/or establish a time when the applicant may meet with you or your civic group to provide information and answer questions about the development proposed. Any concerns regarding an applicant's failure to provide information or engage in dialogue about the proposed development should be directed in writing to the same mailing address listed for becoming a party of record. Please be sure to include the application number with any such correspondence.

If you are interested in receiving more information about this application, reviewing a copy of a site plan, or meeting to discuss the project, you may contact Daniel Lynch at 301-441-2420.

Sincerely,



Daniel F. Lynch





Hyattsville City Council Agenda Item Report

Meeting Date: December 17, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Community Notices
Agenda Section:

SUBJECT

City Calendar: December 18, 2018 - January 7, 2019

HCC-175-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Main City Calendar_Dec 18 2018 - January 7 2019.docx](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

None

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Main City Calendar: December 18, 2018 – January 7, 2019

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ City Municipal Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

Senior Art Class

Tuesdays, 10:30 AM – 12:30 PM @ Art Works Now

The City is offering free senior art classes in partnership with Art Works Now. Seating is limited, and registration is required.

City Calendar: December 18, 2018 – January 7, 2019

Call-A-Bus Grocery Trips

December 19, 1:00 PM – 3:00 PM

To make an appointment, please call (301) 985-5000 by 2 p.m. the day before the trip.

Ward 1 Check-In

December 19, 6:30 PM – 7:30 PM @ City Building, 1st Floor Multipurpose Room

Call-A-Bus Grocery Trips

December 24, 1:00 PM – 3:00 PM

CITY OFFICES CLOSED

December 25, ALL DAY

Call-A-Bus Grocery Trips

December 26, 1:00 PM – 3:00 PM

Education Advisory Committee Meeting

December 27, 7:30 PM @ City Building

Health, Wellness, and Recreation Advisory Committee Meeting

December 27, 7:30 PM @ City Building

CITY OFFICES CLOSED

January 1, ALL DAY

Council Meeting

January 7, 8:00 PM – 10:00 PM @ City Building, 3rd Floor Council Chambers