

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, October 3, 2016

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](#)

[Bart Lawrence, Council Vice President, Ward 1](#)

[Kevin Ward, Ward 1](#)

[Robert S. Croslin, Ward 2](#)

[Shani N. Warner, Ward 2](#)

[Patrick A. Paschall, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Paula J. Perry, Ward 4](#)

[Ruth Ann Frazier, Ward 5](#)

[Joseph Solomon, 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.

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



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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Approval of the Minutes**
 - 4.a) **Approval of the Minutes**

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Meeting of July 18, 2016.

Motion #: n/a

Sponsor(s): At the Request of the City Administrator

[Minutes July 18 2016](#)
5. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
6. **Presentations (8:20 p.m. – 8:45 p.m.)**
 - 6.a) **Update FY-2015 Audit (5 minutes)**

Motion #: Presentation Only

Sponsor(s): At the Request of the City Administrator
 - 6.b) **Prince George's African American Museum & Cultural Center at North Brentwood (10 minutes)**

Motion #: Presentation Only

Sponsor(s): At the Request of the City Administrator
 - 6.c) **Partnership with University of Maryland's Environmental Finance Center (EFC) (10 minutes)**

Motion #: Presentation, Followed by a Subsequent Discussion Item

Sponsor(s): Hollingsworth
7. **Consent Items (8:35 p.m. – 8:40 p.m.)**
 - 7.a) **Disability Employment Awareness Month**

I move that the Mayor and Council proclaim October of 2016 Disability Employment Awareness Month in Hyattsville.

Motion #: 38-10-FY17

Sponsor(s): At the Request of the City Administrator

[Disabilities Employment Month Proclamation 2016.pdf](#)
 - 7.b) **Domestic Violence Awareness Month**

I move that the Mayor and Council proclaim October of 2016 Domestic Violence Awareness Month in Hyattsville.

Motion #: 39-10-FY17

Sponsor(s): At the Request of the City Administrator

[Domestic Violence Month Proclamation 2016.pdf](#)

7.c) Breast Cancer Awareness Month

I move that the Mayor and Council proclaim October of 2016 Breast Cancer Awareness Month in Hyattsville.

Motion #: 40-10-FY17

Sponsor(s): At the Request of the City Administrator

[Breast Cancer Awareness Month Proclamation 2016.pdf](#)

7.d) Schedule Public Hearing, October 26, 2016

I move that the Mayor and Council schedule a Public Hearing on October 26, 2016 at 8:00 PM in order to hear public comment on the Proposed Charter Amendment to change the qualifications of voters for City elections. The proposed legislation will allow non-US Citizens the right to vote in City elections and authorize future implementation of same day voter registration.

Motion #: 41-10-FY17

Sponsor(s): At the Request of the City Administrator

7.e) Legislative Priority: Integrated Public Health and Safety Strategies

I move that the Mayor and Council adopt integrated public health and safety strategies as a legislative priority for 2016-17, with an initial focus on citywide bicycle and pedestrian improvements. Priority should be placed on primary pedestrian routes to the two (2) Metro stations, three (3) commercial corridors, and all public amenities. Improvements shall include, but not be limited to:

- Citywide traffic study with considerations for one-way, restricted, and/or shared roads (in progress); Roadway resurfacing where needed, particularly on roadway with sharrows;
- Replacement of drainage grates and utility covers with suitable, bicycle-friendly alternatives, particularly on roadway with sharrows;
- Review and enforcement of existing property standards and requirements related to tree overhangs, shrubs, weeds, poles, and other sidewalk obstructions;
- Implementation of connected bikeshare system(s) within the City and with neighboring municipalities;
- Installation of in-roadway and/or in-pavement pedestrian lighting at critical non-signalized intersections;
- Installation of sidewalks where needed;
- Continuous review of appropriateness of traffic control devices;
- Refreshed or new pavement markings at suggested pedestrian crossings; and

- Continued coordination with MD SHA to address timing/signalization of existing intersections to enhance pedestrian safety and for completion of necessary upgrades on managed roads.

Motion #: 42-10-FY17

Sponsor(s): Hollingsworth

7.f) Legislative Priority: HVLGenerations

I move that the Mayor and Council adopt HVLGenerations, an initiative supporting a comprehensive approach to enhancing the quality of life and outcomes for all residents with a special emphasis on youth from age 3-17 and adults 65+. This initiative shall include, but not be limited to the following:

- Re-prioritization of the design, layout, and function of Magruder Park;
- Exploration of potential sites, design, and financing of recreation center(s) with intergenerational amenities;
- Determination of the feasibility of and cost benefit analysis for indoor and/or outdoor turf fields;
- Identifying partnerships to support early language learning, promote kindergarten readiness, encourage youth and young adult employment and workforce development, and proliferate mentoring networks for young adults;
- Collaboration with area school leaders, advocates, and business partners to develop a local fund to offer incentives for performance and the narrowing of the achievement gap;
- Development of desired planning and community standards for age-friendly housing; and
- Conducting ongoing measurement of indicators of economic health and affordability.

Motion #: 43-10-FY17

Sponsor(s): Hollingsworth

7.g) Legislative Priority: Ager Road Green Street Project

I move that the Mayor and Council adopt the Ager Road Green Street Project as a 2017 legislative priority of the City of Hyattsville.

Motion #: 44-10-FY17

Sponsor(s): Haba

7.h) Legislative Priority: West Hyattsville Transit District Development

I move that the Mayor and Council adopt the West Hyattsville Transit District development as the City of Hyattsville's legislative priority.

Motion #: 45-10-FY17

Sponsor(s): Haba

7.i) Legislative Priority: NW Branch / Sligo Creek Trail Safety

I move that the Mayor and Council accept Anacostia Tributary Trail System safety, with a focus on highly trafficked areas, specifically the trails around the West Hyattsville Metro Station, and areas of high crime incidents, and Policy Alternative 3, which would allow for commuting by bicycle, as City of Hyattsville FY2017 State and County legislative priorities to be presented at the City's November 2016 legislative event.

Motion #: 46-10-FY17

Sponsor(s): Solomon, Haba, Perry, Frazier

[MEMO TRAIL SAFETY IMPROVEMENTS.pdf](#)

7.j) Legislative Priority: MD208/Hamilton Street Road Improvements

I move that the Mayor and Council adopt MD208/Hamilton Street road improvements as a City of Hyattsville FY2017 State and County legislative priority to be presented at the City's November 2016 legislative event.

Motion #: 47-10-FY17

Sponsor(s): Solomon, Haba, Perry, Frazier

[MEMO MD208 HAMILTON STREET RENOVATIONS.pdf](#)

8. Action Items (8:50 p.m. – 9:50 p.m.)

8.a) FY-2017 Budget Amendment: Share Our Strength Grant (5 minutes)

I move that the Mayor & Council amend the FY-2017 budget to appropriate the remaining fund balance of \$3,720 from the Share our Strength - Nutrition Assistance Grant previously approved for in FY-2016 for \$5,000.

Motion #: 48-10-FY17

Sponsor(s): At the Request of the City Administrator

8.b) FY17 Budget Amendment: MNCPPC Grant for Recreation Activities (5 minutes)

I move that the Mayor & Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney for legal sufficiency.

Motion #: 49-10-FY17

Sponsor(s): At the Request of the City Administrator

8.c) FY17 Budget Amendment: Council of Governments Membership (5 minutes)

I move that the Mayor and Council amend the FY-2017 General Fund budget for the City Administrator by increasing the departments total budget appropriations by \$5,030 to cover the cost of the City's membership in the Metropolitan Washington Council of Governments for the remainder of this fiscal year.

Motion #: 50-10-FY17

Sponsor(s): Hollingsworth

8.d) FY-2017 Budget Amendment for Full time Communications Position (10 minutes)

I move that the Mayor and Council amend the FY-2017 General Fund budget for Community Services by approving the FTE position of Bi-lingual Communications Coordinator and

increasing the departments total budget appropriations by \$44,000 to cover estimated cost of salary and benefits for the remainder of this fiscal year.

Motion #: 51-10-FY17

Sponsor(s): At the Request of the City Administrator

8.e) Maintenance Contract for New World / Tyler Technologies CAD/RMS System (10 minutes)

I move that the Mayor and Council ratify the maintenance contract with New World / Tyler Technologies, signed on September 23, 2016 by City Administrator Tracey E. Nicholson for maintenance and support of the city CAD/ RMS in the amount, not to exceed \$37,852, for a period of six months.

Motion #: 52-10-FY17

Sponsor(s): At the Request of the City Administrator

[Tyler Technologies Contract.pdf](#)

[Memo to Council Emergency Expenditure.docx](#)

8.f) Administrative Guidelines and Procedures for Citizen Boards and Committees (10 minutes)

I move that the Mayor and Council adopt the Administrative Guidelines and Procedures for Citizen Boards and Committees.

Motion #: 53-10-FY17

Sponsor(s): At the Request of the City Administrator

[Guidelines and Procedures for Committees 092916 FINAL.docx](#)

8.g) The Blue – Revised PPS 4-15016 & Revised DSP-15016 (15 minutes)

I move that the Mayor and Council authorize the Mayor to send a letter to the M-NCPPC Planning Board supporting the proposed 16-unit townhouse development, The Blue, subject to the following conditions:

1. At a minimum, the private roadways proposed in the plan shall meet the standards for materials and thickness found in the Prince George's County Department of Public Works and Transportation Standard 100.07 for Urban Secondary Roads. It is the preference of the City the roadway be constructed to a minimum of 26 feet width, so that the City may accept the roadway and be responsible for any maintenance and capital replacement costs. If the applicant does not want to expand the width of the roadway to the City's standard, the applicant is responsible for determining the entity held liable for the maintenance and capital improvement costs of the roadway.
2. A revised traffic circulation proposal that eliminates U-turns at Hamilton Street or Jefferson Street. It is the City's belief that a circulation proposal that includes U-turns at those locations is unacceptable and does not support the goals of the Gateway Arts District Sector Plan.

Motion #: 54-10-FY17

Sponsor(s): At the Request of the City Administrator

[Memo - The Blue 09.29.2016.docx](#)

[Conceptual PPS.pdf](#)

[PPS-415016_001 - Revised PPS_1r.pdf](#)

[Statement of Justification \(Clean\) 9-1-16.docx](#)

[DSP-15016_100616.doc](#)

9. Discussion Items (9:50 p.m. – 10:30 p.m.)

9.a) Partnership with University of Maryland's Environmental Finance Center (EFC) (10 minutes)

I move that the Mayor and Council initiate a partnership/MOU with the University of Maryland's Environmental Finance Center (EFC) at a level of \$8,000 subject to review and approval of the City Attorney to support and complement the City's sustainability planning efforts .

Motion #: Discussion Only

Sponsor(s): Hollingsworth

9.b) 2017 Ballot Question: Composition of Council (30 minutes)

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- § C2-1. Establishment; composition.
- § C2-2.(A) Election; term of office; qualifications.

Article § C2-1 currently reads as follows:

"The government of said City shall be vested in a Mayor and ten (10) Councilmen, to be elected as hereinafter provided for, who shall compose the City Council."

Article § C2-2. Part A currently reads (in part) as follows:

"A. Election; tenure. The Mayor shall be elected from the City at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the City concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the City two (2) years thereafter."

The ballot question should solicit the opinion on whether the Council should consider a reduction in the size of the Hyattsville City Council. Should that question be answered in the affirmative, a follow-up question should request a desired number or method of representation from a defined set of options. The options shall include, but not necessarily limited to:

- A set number of representatives overall with the number of wards and representatives per ward to be determined by committee.
- Two representatives per ward with fewer wards, to be determined by committee.
- 1 representative per ward with the same number of wards.

- Some combination of members elected per ward and at-large, to be determined by a committee.

Motion #: Discussion Only

Sponsor(s): Hollingsworth

10. Council Dialogue (10:30 p.m. – 10:40 p.m.)

11. Community Notices and Meetings

11.a) City Calendar: October 4 - 17, 2016

Motion #: N/A

Sponsor(s): At the Request of the City Administrator

[Main City Calendar Oct 4 Oct 17.pdf](#)

[City Calendar Oct.pdf](#)

12. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

Motion #

n/a

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Meeting of July 18, 2016.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Minutes_July 18 2016](#)

Summary Background:

Please see attached minutes.

Next Steps:

Upon approval, final minutes will be posted on the City's website.

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



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Present: Mayor Candace Hollingsworth
Ward 4 Council President Edouard Haba
Ward 1 Council Vice President Bart Lawrence
Ward 1 Councilmember Kevin Ward
Ward 2 Councilmember Shani Warner
Ward 2 Councilmember Robert Croslin
Ward 3 Councilmember Patrick Paschall
Ward 3 Councilmember Thomas Wright
Ward 5 Councilmember Ruth Ann Frazier
Ward 5 Councilmember Joseph Solomon

Absent: Ward 4 Councilmember Paula Perry

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community/Economic Development Jim Chandler
City Treasurer Ron Brooks
Chief of Police Douglas Holland
Director of Human Resources Vivian Snellman
Director of Public Works Lesley Riddle
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford
Project Manager, Dept. of Public Works Hal Metzler

- 2) [Pledge of Allegiance to the Flag](#)
- 1) [Call to Order and Council Roll Call](#)
- 3) [Moment of Silence in Honor of Hyattsville Resident Dorothy Jones](#)
- 4) [Approval of Agenda](#)

The agenda was amended to move the consent item for the scheduling of a public hearing to the action agenda, per Councilmember Paschall's request.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Perry, Frazier, Solomon
ABSENT:	Perry



5) [Approval of the Minutes](#)

5.a Approval of the Minutes

Motion # 01-07-FY17

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: (1) Council Meeting of May 2, 2016, (2) Special Council Meeting of May 12, 2016, (3) Council Meeting of May 16, 2016, and (4) Public Hearing of June 6, 2016.

[May 2 2016 Minutes FINAL.docx](#)

[May 12 2016_Minutes_FINAL.docx](#)

[May 16 2016 Minutes_FINAL.docx](#)

[Jun 6 PH minutes_FINAL.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Perry, Frazier, Solomon
ABSENT:	Perry

6) [Public Comment \(8:10 p.m. – 8:20 p.m.\) Limit 2 minutes per speaker](#)

Councilmember Solomon read a prepared statement regarding the vigil to be held for residents of Hyattsville, College Park and Riverdale Park. He provided details on the event.

Ms. Angela Kenny, a Ward 2 resident, addressed the Mayor and Council to offer her support for the Hyattsville Police Department.

Ms. Margarita Valladares a Ward 1 resident, addressed the Mayor and Council, regarding a pending issue with the City. Mayor Hollingsworth requested her contact information so staff could follow up with her to resolve the issue.

Ms. Saiah K. Harper a Ward 2 resident, addressed the Mayor and Council in support of the proposed change to make Gallatin Street one-way, stating that she believed most residents found the proposal to be a workable solution.

Mr. Tim Hunt, a Ward 3 resident, addressed the Mayor and Council in regarding to the University Hills Street Project. He stated his support of the work and provided background details on the project. He also made suggestions in regard to the proposed City-wide traffic survey and residential parking program.



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Mr. Flawn Williams, a Ward 2 resident, addressed the Mayor and Council regarding the residential parking petition for Gallatin Street and stated his support for the proposed solution.

Ms. Nina Faye, a Ward 3 resident, addressed the Mayor and Council to state her support for the Hyattsville City Police Department.

Ms. Shirley Fisher, a Ward 5 resident, addressed the Mayor and Council in support of the Hyattsville City Police Department.

7) [Presentations \(8:20 p.m. – 8:30 p.m.\)](#)

7.a [City Administrator Update \(5 minutes\)](#)

City Administrator Nicholson provided a brief update on the community outreach and events. Chief of Police Douglas Holland provided an update to residents on the City's community policing efforts.

7.b [Update of FY-2015 Audit \(5 minutes\)](#)

Treasurer Brooks provided an update on the City's audit process. He stated that the FY14 audit was officially closed and staff was currently working on the FY15 audit.

8) [Consent Items \(8:30 p.m. – 8:35 p.m.\)](#)

8.b [Appointments to the Health, Wellness and Recreation Advisory Committee](#)

[Comeau_Redacted HWRAC.pdf](#) 

[Crooks_Redacted HWRAC.pdf](#) 

Motion #: 03-07-FY17

I move that the Mayor and Council appoint Lauren Comeau (Ward 1) and Julia Crooks (Ward 2) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on July 19, 2018.

8.c [Cintas Uniform Company Contract](#)

Motion #: 04-07-FY17

I move that the Mayor & Council approve the contract with Cintas Uniform Company not to exceed \$15,500.00 per year, upon the review and approval of the City Attorney for legal sufficiency.

8.d [ADA Compliance and Accommodation on Intersections Along Nicholson Street](#)



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[ADA work Est_2827_from_Team_Cam_LLC_6656.pdf](#)

Motion #: 05-07-FY17

I move that the Mayor and Council approve the contract with Team Cam for the ADA accommodations on Nicholson St, not to exceed \$18,000.00 and upon the review and approval by the City Attorney for legal sufficiency.

8.e NZI Construction, Inc. Contract

[Prince Georges County Contract 910-H.pdf](#)

Motion #: 06-07-FY17

I move that the Mayor & Council approve the contract with NZI Construction Inc. not to exceed \$3,000,000.00 upon the review and approval by the City Attorney for legal sufficiency.

8.f Website Contract Renewal - CivicPlus

Motion #: 07-07-FY17

I move that the Mayor and Council renew the contract with CivicPlus for website provision and maintenance in an amount not to exceed \$13,687.99, upon the review and approval by the City Attorney for legal sufficiency.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Perry, Frazier, Solomon
ABSENT:	Perry

9) [Action Items \(8:35 p.m. - 8:55 p.m.\)](#)

8.a [Schedule Public Hearing, August 1, 2016](#)

Councilmember Paschall requested to change the hearing start time from 7:00 p.m. to 7:30 p.m. He said it was difficult to get to meetings that begin at 7:00 p.m.

[DOCS-#188500-v3-2016_Hyattsville.UTC_Notice_of_Public_Hearing.DOCX](#)

Motion #: 02-07-FY17

I move that the Mayor and Council schedule a public hearing on August 1, 2016 at 7:00 PM in order to hear public comment on the Proposed Issuance of Refunding Bonds Relating to the University Town Center Special Taxing District in the City of Hyattsville in an aggregate principal amount not exceed \$17,750,000 and a interest rate not to exceed 5% per annum.



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RESULT:	APPROVED [9-1]
MOVER:	Haba
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Wright, Frazier, Solomon
NAYS:	Paschall
ABSENT:	Perry

9.a [Hyattsville CDC: Request for Maryland DHCD Community Legacy Letter of Support \(10 minutes\)](#)

[HCDC CL Application Support.pdf](#)

Motion #: 08-07-FY17

I move to authorize the Mayor, on behalf of the City of Hyattsville, to provide to the Hyattsville Community Development Corporation a letter of support for its Community Legacy grant application for up to \$23,000 to the Maryland Department of Housing & Community Development. The funds are intended to support the printing and installation of artistic vinyl wraps on the traffic boxes located at signalized intersections throughout the City.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Frazier, Solomon
ABSENT:	Perry

9.b [Hyattsville Resolution 2016-03: Issuance of Refunding Bonds Relating to the University Town Center Special Taxing District in City of Hyattsville \(10 minutes\)](#)

[DOCS-#188483-v3-2016_Hyattsville_Resolution_re__UTC_Refunding_Bonds.DOCX](#)

Motion #: 09-07-FY17

I move that the Mayor and Council introduce Hyattsville Resolution 2016-03 for the Issuance of Refunding Bonds Relating to the University Town Center Special Taxing District in the City of Hyattsville in an aggregate principal amount not to exceed \$17,750,000, at an interest rate or rates not to exceed 5% per annum. This issue will be for the purpose of refunding or advance refunding in whole or in part the outstanding City of Hyattsville Special Obligation Bonds (University Town Center Project), Series 2004 and funding or paying other costs permitted within RESOLUTION 2016-03. Additionally, RESOLUTION 2016-03 provides that such refunding bonds and the interest thereon shall never constitute a general obligation debt of, or a pledge of the City's full faith and credit or taxing powers; such refunding bonds shall be payable solely from special taxes levied on property within the University Town Center Special Taxing District in accordance with the existing Rate and Method identified in RESOLUTION 2016-03. RESOLUTION 2016-03 authorizes the Mayor by executive order (as permitted by the Special Taxing District Act) to make



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certain approvals and determinations relating to any such refunding bonds and the documents relating thereto. (FIRST READING).

Treasurer Brooks provided a brief summary of the bond resolution and noted that the Resolution did not create any legal obligation from the City. He responded to questions of clarification from Councilmember Solomon.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Frazier, Solomon
ABSENT:	Perry

10) Discussion Items (8:55 p.m. – 10:05 p.m.)

10.a Recommendation: Designation of a Residential Parking Zone for 5100/5102 41st Avenue and 4100 block Farragut Street (10 minutes)

[Memo_Residential_Parking_Farragut_41_Ave-3.docx](#)

[Proposed On Street Parking_Gallatin St_Top of the Park_07122016.pdf](#)

[Resident Parking Zone Survey.pdf](#)

Administrator Nicholson provided a summary of the request for a residential parking zone for the 5100/5012 portion of 41st Avenue and the 4100 block of Farragut Street. Ms. Nicholson summarized the results of the parking survey and stated that the results did not support the establishment of a residential parking zone, but that staff had made an alternative recommendation to change the traffic pattern on Gallatin Street to one-way. Administrator Nicholson stated that the recommendation included adding additional trash cans to address complaints regarding littering. She added that the recommendation will begin in approximately 90 days. Council Vice President Lawrence asked if any Council action was required to implement the recommendations and Administrator Nicholson confirmed that no action was needed at that time.

10.b University Hills Project Update (20 minutes)

[Sidewalk_Constructability_Evaluation_-_Summary_16.doc](#)

[160523 - Sidewalk Evaluation Worksheet University Hills](#)

[Memo_University Hills Staff Eval_2016_Final.docx](#)

Director of Public Works Riddle provided the Mayor and Council with an update and overview of the University Hills Street Project. Director Riddle stated that staff had done a thorough review of



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the project plan to date and noted that the original project design did not include storm water management or traffic calming measures. Director Riddle stated that the Council had been provided with a detailed description of the scope changes in the proposed Phase 2 project plan.

Councilmember Wright thanked the Department of Public Works and the Council for working hard on this project. He also thanked the residents who participated in the process, and noted the many community meetings that were held.

10.c [Bigbelly Waste and Recycling System \(10 minutes\)](#)

[Big Belly Proposed Location_06222016.pdf](#)

[Bigbelly Presentation.ppt](#)

Director Riddle provided an overview of the proposed Bigbelly Waste and Recycling System program, at an annual cost of \$40,000 for the installation and maintenance of 16 solar trash compactors. Director Riddle displayed a map showing the proposed locations for the installation.

Councilmember Frazier asked what was the planned duration of the pilot program and Director Riddle responded 6 months to one year. Director Riddle said the Department would review how residents used the compactors and if they were a good fit for the City. Director Riddle also noted there was an opportunity to use the side inserts on the units for public messaging. Councilmember Frazier asked if Bigbelly was responsible for the pickup of the trash. Director Riddle clarified that City staff would provide for trash pickups from the unit and stated that the units contained software that would alert the City when the units were full. There was a brief discussion on the location of the units. Director Riddle stated that if units were found to be underutilized they could be relocated. Councilmember Paschall asked how recycling collection from the units would work, noting that recycling pickup was currently done by the County. Director Riddle stated that the City would collect the recycling from the Bigbelly units. Mayor Hollingsworth asked the Council to take action on the item.

Motion 10-07-FY17

I move that the Mayor and Council authorize the City Administrator to execute a 60-month contract, with Bigbelly for installation and maintenance of 16 trash receptacle units, not to exceed \$40,000 for FY17, upon the review and approval by the City Attorney for legal sufficiency.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Frazier, Solomon
ABSENT:	Perry

10.d [Street Sweeper Purchase \(10 minutes\)](#)



[Memo Street_Sweeper TN.docx](#)

[Proposal - Street Sweeper.pdf](#)

[Sweeper GSA Terms & Conditions 1.16.pdf](#)

Director Riddle summarized the request to purchase a street sweeper and provided brief details on the machine. Ms. Riddle stated that staff had reached out to neighboring municipalities to see if there was interest from those municipalities in renting the service of the City's sweeper at an hourly rate (including equipment operator) to provide a potential offset to the cost of the sweeper.

Councilmember Paschall asked several questions regarding the mechanics and operation of the sweeper. He inquired if cars would need to be moved to ensure the entire width of streets were cleaned. Director Riddle stated that was a possibility and provided the requested mechanical details. Councilmember Paschall said he was in favor of the sweeper purchase but he wanted the City to be careful on how any changes to parking were implemented. Councilmember Ward asked what the expected lifecycle for the sweeper was. It was stated that with one main operator and if the equipment was serviced properly, the City could expect to get approximately 10-15 years out of the sweeper. It was then clarified that this was a budgeted expenditure. Council President Haba asked if the City had considered a joint ownership with other municipalities. Director Riddle said it was explored but currently there was no interest in joint ownership.

10.e [Recommendation for Selection of Parking Management Services \(10 minutes\)](#)

[Memo Parking_Management_Services_RFP_ten \(2\).docx](#)

Assistant City Administrator Chandler provided an overview of the selection process for a parking management provider. Mr. Chandler reviewed specific features of the vendors and noted that the City was looking for a firm able to integrate with an ERP program as well as a firm who were re-investing in technology to ensure their equipment was top of the line. Assistant City Administrator said City staff was recommending the selection of Passport LLC as the City's parking management provider and that LAZ Parking would provide coin collection. He then highlighted several features of the new vendor.

NOTE FOR THE RECORD: Councilmember Solomon left the meeting at 9:09 p.m. and returned at 9:15 p.m.

10.f [Evergreen Solution LLC Proposal for Personnel Related Issues \(10 minutes\)](#)

[Evergreen_Solutions_Memo_1ten_07_16-1v1.docx](#)

Director of Human Resources Snellman provided a summary of the request for a contract with Evergreen Solutions, LLC, in an amount not to exceed \$15,000 for salary and grade evaluations. Director Snellman then responded to questions of clarification from several members of Council



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
JULY 18, 2016

on the scope of work. Councilmember Paschall asked if the recommendations from the study would come to the Council for approval, and Director Snellman responded that no recommendations would be implemented without Council approval. Mayor Hollingsworth noted that the item would return to Council for consideration on the August 1, 2016 agenda.

11) Council Dialogue (10:05 p.m. – 10:15 p.m.)

Several Councilmembers made comments regarding the recent mass shooting in Orlando, Florida, announced upcoming events and thanked the Police Department for their efforts in community policing.

12) Community Notices and Meetings

12.a City Calendar: July 19 - August 1, 2016

[Main City Calendar_July 19 - Aug 1.docx](#) 

[July 2016 City Calendar.docx](#) 

13) Motion to Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Frazier, Solomon
ABSENT:	Perry



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. – 8:45 p.m.)

SUBJECT

Update FY-2015 Audit (5 minutes)

Motion #

Presentation Only

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The FY-2015 audit continues to progress. Auditors are reviewing revenues recorded in the General Fund and Special Revenue Funds as well as responses to previously submitted confirmation letters. The estimated completion date of the FY-2015 audit has been moved to the second week of January 2017.

Next Steps:

Continue pressing forward through the various stages of review of multiple financial transactions.

Fiscal Impact:

Late audit filings with the Department of Administrative Services can result in the loss of various State Grants, loss of revenue from the State Highway Fund and limited opportunities to secure funding for current and future capital improvement needs.

City Administrator Comments:

See summary background above.

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: October 3, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. – 8:45 p.m.)

SUBJECT

Prince George's African American Museum & Cultural Center at North Brentwood (10 minutes)

Motion #

Presentation Only

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

Ms. Chanel Compton, Executive Director of the Prince George's African American Museum & Cultural Center located in North Brentwood will provide a presentation to the Mayor, Council, and residents on the museum's mission, vision, values, and programs.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

N/A

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. – 8:45 p.m.)

SUBJECT

Partnership with University of Maryland's Environmental Finance Center (EFC) (10 minutes)

Motion #

Presentation, Followed by a Subsequent Discussion Item

Recommendation:

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

Mr. Andrew Fellows, EFC Greater College Park Sustainability and Resiliency Financing Initiative will present an overview of the project. There is an associated discussion item scheduled for the October 3rd discussion agenda.

Next Steps:

The Council will discuss this initiative on 10/3/16. This item would be scheduled for action on 10/17.

Fiscal Impact:

\$8,000

City Administrator Comments:

Recommend Support

Community Engagement:

None.

Strategic Goals:

Action 2.5 – Leverage funding and resource opportunities to support projects, programs and services consistent with City's adopted Vision, Mission and Strategic Goals

Legal Review Required?

TBD



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Proclamation

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Disability Employment Awareness Month

Motion #

38-10-FY17

Recommendation:

I move that the Mayor and Council proclaim October of 2016 Disability Employment Awareness Month in Hyattsville.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Disabilities Employment Month Proclamation 2016.pdf](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

N/A



Proclamation of Celebration for National Disability Employment Awareness Month October, 2016

Whereas, the City of Hyattsville is committed to raising awareness about Americans with disabilities and their many and varied contributions to the workforce and our community;

Whereas, our City is proud to be a welcoming community that strives to accommodate the needs of all residents, visitors, and employees;

Whereas, residents with disabilities strengthen our community's social fabric, increase our knowledge of the human condition, and enrich our local and national society and workforce;

Therefore, we acknowledge the many contributions that our residents with disabilities make to our city, and we recognize and celebrate National Disability Employment Month.

Mayor Candace Hollingsworth

October 3, 2016



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Proclamation

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Domestic Violence Awareness Month

Motion #

39-10-FY17

Recommendation:

I move that the Mayor and Council proclaim October of 2016 Domestic Violence Awareness Month in Hyattsville.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Domestic Violence Month Proclamation 2016.pdf](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

N/A



Proclamation of Recognition for Domestic Violence Awareness Month October, 2016

Whereas, anyone can be a victim of domestic violence regardless of age, sex, ability, ethnicity, sexual orientation, socioeconomic status, or religion;

Whereas, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average;

Whereas, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to victims;

Therefore, be it proclaimed on behalf of all of the members of the City Council, staff, and residents of the City of Hyattsville, the month of October as Domestic Violence Awareness Month in the City of Hyattsville, and urge our residents to work together to eliminate domestic violence from our community.

Mayor Candace Hollingsworth

October 3, 2016



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Proclamation

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Breast Cancer Awareness Month

Motion #

40-10-FY17

Recommendation:

I move that the Mayor and Council proclaim October of 2016 Breast Cancer Awareness Month in Hyattsville.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Breast Cancer Awareness Month Proclamation 2016.pdf](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

N/A



Proclamation of Celebration for Breast Cancer Awareness Month

October, 2016

Whereas, the City of Hyattsville is committed to raising awareness about breast cancer and the impact it has on our loved ones, friends, colleagues and community members;

Whereas, thousands of women and men in our country are diagnosed with breast cancer each year;

Whereas, screening and early detection can help people to overcome breast cancer;

Therefore, we acknowledge the importance of raising awareness of breast cancer in order to support survivors, those currently battling breast cancer and those who might detect it in its early stages, and we recognize Breast Cancer Awareness Month.

Mayor Candace Hollingsworth

October 3, 2016



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Schedule Public Hearing, October 26, 2016

Motion #

41-10-FY17

Recommendation:

I move that the Mayor and Council schedule a Public Hearing on October 26, 2016 at 8:00 PM in order to hear public comment on the Proposed Charter Amendment to change the qualifications of voters for City elections. The proposed legislation will allow non-US Citizens the right to vote in City elections and authorize future implementation of same day voter registration.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

Council approved Motion # 37-09-FY17 on September 19, 2016, authorizing the City Attorney to draft a Charter Amendment

Next Steps:

An initial Council discussion on the proposed Charter Amendment is tentatively scheduled for the Council Meeting of October 17, 2016. It is anticipated that the Council will take action on the Charter Amendment in November.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Approval.

Community Engagement:

The public hearing provides an opportunity for the community to get information, ask questions and give public comments related to this issue.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance.

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Legislative Priority: Integrated Public Health and Safety Strategies

Motion

42-10-FY17

Recommendation:

I move that the Mayor and Council adopt integrated public health and safety strategies as a legislative priority for 2016-17, with an initial focus on citywide bicycle and pedestrian improvements. Priority should be placed on primary pedestrian routes to the two (2) Metro stations, three (3) commercial corridors, and all public amenities.

Improvements shall include, but not be limited to:

- Citywide traffic study with considerations for one-way, restricted, and/or shared roads (in progress); Roadway resurfacing where needed, particularly on roadway with sharrows;
- Replacement of drainage grates and utility covers with suitable, bicycle-friendly alternatives, particularly on roadway with sharrows;
- Review and enforcement of existing property standards and requirements related to tree overhangs, shrubs, weeds, poles, and other sidewalk obstructions;
- Implementation of connected bikeshare system(s) within the City and with neighboring municipalities;
- Installation of in-roadway and/or in-pavement pedestrian lighting at critical non-signalized intersections;
- Installation of sidewalks where needed;
- Continuous review of appropriateness of traffic control devices;
- Refreshed or new pavement markings at suggested pedestrian crossings; and
- Continued coordination with MD SHA to address timing/signalization of existing intersections to enhance pedestrian safety and for completion of necessary upgrades on managed roads.

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

The City of Hyattsville has dubbed itself “A World Within Walking Distance,” yet there are many residents who feel disconnected to public amenities and/or view driving as their only option to access our parks and other public spaces. As the city grows, we face dual (and sometimes dueling) imperatives of supporting a connected 30

transportation system of car, bus, and rail while promoting and encouraging lifestyles that rely less on cars and more on biking and walking. In either scenario we have to ensure that residents and visitors are able to move through and around the city safely and with relative ease while maintaining a high quality of life.

Hyattsville is a case study on the need to integrate public health and public safety strategies. In 2016, the City of Hyattsville was designated the first and only HEAL (Healthy Eating and Active Living) city in the State of Maryland. In the same year, the city also adopted the recommendations of the President's Task Force on 21st Century Policing as a framework for community policing in Hyattsville. We will be increasing the number and frequency of bike and foot patrols throughout the city to support community policing efforts. However, the city's built environment is not wholly suitable (in all areas) for residents to enjoy safe and leisurely strolls/runs/rides to public amenities, commercial areas, or commuter points or for officers to initiate bike and foot patrols safely in all areas of the city.

Note: Any sidewalk modifications under this priority will follow guidelines set forth by the city's adopted Sidewalk Policy.

Next Steps:

Adoption as a legislative priority for the 2016 Legislative Event.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support

Community Engagement:

TBD

Strategic Goals:

Action 2.2 – Invest and manage City infrastructure including streets, sidewalks and public facilities

Action 2.3 – Promote and invest in opportunities for alternative transportation methods to support multi-modal connectivity throughout the City.

Action 3.1 – Enhance safety and security in public places including residential neighborhoods, parks and commercial corridors

Action 3.3 – Provide effective, responsive, data-driven public safety and property standard services

Legal Review Required?

TBD



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Legislative Priority: HVLGenerations

Motion #

43-10-FY17

Recommendation:

I move that the Mayor and Council adopt HVLGenerations, an initiative supporting a comprehensive approach to enhancing the quality of life and outcomes for all residents with a special emphasis on youth from age 3-17 and adults 65+. This initiative shall include, but not be limited to the following:

- Re-prioritization of the design, layout, and function of Magruder Park;
- Exploration of potential sites, design, and financing of recreation center(s) with intergenerational amenities;
- Determination of the feasibility of and cost benefit analysis for indoor and/or outdoor turf fields;
- Identifying partnerships to support early language learning, promote kindergarten readiness, encourage youth and young adult employment and workforce development, and proliferate mentoring networks for young adults;
- Collaboration with area school leaders, advocates, and business partners to develop a local fund to offer incentives for performance and the narrowing of the achievement gap;
- Development of desired planning and community standards for age-friendly housing; and
- Conducting ongoing measurement of indicators of economic health and affordability.

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

In the past three years, the City of Hyattsville has significantly increased its investment in programs and services for youth and adults age 65 and older. Our ability to offer far-reaching support in these areas is limited by a number of factors including facilities, staff resources, and limits on participation. This priority is designed to shift our investments towards partnerships (public and private), capital improvements, and development/planning reviews that will allow tax dollars to have a greater impact for more beneficiaries.

Next Steps:

Adoption as a legislative priority for the 2016 Legislative Event.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support

Community Engagement:

This item will utilize input received from residents during the Sustainability Planning sessions and additional public meetings/engagements on recreation.

Strategic Goals:

Action 2.5 – Leverage funding and resource opportunities to support projects, programs and services consistent with City's adopted Vision, Mission and Strategic Goals

Action 3.2 – Enhance the overall quality and profile of parks recreational programming and community amenities

Action 4.4 – Solicit and support collaborative partnerships that enhance City services to broaden the range of resources and services provided to City residents

Action 5.1 – Create opportunities for community stakeholder networking by developing diverse recreation programs and events accessible and inclusive to all

Legal Review Required?

TBD



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Edouard Haba, W4 (Council Pres.)

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Legislative Priority: Ager Road Green Street Project

Motion #

44-10-FY17

Recommendation:

I move that the Mayor and Council adopt the Ager Road Green Street Project as a 2017 legislative priority of the City of Hyattsville.

Sponsor(s):

Haba

ATTACHMENTS

Summary Background:

Prince George's County Department of Public Works & Transportation has been working on a redesign of Ager Road to include safety enhancements, reduce environmental impact, and better accommodate pedestrians, bicyclists, and transit users. Based on latest information, the project design is 95% complete. However, due to funding challenges the start of construction has been constantly pushed down since 2014. DPW & T submitted earlier this year a Tiger Grant Application with the City providing a letter of support. The realization of this project is a crucial boost to the development of the West Hyattsville Transit District. Thus, the city should make it known to its partners and key stakeholders (county, state and federal) that this is a key priority for the City.

Next Steps:

Adoption as a legislative priority for the 2016 Legislative Event.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Edouard Haba, W4 (Council Pres.)

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Legislative Priority: West Hyattsville Transit District Development

Motion #

45-10-FY17

Recommendation:

I move that the Mayor and Council adopt the West Hyattsville Transit District development as the City of Hyattsville's legislative priority.

Sponsor(s):

Haba

ATTACHMENTS

Summary Background:

The West Hyattsville Metro Station is the first stop outside the District of Columbia and within the City of Hyattsville. The station also provide a direct and shorter connection to the city's Arts District. However, it's still undeveloped with no real commitment from WMATA and other major stakeholders. With The Hogan Company's plan to develop the area north-west of the station, it's crucial that the city seizes on this momentum and makes the promotion and development of this transit district a priority.

This item was part of the City's 2016 Legislative priorities.

Next Steps:

Adoption as a legislative priority for the 2016 Legislative Event.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support

Community Engagement:

None

Strategic Goals:

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

Action 2.4 – Provide economic development programming and projects to support and facilitate infill, revitalization, redevelopment and transit-oriented investment.

Action 2.5 - Leverage funding and resource opportunities to support projects, programs and services consistent with City's Vision, Mission and Goals.

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Joseph Solomon, W5

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Legislative Priority: NW Branch / Sligo Creek Trail Safety

Motion #

46-10-FY17

Recommendation:

I move that the Mayor and Council accept Anacostia Tributary Trail System safety, with a focus on highly trafficked areas, specifically the trails around the West Hyattsville Metro Station, and areas of high crime incidents, and Policy Alternative 3, which would allow for commuting by bicycle, as City of Hyattsville FY2017 State and County legislative priorities to be presented at the City's November 2016 legislative event.

Sponsor(s):

Solomon, Haba, Perry, Frazier

ATTACHMENTS

[MEMO_TRAIL_SAFETY_IMPROVEMENTS.pdf](#)

Summary Background:

Memo to Mayor and Council attached.

Next Steps:

Adoption as a legislative priority for the 2016 Legislative Event.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support

Community Engagement:

On Aug. 26th the community meet in support of the proposed request.

Strategic Goals:

Goal 3 - Promote a Safe & Vibrant Community.

Legal Review Required?

TBD

Memo

Hyattsville City Council Member, Joseph Solomon | PO Box 5454, Hyattsville, MD 20782 | jsolomon@hyattsville.org

TO:

Mayor Candace Hollingworth
Hyattsville City Council Members

CC:

Hyattsville City Administrator, Tracey Nicholson
Hyattsville City Clerk, Laura Reams

Legislative Priority: NW Branch / Sligo Creek Trail Safety

In May 2016 Maryland National Capital Park and Planning Commission (M-NCPPC) published the 2016 Trails Master Plan which highlighted safety as “the most important consideration related to trail design.” Unfortunately, the M-NCPPC section of Prince George’s County FY2017-2022 Capital Improvement Program (CIP) budget does reflect this commitment to trail safety. The M-NCPPC CIP Public safety fund is the line item dedicated to addressing “the public safety system infrastructure needs at various trail and facilities. Typical safety infrastructure identified for installation includes items such as surveillance cameras, call boxes, video/intercom systems, access control systems, and intrusion protection systems.” As published, the line item is projected at \$0 from FY17-22.

While the lack of public safety funding is concerning as it is clear through language line-item justification that M-NCPPC recognizes “public safety system infrastructure will improve security for park users, expand surveillance capabilities of Park Police, and reduce response time by emergency personnel,” this also raises additional concern as the lack public safety infrastructure along the trails system impacts trail hours of operation.

Current M-NCPPC Park Rules state “Park Property and Facilities are open daily to the public from sunrise to sunset.” This language is interpreted to include trails. Among the many faults of scheduling, this timeframe prohibits safely commuting by bike during the winter and daylight savings time. Additionally, this timeframe does not align with WMATA operational hours thus prohibiting metro access via the trail system for bicyclist and pedestrians after sunset.

In May 2016 M-NCPPC drafted policy updates which included Policy Alternative 3: Open all paved surface trails to transient bicycle traffic 24/7 and clarify that bicycles are permitted on Parkways 24/7. Rule changes were discussed at the last combined Park & Planning Commission meeting in July and two separate hearings were held to gather public comments. Through this process, Montgomery County’s planning board has come around to support closing trails only between midnight and 5am. Thus far, Prince George’s Planning Board has been extremely resistant to this idea.

The commission will meet again in September or October to make a final decision on all rules. Prince George’s commissioners are currently expected to reject an extension of trail opening hours. Over 180 residents have submitted comments in support of expanded hours, but most were Montgomery County residents.

This is an important issue for green line corridor towns and cities since the trails are the only truly safe long distance bike routes. Strong positions supporting expansion of trail hours for transient bike use from a municipality or many might help sway Prince George’s Planning Board to be more flexible. The M-NCPPC Trails Masterplan highlights the importance of a strong relation between M-NCPPC and municipal jurisdictions as Municipalities own about 9 percent of the existing trails in the County. The Trails Master Plan indicates M-NCPPC is willing to consider “how existing and planned trails serve municipalities and other jurisdictions within the County;” and also recognizes “Within the County there are a number of small and medium sized municipalities that should be partners for projects within or nearby their communities.”

Given that West Hyattsville Metro, the number one biked metro in the State of Maryland, sits at the intersection of the NW Branch and Sligo creek trail with additional connectivity to the Prince George’s Plaza Metro, I implore my colleagues on the Hyattsville City Council to support funding NW Branch / Sligo Creek Trail Safety improvements and support for Policy Alternative 3 (with an option to compromise on closing trails only between midnight and 5am) as an FY17 County legislative priority to be presented during the City’s November legislative event.

Thank you,

Joseph A. Solomon, Jr.
Hyattsville City Council, Ward 5



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Joseph Solomon, W5

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Consent Items (8:35 p.m. – 8:40 p.m.)

SUBJECT

Legislative Priority: MD208/Hamilton Street Road Improvements

Motion #

47-10-FY17

Recommendation:

I move that the Mayor and Council adopt MD208/Hamilton Street road improvements as a City of Hyattsville FY2017 State and County legislative priority to be presented at the City's November 2016 legislative event.

Sponsor(s):

Solomon, Haba, Perry, Frazier

ATTACHMENTS

[MEMO_MD208_HAMILTON_STREET_RENOVATIONS.pdf](#)

Summary Background:

Memo to Mayor and Council attached.

Next Steps:

Adoption as a legislative priority for the 2016 Legislative Event.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support

Community Engagement:

Held Community Meeting on Friday, August 26th @ 6:30PM in Hyatt Park (3500 Hamilton Street). Residents, small business owners, members of the local biking community, and elected officials will join together to call attention to the importance of road improvements for MD208 (38th Street/Hamilton Street).

Strategic Goals:

Goal 3 - Promote a safe and vibrant community.

Legal Review Required?

TBD

Memo

Hyattsville City Council Member, Joseph Solomon | PO Box 5454, Hyattsville, MD 20782 | jsolomon@hyattsville.org

TO:

Mayor Candace Hollingworth
Hyattsville City Council Members

CC:

Hyattsville City Administrator, Tracey Nicholson
Hyattsville City Clerk, Laura Reams

Legislative Priority: MD208/Hamilton Street Renovations

In February 2016, Maryland State Highway Administration (SHA) adopted and published the Maryland Strategic Highway Safety Plan (SHSP). The 2016 - 2020 SHSP was designed to move Maryland closer to cutting roadway fatalities in half by 2030 and eventually ending traffic fatalities and serious injuries on our roadways. Among the many goals and targets defined by SHSP, the following bullets highlight the recommended strategic biking and pedestrian improvements:

- Create and improve roadway environments for safe walking and bicycling through implementation of engineering treatments, land use planning, and system-wide countermeasures.
- Create and improve pedestrian and bicycle safety culture in Maryland including the promotion and implementation of legislation and training of professionals and stakeholders about best safety practices.

Given the explicit emphasis SHA has placed on biking and pedestrian safety, I strongly urge my colleagues on the Hyattsville City Council to adopt MD208/Hamilton Street pedestrian improvements as a state legislative priority. MD208 is classified by SHA as an urban minor arterial from US RT1 (Bladensburg Road) to MD500 (Queens Chapel Road). From MD500 to the West Hyattsville, Hamilton Street is a county owned road. Meaning MD208 is a regionally significant thoroughfare connecting the Port Towns, Brentwood, North Brentwood, and Hyattsville to the West Hyattsville Metro station. As determined by GIS traffic count data performed by SHA, the stretch of MD208 within the corporate limits of the City of Hyattsville received an Annual Average Daily Traffic (AADT) volume of 16581 in 2015, and an AADT with trucks volume of 17741. Despite the heavy utilization MD208 remains unimproved and in a state of disrepair.

MD208/Hamilton Street currently does not include bike infrastructure. Sections of MD208 are without curbing and sidewalks; this includes a section with a bus stop. SHSP also identifies these such locations a safety hazards and note the following recommendation:

- Transit buses and bus stops have unique safety needs. As the transit system grows over time and ridership increases, Maryland can expect additional conflicts between vehicles, transit buses, and pedestrians. Due to the number of occupants riding a bus, the potential for multiple harmful outcomes should be considered when improving safety for these road users. Strategies include support for safe transit stops and enforcement of laws and regulations for bus drivers.

Through multiple community meetings with residents, small business owners, members of the local biking community, and elected officials joined together to call attention to the importance of road improvements and bike infrastructure on MD208/Hamilton Street. Specifically residents requested the following renovations:

- Bidirectional bike lane to West Hyattsville Metro
- Improved sidewalks, add sidewalk where current deficiencies exist
- Improved curbing, add curbing where current deficiencies exist
- Include right turn lane at Queens Chapel Road Intersection
- Safe access from 37th Place or Gallatin Street, preferable with a traffic light
- Safe methods of crossing Hamilton Street to and from Hyatt Park for children
- Additional trash cans and improved overall cleanliness of the street

Residents of all communities impacted by the deplorable condition of MD208/Hamilton are requesting road improvements, including sidewalks, curbing, safe methods of crossing this busy street, and bike lanes. Based on WMATA's 2009 Bicycle and Pedestrian Travel Study, West Hyattsville Metro is the second most biked metro in the DC Metro System (only to Union Station), and the most biked Metro in the State of Maryland; unfortunately, despite this glaring demand, there is not a safe direct bike route on either the State or County roads leading into the metro. I ask for the support of the Hyattsville Council in including funding and moving forward on MD208/Hamilton Street renovations as a State and County FY17 legislative priority.

Thank you,
Joseph A. Solomon, Jr.
Hyattsville City Council, Ward 5



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Budget

Agenda Section: Action Items (8:50 p.m. – 9:50 p.m.)

SUBJECT

FY-2017 Budget Amendment: Share Our Strength Grant (5 minutes)

Motion #

48-10-FY17

Recommendation:

I move that the Mayor & Council amend the FY-2017 budget to appropriate the remaining fund balance of \$3,720 from the Share our Strength - Nutrition Assistance Grant previously approved for in FY-2016 for \$5,000.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The City received this grant in FY-2016 from Share our Strength in order to support the Nutrition Assistance activities at the Farmers Market.

Next Steps:

Post budget balance and incur the outstanding expenses.

Fiscal Impact:

Sets the FY-2017 budget for this grant at \$3,720.

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Completed.



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Grant

Agenda Section: Action Items (8:50 p.m. – 9:50 p.m.)

SUBJECT

FY17 Budget Amendment: MNCPPC Grant for Recreation Activities (5 minutes)

Motion #

49-10-FY17

Recommendation:

I move that the Mayor & Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The City receives this grant annually from the Maryland-National Capital Park and Planning Commission in order to support recreation programming. Please note that this item is a budget amendment and requires 8 affirmative votes for approval.

Next Steps:

Follow up with MNCPPC and receive funds.

Fiscal Impact:

\$19,000 - Budget Amendment

City Administrator Comments:

Recommend Support

Community Engagement:

NA

Strategic Goals:

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

Legal Review Required?

Complete



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Action Items (8:50 p.m. – 9:50 p.m.)

SUBJECT

FY17 Budget Amendment: Council of Governments Membership (5 minutes)

Motion #

50-10-FY17

Recommendation:

I move that the Mayor and Council amend the FY-2017 General Fund budget for the City Administrator by increasing the departments total budget appropriations by \$5,030 to cover the cost of the City's membership in the Metropolitan Washington Council of Governments for the remainder of this fiscal year.

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

The Mayor, City Administrator, and Assistant City Administrator met with the membership coordinator for COG at the Mayor's request on June 3, 2016 to discuss membership and benefits of membership. Membership in COG would offer the City of Hyattsville access to technical assistance, research, and grant opportunities in addition to the ability to participate in the organization's bulk purchasing program. Renewal membership for FY18 will be considered during the annual budget process.

Next Steps:

Acceptance of membership and payment of annual fee.

Fiscal Impact:

\$5,030.00

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Action 2.5 – Leverage funding and resource opportunities to support projects, programs and services consistent with City's adopted Vision, Mission and Strategic Goals

Action 4.4 – Solicit and support collaborative partnerships that enhance City services to broaden the range of resources and services provided to City residents

Legal Review Required?

Pending.



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Budget

Agenda Section: Action Items (8:50 p.m. – 9:50 p.m.)

SUBJECT

FY-2017 Budget Amendment for Full time Communications Position (10 minutes)

Motion #

51-10-FY17

Recommendation:

I move that the Mayor and Council amend the FY-2017 General Fund budget for Community Services by approving the FTE position of Bi-lingual Communications Coordinator and increasing the departments total budget appropriations by \$44,000 to cover estimated cost of salary and benefits for the remainder of this fiscal year.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

Over the past few years the City has seen a significant increase in the amount of print, social media, outreach and communication support required to ensure timely and transparent communication and messaging. Currently, the Director of Community Services provides nearly all City communications and outreach support. In communications, this includes writing and/or proofreading publications generated by the City departments, updating and improving the website, following and generating social media and electronic postings, coordinating photography and graphic design projects, bilingual translation on all correspondence and numerous other tasks. Outreach consists of creating, building and maintaining relationships with resident organizations, schools, churches, religious groups, local businesses, and many of the cultural communities/organizations within our City. The dual hatted nature of the director's role has proven increasingly challenging and insufficient to meet increased communications demands. Hiring a Communications and Outreach Coordinator will allow the Director of Community Services to focus on additional priorities such as the management, leadership and oversight of community programs and services to include child and youth programs, senior and disability services, volunteer services, reception services, recreation and community events, and videography. The Coordinator would focus on pro-active messaging, timely communications, translation and outreach. If approved, this position would be hired at a junior-level and will report to the Director of Community Services. The Coordinator will also provide support to directors and staff as their communications and outreach requirements continue to expand. Approval to hire a dedicated Communications and Outreach Coordinator will afford the City the opportunity to effectively cover a wider range of City programs and events and ensure the timely dissemination of information through various print, public engagement, and social media platforms.

Next Steps:

Council approval and hiring process.

Fiscal Impact:

\$44,000

City Administrator Comments:

Recommend Support

Community Engagement:

This position will improve the City's community engagement overall. The position includes an outreach component, and will enable the director to advance and expand his engagement work.

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Contract

Agenda Section: Action Items (8:50 p.m. – 9:50 p.m.)

SUBJECT

Maintenance Contract for New World / Tyler Technologies CAD/RMS System (10 minutes)

Motion #

52-10-FY17

Recommendation:

I move that the Mayor and Council ratify the maintenance contract with New World / Tyler Technologies, signed on September 23, 2016 by City Administrator Tracey E. Nicholson for maintenance and support of the city CAD/ RMS in the amount, not to exceed \$37,852, for a period of six months.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Tyler Technologies Contract.pdf](#)

[Memo_to_Council_Emergency_Expenditure.docx](#)

Summary Background:

See attached memo.

Next Steps:

New World / Tyler Technologies will provide support as needed until the city transitions to the new county CAD/RMS System.

Fiscal Impact:

\$37,852

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Exhibit 1 Maintenance and Support Agreement

Tyler ("we") will provide Client ("you") with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Support Agreement.

1. Term. We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date, and remains in effect for two (2) years. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least ninety (90) days prior to the end of the then-current term.
2. Maintenance and Support Fees. Your maintenance and support fees for the Tyler Software are listed in the applicable invoice and are as follows for two (2) years:

<u>Period Covered</u>	<u>Annual Amount</u>	<u>Billing Date</u>
7/1/2016 to 12/31/2016	\$37,852	Upon Execution

We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.

3. Maintenance and Support Services. As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
 - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects, as defined in the Agreement, in the Tyler Software (limited to the then-current version and the immediately prior version); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
 - 3.2 a) provide telephone support during our established support hours, currently Monday through Friday from 8:00 a.m. to 8:00 p.m (Eastern Time Zone)
 - b) emergency 24-hour per day telephone support, for New World CAD and Mobile only, seven (7) days per week for Licensed Standard Software. Normal service is available from 8:00 a.m. to 8:00 p.m. (Eastern Time Zone). After 8:00 p.m., the New World CAD phone support will be provided via pager and a support representative will respond to CAD service calls within 30 minutes of call initiation.
 - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and third party software, if any, in order to provide maintenance and support services;

Support Agreement

This Support Agreement is made, as of the date set forth below (the "Effective Date") by and between Tyler Technologies, Inc. with offices at 840 West Long Lake Road, Troy, MI 48098 ("Tyler") and the client identified below ("Client").

WHEREAS, Tyler and Client are parties to an original agreement ("Agreement") under which Client licensed the New World software itemized therein; and

WHEREAS, Tyler and New World merged effective November 16, 2015, with Tyler as the surviving entity; and

WHEREAS, Tyler and Client desire to update the applicable maintenance and support services terms;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and Client agree as follows:

1. The New World software Client licensed under the Agreement, and on which Client has paid maintenance and support fees through the Effective Date, shall mean the "Tyler Software" for purposes of this Support Agreement.
2. Tyler shall provide maintenance and support services on the Tyler Software according to the terms of Exhibit 1 to this Support Agreement.
3. For the term specified in the applicable invoice, Client shall remit to Tyler maintenance fees in the amount set forth therein. Payment is due within thirty (30) days of the invoice date.
4. This Support Agreement shall be governed by and construed in accordance with the terms and conditions of the Agreement.
5. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Support Agreement as of the dates set forth below.

Tyler Technologies, Inc.

Client: Hyattsville Police Department, MD

By: _____

By:  _____

Name: Greg Sebastian

Name: Tracey E. Nicholson

Title: President, Public Safety Division

Title: City Administrator

Date: _____

Date: 23 Sep 16



Exhibit 1 Schedule A Support Call Process

If, after you have cut over to live production use of the Tyler Software, you believe that the Tyler Software is Defective, as “Defect” is defined in the Agreement, then you will notify us by phone, in writing, by email, or through the support website. Please reference the applicable Customer Support page at www.tylertech.com/client-support for information on how to use these various means of contact.

Documented examples of the claimed Defect must accompany each notice. We will review the documented notice and when there is a Defect, we shall resolve it at no additional cost to you beyond your then-current maintenance and support fees.

In receiving and responding to Defect notices and other support calls, we will follow the priority categorizations below. These categories are assigned based on your determination of the severity of the Defect and our reasonable analysis. If you believe a priority categorization needs to be updated, you may contact us again, via the same methods outlined above, to request the change.

In each instance of a Priority 1 or 2 Defect, prior to final Defect correction, the support team may offer you workaround solutions, including patches, configuration changes, and operational adjustments, or may recommend that you revert back to the prior version the Tyler Software pending Defect correction.

- (a) **Priority 1:** *A Defect that renders the Tyler Software inoperative; or causes the Tyler Software to fail catastrophically.*

After initial assessment of the Priority 1 Defect, if required, we shall assign a qualified product technical specialist(s) within one business (1) hour. The technical specialist(s) will then work to diagnose the Defect and to correct the Defect, providing ongoing communication to you concerning the status of the correction until the Tyler Software is operational without Priority 1 defect.

The goal for correcting a Priority 1 Defect is 24 hours or less.

- (b) **Priority 2:** *A Defect that substantially degrades the performance of the Tyler Software, but does not prohibit your use of the Tyler Software.*

We shall assign a qualified product technical specialist(s) within four (4) business hours of our receipt of your notice. The product technical specialist will then work to diagnose and correct the Defect. We shall work diligently to make the correction, and shall provide ongoing communication to you concerning the status of the correction until the Tyler Software is operational without Priority 2 Defect.

The goal for correcting a Priority 2 event is to include a correction in the next Tyler Software release.

- (c) **Priority 3:** *A Defect which causes only a minor impact on the use of the Tyler Software.*

We may include a correction in subsequent Tyler Software releases.

3.4 provide you with a copy of all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services remotely. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.
5. Hardware and Other Systems. If in the process of diagnosing a software support issue it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain third party products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
 - (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
 - (c) You will perform daily database backups and verify that those backups are successful.
6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware; (f) support outside our established support hours; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.
 7. Current Support Call Process. Our current Support Call Process for the Tyler Software is provided Schedule A to Exhibit 1.



Memo

To: Mayor and Council
From: Lt. Chris Purvis, Administrative Services Division
CC: Tracey Nicholson, City Administrator
Date: September 28, 2016
Re: Emergency Expenditure

Summary Background

On October 5, 2015, the staff received approval to transition from our Computer Aided Dispatch / Records Management System (CAD/RMS) managed by New World Systems (Now called Tyler Technologies) at a cost of \$75K per year, to the Prince Georges County 911 CAD/RMS for a one-time licensing cost of \$42K. The County CAD/RMS will improve response times and capabilities of police operations and improve services to the citizens of Hyattsville.

The CAD system allows the dispatchers to manage calls, track the location of officers and the disposition of each call in a database for statistical analysis and for follow-up investigations. The CAD works with the RMS which is used to write electronic incident reports. The CAD is also critical for day-to-day operations to store historical records and past incident information that can be important when returning to a previous call.

On Friday, September 23, 2016, the New World CAD System had a catastrophic failure. The system shut down and our dispatchers could not log calls for service, search a premise history

nor issue incident or case numbers to officers who needed to write reports. Since we no longer had a maintenance contract with New World Systems/Tyler Technology they could not help us troubleshoot the problem. As a result, our staff worked for over 12 hours to try and bring the system back on line. This was done to no avail.

Fortunately, the former maintenance contractor "New World Systems / Tyler Technologies" allowed the City to purchase an 'Emergency Maintenance Contract' at a cost of \$37,852 for 6 months, rather than the required annual contract at a cost of \$75k per year. With their help, the system was up and running within a few hours.

The City did budget for a one-time cost of \$42K for licensing with the County. The County has agreed to absorb the license cost of the new CAD/RMS system, so that Hyattsville will now be able to transition at no cost to the City. This offer will cover the unexpected cost of the renewal maintenance contract with New World /Tyler Technologies. There is no annual maintenance cost on the county system, so the city can still expect to save over \$75K per year in the out years. We continue to work with the County and expect to transition to their 911 CAD/RMS system by the end of November.

This 'Emergency Expenditure' was critical to keeping our officers and community safe.



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Policy

Agenda Section: Action Items (8:50 p.m. – 9:50 p.m.)

SUBJECT

Administrative Guidelines and Procedures for Citizen Boards and Committees (10 minutes)

Motion #

53-10-FY17

Recommendation:

I move that the Mayor and Council adopt the Administrative Guidelines and Procedures for Citizen Boards and Committees.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Guidelines and Procedures for Committees_092916_FINAL.docx](#)

Summary Background:

City staff has developed administrative guidelines and procedures for the City's Committees and Boards. The guidelines are intended to provide consistency in committee operations and ensure that committee members are aware of new or updated administrative requirements. Guidelines include the requirement to post meeting announcements and agendas a minimum of 48 hours in advance, submit minutes following each committee meeting and clarify the role of staff liaisons and the process for submitting resignations.

An initial discussion on the proposed guidelines was held on September 19, 2016. The attached policy contains minor modifications. The modifications were made to provide clarity to the role of the staff liaison.

Next Steps:

Upon adoption, the new administrative guidelines will be distributed to all members of City Committees/Boards via their staff liaison and posted on the City's website. The requirement for providing agendas is effective October 1, in accordance with recently adopted State law, HB 217.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

The Administrative Guidelines and Procedures will be posted on the City's website and shared with all Committee members.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR CITIZEN BOARDS AND COMMITTEES

The City values resident participation in City Advisory Boards and Committees. These guidelines were prepared to assist committee members as they help to shape policies and procedures for the City. The following administrative guidelines and procedures will be used by all Hyattsville City Boards, Committees and Advisory Bodies.

A body elects its chair annually from its appointed members for a term of one year unless otherwise specified in the enabling legislation. The chairperson is responsible ensuring the election of officers, which as a minimum includes a Secretary, and distributing meeting agendas and minutes. The Chairperson may also accept resignations of board members and inform the members of the Board, the City Administrator, City Clerk, Mayor and Council. Council liaisons are assigned to each Board, Committee or Advisory body as advisors.

All Board and Committee meetings are open to the public pursuant to the Open Meetings Act. A Board or Committee may convene in executive (closed) session only for those reasons set forth in Section 3-305 of the General Provisions Article of the Maryland Code. Any request for an executive session should be reviewed by the City Attorney's Office via the City Clerk or City Administrator.

Boards and Committees shall hold meetings when necessary to conduct business or at such intervals as may be mandated by law, resolution or rule. Meetings shall be held at the call of the chairperson, but must be published/announced a minimum of 48 hours in advance. The staff liaison is responsible for ensuring that meeting dates are publicized on the City's website and a room space is reserved. A majority of the members of the board or committee shall constitute a quorum for the transaction of business. A majority vote of those present at any meeting, but not less than the number necessary for a quorum, shall be sufficient for any official action taken by the Board or Committee.

AGENDAS

Agendas will be prepared by the Committee Chair, or his/her designee in consultation with the staff liaison. The staff liaison will ensure the City Clerk has copies of all meeting agendas. Agendas must be submitted to the City Clerk in .doc or .pdf format no less than 48 hours prior to the meeting. Failure to announce or submit an agenda will result in cancellation of the meeting. Agendas may be emailed to cityclerk@hyattsville.org. The Clerk's office is responsible for the public posting of the agendas in accordance with the Open Meetings Act.

MINUTES

Minutes must be kept of all meetings. The Chair, in the absence of the Secretary shall have the discretion to appoint an individual to prepare the minutes at each meeting. The minutes should be brief and reflect decisions and recommendations of the Board or Committee. Minutes should be reviewed and approved by the meeting body at the next regularly scheduled meeting of the

Policies / Procedures

Reference Date: September 1 2016

body. The staff liaison will ensure copies of the approved minutes are provided to the City Clerk for posting on the City's website. Minutes should be posted on the City's website in a timely manner.

STAFFING

A staff liaison is assigned to each Board or Committee by the City Administrator or his/her designee. Their primary role is to help facilitate the flow of information to and from the Mayor and Council, the staff, and the Board or Committee. They are non-voting participants, and serve as advisors only.

COMMUNICATIONS

Board and Committee members are encouraged to contact the City Administrator, their Council liaisons, the Mayor and other Council members at any time with specific concerns, issues or questions. Official correspondence directed to the Mayor and Council on behalf of the full Board or Committee should be, addressed to the Mayor and Council, and routed through the chairperson, the staff liaison and the relevant Department Director. A copy should be provided to the City Clerk's office for the City's records.

RESIGNATION

Appointment and removal of a board or committee member is governed by Section 4-5 of the Charter and Code of the City of Hyattsville. Members may tender voluntary resignation from a board or committee at any time. Voluntary resignations from a board or committee member must be submitted to the Chair of the board or committee. The Chairperson of the board or committee shall provide an acknowledgement of receipt and acceptance of a letter of resignation to the resignee. The Chairperson shall also provide notice of the resignation and notification of acceptance to the Mayor, Council, City Administrator, and City Clerk.

REMOVAL

Procedures for removal of a board or committee member shall be done in accordance with Article II, section 4-5 (f) of the City Charter and the approved committee worksheet. Grounds for removal may include a member moving outside of the boundaries.



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Laura Reams

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section: Action Items (8:50 p.m. – 9:50 p.m.)

SUBJECT

The Blue – Revised PPS 4-15016 & Revised DSP-15016 (15 minutes)

Motion

54-10-FY17

Recommendation:

I move that the Mayor and Council authorize the Mayor to send a letter to the M-NCPPC Planning Board supporting the proposed 16-unit townhouse development, The Blue, subject to the following conditions:

1. At a minimum, the private roadways proposed in the plan shall meet the standards for materials and thickness found in the Prince George's County Department of Public Works and Transportation Standard 100.07 for Urban Secondary Roads. It is the preference of the City the roadway be constructed to a minimum of 26 feet width, so that the City may accept the roadway and be responsible for any maintenance and capital replacement costs. If the applicant does not want to expand the width of the roadway to the City's standard, the applicant is responsible for determining the entity held liable for the maintenance and capital improvement costs of the roadway.
2. A revised traffic circulation proposal that eliminates U-turns at Hamilton Street or Jefferson Street. It is the City's belief that a circulation proposal that includes U-turns at those locations is unacceptable and does not support the goals of the Gateway Arts District Sector Plan.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo - The Blue 09.29.2016.docx](#)

[Conceptual PPS.pdf](#)

[PPS-415016_001 - Revised PPS_lr.pdf](#)

[Statement of Justification \(Clean\) 9-1-16.docx](#)

[DSP-15016_100616.doc](#)

Summary Background:

Please see attached memo.

The memo outlines the revisions to the project made by the applicant as a result of City Council and M-NCPPC feedback. It identifies ways the revisions have addressed Council concerns from the August 1 Council meeting, as well as describes two remaining concerns staff would like to see addressed as conditions of approval by the Planning Board. 58

Next Steps:

The M-NCPPC Planning Board is scheduled to hear the case on October 6, 2016. Staff will be participating in the hearing to represent the City's adopted positions.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

The Hyattsville Planning Committee was presented with the project in October 2015 and the Committee reviewed the PPSD and Detailed Site Plan in June 19, 2016 and unanimously recommended that the City Council not support the proposed detailed site plan, neither as presented by the applicant nor with the conditions recommended by City Staff. The applicant requested the Committee reconsider the matter at its July 19, 2016 meeting. The Committee Chairs were advised of the request by the applicant and the Committee Chairs stated that the position of the Committee had been made clear and that unless the applicant was presenting fundamental changes to the project, the Committee's position was final. The Committee was briefed by Staff and Committee Chair Yearwood at their meeting on July 19th and concurred with the decision of the Committee Co-Chairs.

The Planning Committee has not met since City staff received the updated PPS & DSP, therefore the Committee has not reviewed or made comments on the revisions.

Strategic Goals:

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

Legal Review Required?

N/A



Memo

To: Mayor and Council
From: James Chandler, Assistant City Administrator, Director of Community and Economic Development
Katie Gerbes, Community Planner
CC: Tracey Nicholson, City Administrator
Date: September 28, 2016
Re: The Blue – Revised PPS 4-15016 & Revised DSP-15016

The purpose of this memo is to provide the Mayor and Council with an update pertaining to the Preliminary Plan of Subdivision (PPS) 4-15016 and Detailed Site Plan (DSP) DSP-15016 for The Blue, a proposed townhouse development located at 5334 Baltimore Avenue.

Summary Background

Staff brought the PPS and DSP for The Blue to Council on August 1, 2016. The proposed development was to include 18 townhouses on the 0.55-acre lot. At that time, staff expressed concerns over the development as proposed by the applicant. Specific concerns included:

- The number of townhouses proposed is too many to fit comfortably on the site,
- The proposed vehicular T intersection at the entrance to the subject site allows for right-in, right-out only vehicle circulation. Such design restricts access leaving the site to southbound only,
- The lack of public amenity or open space onsite, and

- The general compactness of the site, including the roadway which may cause traffic circulation issues

As a result of those concerns, the Council authorized the Mayor to send a letter of support to the Planning Board contingent on the following conditions and revisions:

1. The City remains concerned about the proposed vehicular entrance to the subject site, which will restrict access to southbound traffic only. We believe it is incumbent upon the applicant to secure a safer means of vehicle access to the site. The City requests that the applicant secure shared use/access to the existing fully signalized intersection south of the subject site as a condition for approval.
2. A minimum of two proposed townhomes and related subdivision lots be revised to a single non-buildable subdivision lot. The undeveloped lot locations should be at the discretion of the applicant, but should be contiguous.
3. The single sub-division lot will be a dedicated greenspace and at a minimum shall include a sitting area, paved walkway and either a dog park or playground equipment. The issuance of a building permit be subject to the City's approval the recreational space design. The issuance of a Use & Occupancy (U&O) permit is subject to the fulfillment of the park space completion.
4. Any pedestrian street lighting on Baltimore Avenue & within the development is required to meet Pepco specifications and to be accepted by Pepco into the public lighting system prior to issuance of U&O permits.
5. Bike & Pedestrian Impact Statement (BPIS) include at a minimum the furnishing and installation of bicycle racks on-site, at Centennial Park and City Lot #5. The bicycle rack type will be consistent with the existing model and branding type utilized by the City of Hyattsville.

Revisions to the Plans

Based on feedback from the City and M-NCPPC staff, the applicant proceeded to postponed their Planning Board date in order to make revisions to both their Preliminary Plan of Subdivision and their Detailed Site Plan. The applicant has revised the plans in an effort to respond to those concerns. City staff were notified of the revisions on September 6, 2016.

The Preliminary Plan of Subdivision was revised to lower the unit count from 18 to 16, which is consistent with the City's recommendation of removing two of the units. Seven of the townhouses will face Baltimore Avenue with rear loaded garages. Nine townhouses will be located contiguously on the western portion of the site, facing Baltimore Avenue with front loaded garages. The prior plan had called for eight townhouses fronting Baltimore Avenue with 10 behind along the private roadway.

The revised Detailed Site Plan for the development makes additional changes in response to City and M-NCPPC staff comments. By removing two of the units, the applicant has allowed more space for maintenance access on

the northern and southern sides of the development. The applicant has also opted to make all units 16 feet in width, rather than the mix of 14', 16' and 18' originally proposed. The applicant has shorted the backyards of the westernmost 10 units in order to accommodate a retention wall and storm drains on the western edge of the property. This land, as well as the private roadways, will be managed by a homeowner's association.

One of the most significant concerns from the City was the lack of park space or recreational amenities onsite. After meeting with M-NCPPC staff on August 30, 2016, staff were informed that a park the size of two units, as requested by the City, would be too small to be accepted by the Parks Department. As a result, City staff and M-NCPPC came to a mutual understanding that a fee-in-lieu should be provided, with the funds directed towards additional wayfinding and directional signage on the Trolley Trail.

The M-NCPPC staff report recommends conditions 4 and 5 to become conditions of approval for the development. The report states that all lighting systems within the public right-of-way are to be built to a PEPCO standard, and that bicycle racks consistent with the style used by the City be installed onsite.

Recommendation

City staff believe that the revisions to the PPS 4-15016 and DSP-15016 reflect a good faith effort from the applicant to produce a better thought out and more functional development. Though the majority of the City's concerns from the August 1 Council meeting have been addressed, staff remain concerned about the traffic circulation into and out of the subject site. As a condition of approval, the M-NCPPC staff report recommends a right-in, right-out intersection with raised channelization (i.e. a porkchop) to prevent drivers from turning the wrong way into or out of the development. City staff is unconvinced that a U-turn at Hamilton Street, as suggested by the Maryland State Highway Administration, is a suitable alternative method of enabling vehicles intending to travel northbound, especially given the tightness of the intersection and heavy flow of traffic commonly witnessed at the site. As a result, there is a concern that the development may cause spillover traffic into residential neighborhoods in order to gain access to a signalized intersection to change direction.

Staff is also concerned that the private roadways providing access to, and inside of, the development will be maintained by a homeowner's association (HOA). It has been the City's experience that HOAs are generally not well equipped to maintain roadways, as they often require expensive capital improvements that cannot be managed by the homeowners themselves. This is especially true in a development of such a small size. If the road were to require a significant improvement, it would be financially burdensome on the 16 property owners to fund that improvement themselves, which would result in an undue burden to property owners, or a road in perpetually poor condition.

As a result, it is staff's recommendation that the Council authorize the Mayor to send a letter to the M-NCPPC Planning Board expressing the City of Hyattsville's position on the development. The letter should clearly state to the Planning Board and Prince George's County District Council that the City supports the revisions made to the project by the applicant and will support the approval of Preliminary Plan of Subdivision (PPS 4-15016) and Detailed Site Plan (DSP-15016) subject to the following conditions:

1. At a minimum, the private roadways proposed in the plan shall meet the standards for materials and thickness found in the Prince George's County Department of Public Works and

Transportation Standard 100.07 for Urban Secondary Roads. It is the preference of the City the roadway be constructed to a minimum of 26 feet width, so that the City may accept the roadway and be responsible for any maintenance and capital replacement costs. If the applicant does not want to expand the width of the roadway to the City's standard, the applicant is responsible for determining the entity held liable for the maintenance and capital improvement costs of the roadway.

2. A revised traffic circulation proposal that eliminates U-turns at Hamilton Street or Jefferson Street. It is the City's belief that a circulation proposal that includes U-turns at those locations is unacceptable and does not support the goals of the Gateway Arts District Sector Plan.

BLUE

1" = 30'

Aug 17

HOA land for
ret. wall &
storm drain

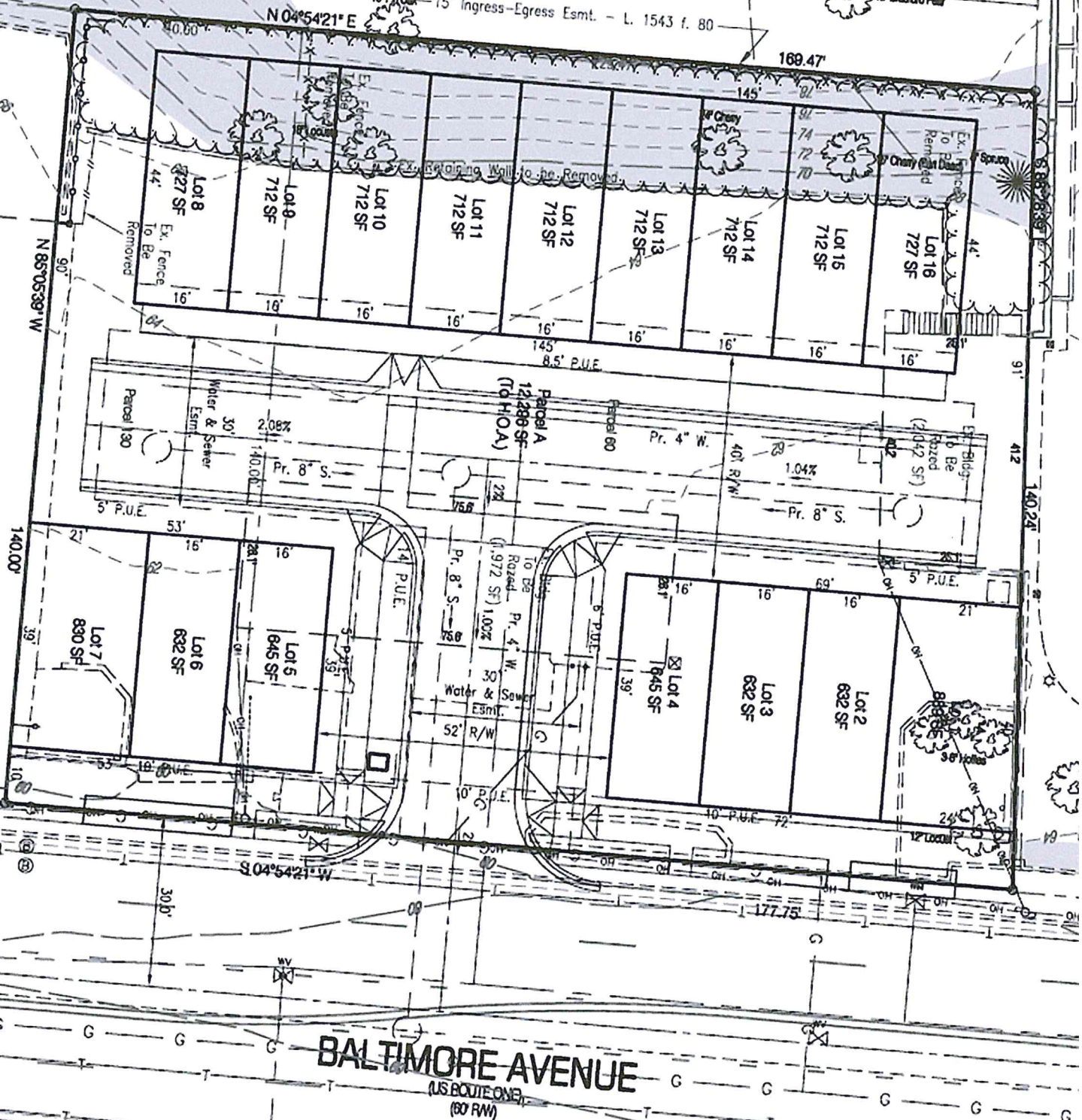
New curb &
tree strip

Shorter D/Ws

All 16'-wide
Units

More room for
maintenance access

Parad B
Haysville Center
P.B. NLP 130 @ p. 83
Crossover Church, Inc.
8351/38
Zone: C-O (D-D-O)
Use: Church



STATEMENT OF JUSTIFICATION

1. **Subject Property** - This application includes Parcels 61 and 130, comprising 0.5580 acres (24,305 square feet), located on the west side of Baltimore Avenue (U.S. Route 1), approximately 115 feet south of its intersection with Jefferson Street, within the City of Hyattsville ("Property" or "Subject Property"). The Property, which was the site of the former Bluebird Taxi Company, is bordered to the north by the historic Armory, which currently houses the Crossover Church; to the south by a vacant building (formerly the "Beds-To-Go" building); and to the west by the parking lot utilized in conjunction with the Armory/Crossover Church.
2. **Zoning** - The Subject Property retained in the C-S-C Zone by the Gateway Arts District Sector Plan and Sectional Map Amendment (2004) ("Sector Plan/SMA"), and through the same Sector Plan/SMA, it was also included within the Development District Overlay Zone ("DDOZ") for the Sector Plan/SMA. Within that DDOZ, it is located within the Town Center Character Area for Hyattsville.
3. **Site Proposal** - There are currently two buildings upon the Property, the former garage for the cab company in roughly the center of the Property, and a house-like structure in the northwest corner, which formerly served as the offices for the cab company; the Applicant proposes to demolish both of these existing structures to construct a total of sixteen (16) new townhouses. These townhouses are proposed to be situated as follows: seven (7) townhouses will front on Baltimore Avenue, as two (2) separate sticks of four (4) and three (3) each, separated by a private right-of-way, fifty-two feet (52') in width, which includes a twenty-two-foot (22') wide drive aisle, two 6-foot wide tree planting areas, two 5-foot sidewalks, and public utility easement areas/planting areas along the building sides. This private right-of-way will lead to a private street, forty feet (40') in width, which will include a 22-foot wide drive aisle, a 5-foot sidewalk, public utility easement areas, and a 6-foot tree-planting strip. This private street will be located behind the townhouses fronting on Baltimore Avenue, and parallel to that street. The remaining nine (9) townhouses will all be located within one stick, on the western side of the private street. Guest parking will be conveniently available upon the municipal parking lot located immediately west of the Property, accessible from either Hamilton Street or Jefferson Street.

All of the townhouses will be solely accessed by entering the drive aisle within the private right-of-way from Baltimore Avenue, and each townhouse will include a two-car garage occupying its entire lower level. Access from Baltimore Avenue to the drive aisle in the private right-of-way will be right-in, right-out only. The streetscape along Baltimore Avenue in front of the proposed townhouses and private right-of-way will be a total of approximately 14-feet in width; within this sidewalk area there will be 5 landscaped planting areas as part of the streetscape, which will include a total of 3 street trees (the maximum possible due to restrictions near vehicular entrances); each of the landscaped areas will be 5-feet wide, and each will have a variable length, though none will be less than 18-feet long.

As previously noted, the garage for each of the units will occupy the entire lower level of the townhouses, with three levels of living space to be located above each garage; stairs will provide access to the first floor from the street level. The townhouses are proposed to range in size from 1,495 square feet to 1,768 square feet (above-grade finished area – the gross floor area will range from 1,899 to 2,257 square feet), and will each include three-bedrooms. The townhouses will be very similar in design to the Arts District Hyattsville (EYA) townhouses on the west side of Route 1, with a principally brick front facades, but which will also include painted Hardiplank smooth panels, with stone molding details and metal railings. The sides and rears will also include some split-faced block (CMU) at ground level, with some areas of vinyl siding on the upper floors.

The Subject Property is proposed to include a public art item along the Baltimore Avenue frontage. The proposed development will contain slightly less impervious surface than does the Property currently, and it will also provide water quality treatment for 50% of the existing impervious area by use of a Filterra bioretention unit, which will feature a tree planted in, and growing out of, a specially-designed drainage inlet.

4. **Sector Plan Compliance** – As described above, the Subject Property is zoned C-S- C/DDOZ within the Sector Plan/SMA, and within the DDOZ, it is located within the Town Center Character Area in Hyattsville. The Sector Plan includes certain recommendations for properties within the Town Center Character Area, and the following constitutes those that are applicable to the Subject Property:

- a. **Concept Plan (p. 11):**

"Development District Standards emphasize the creation of a pedestrian-oriented streetscape that will welcome residents and visitors, establish a build- to line to ensure a common street wall that creates a comfortable sense of enclosure, and minimize total parking requirements while encouraging shared parking This development character supports both a horizontal and vertical mix of uses (commercial, residential, civic, arts and entertainment). In particular, residential uses above first-floor retail or commercial uses are desired in the town centers to infuse the areas with new residents who can enliven the streets and support commercial retail. Middle-to high-end housing with structured parking is encouraged"

RESPONSE: The proposed development upon the Subject Property will include a "pedestrian-oriented streetscape", that will include a sidewalk that is 14-feet wide, and within which will be included five (5) landscaped areas. The location of the sidewalk in relation to the proposed townhouses will be generally equivalent to the relationship of the sidewalk to the building on the northwest corner of Baltimore Avenue and Jefferson Street, and since the historic Armory is the only building separating those portions of sidewalk along the west side of Baltimore Avenue, this will "ensure a common street wall that creates a comfortable sense of enclosure".

While the proposed townhouses will not include any commercial uses, this portion of the Sector Plan does allow for a horizontal mix of uses, as well as a vertical mix. It is important to note the following: (1) the purely retail commercial portion of Arts District Hyattsville is located immediately across Baltimore Avenue from the Subject Property, allowing easy access to those commercial uses; (2) the only commercial uses on the first floor of townhouses are located on the west side of Baltimore Avenue within Arts District Hyattsville, and those commercial spaces proved to be extremely difficult to tenant, resulting from the difficulty in obtaining financing for any such commercial uses at those locations and also as a result of the difficulty in providing sufficient off-street parking to support any such commercial uses at those locations. In fact, in 2014, the Planning Board and District Council approved the conversion of a building (located between Jefferson and Longfellow Streets on the west of Baltimore Avenue) from that which was originally approved with live/work units on the ground floor level, to units which are solely residential. (See: DSP-04076-04, approved through PGCPB No. 14-53). Clearly, the same concerns that led to that approved conversion would apply equally to the proposed townhouses on the Subject Property. The Sector Plan was approved prior to the development and construction of Arts District Hyattsville, and the recommendations in the Sector Plan, therefore, were only a projection of the concept at that time. Given that the reality of the market and other considerations have caused a reevaluation of the proposed vertical mix of uses, I submit that the purely residential uses proposed upon the Subject Property are justified and appropriate.

b. Plan Elements – Town Center Character Areas – Goal (p. 17):

"To enhance the walkability of the town centers by creating a framework for high-quality, mixed-use, pedestrian-oriented development incorporating human-scale buildings, an attractive streetscape, landscaping, and small parks."

RESPONSE: The proposed townhouses upon the Subject Property will help to provide a greater critical mass of residents within this portion of the Hyattsville Town Center to better serve the existing retail uses within this area, and to provide a greater demand for additional commercial uses in the future. The townhouses as proposed are "human-scale", and the sidewalk and streetscape proposed along the Baltimore Avenue frontage of these townhouses will provide the "walkability" as envisioned within the Sector Plan as well.

c. Recommendations pertaining to town center character areas collectively – Area wide (p. 18):

"To encourage the construction of off-street, structured parking facilities in the town center. . ."

RESPONSE: As noted above, each townhouse upon the Subject Property is proposed to include its own two-car garage, which is the functional equivalent of structured parking within the townhouses.

"Encourage development that supports both a horizontal and vertical mix of uses (commercial, residential, civic, arts and entertainment)."

RESPONSE: The proposed sixteen townhouses upon the Subject Property will promote the horizontal mix of uses within the Hyattsville Town Center, providing, as noted above, a greater critical mass of residents to support the existing and future commercial uses within this area.

d. Recommendations for the Hyattsville Town Center (p. 20):

"Mixed-use residential and commercial development on U.S. 1 that supports commercial and civic activities."

Strong preference for owner-occupied housing; a distinctive and unique identity for 'Main Street' Hyattsville."

RESPONSE: The proposed townhouses will be a part of the mixed-use residential and commercial development on U.S. 1 that will support the existing and future commercial uses within this area.

"Strong preference for owner-occupied housing."

RESPONSE: The proposed townhouses will be owner-occupied, as recommended.

"A distinctive and unique identity for "main street" Hyattsville."

RESPONSE: The design of the townhouses, along with the streetscape and sidewalk along the Baltimore Avenue frontage, will be consistent with the "mainstreet" identity, as established previously by the existing townhouses within ArtsDistrict Hyattsville.

e. Design Principles - Traditional Neighborhood Design (p. 71):

Recommendations include the following:

"All or most of new residential development in mixed-use areas of the Arts District should be high-end, owner-occupied units such as condominiums, row houses or two-over-two-homes."

RESPONSE: – The proposed townhouses upon the Subject Property will be high- end, fee simple, owner-occupied units, as recommended.

f. Pedestrian-Oriented Design and Transit-Oriented Design (p. 74):

"Place parking behind, beside, or beneath buildings, or along the street, but never between a sidewalk and a building." Establish standards for building height to create a sense of enclosure along the street."; Establish building design standards that respect the traditional design of surrounding residential communities while reflecting the artistic nature of the Arts District."; "Use materials that reflect the quality and spirit of the Arts District."; install landscaping that provides shade and visual variety along the street."; "Encourage public and private entities to provide sidewalks, street trees, landscaping, seeding, bus shelters, and other amenities." And "Promote windows, porches, balcony's and stoops."; "Expand sidewalk widths so that pedestrians may walk in minimum of two abreast."; and "Plant shade trees." "Avoid ornamental trees; ...".

RESPONSE: A two-car garage on the ground level of each townhouse.

"Establish standards for building height to create a sense of enclosure along the street."

RESPONSE: The proposed building height of these townhouses will be roughly equivalent to those of the existing townhouses also along the west side of Baltimore Avenue, north of Jefferson Street, and it will create a "sense of enclosure along the street.

"Establish building design standards that respect the traditional design of surrounding residential communities while reflecting the artistic nature of the Arts District."; "Use materials that reflect the quality and spirit of the Arts District."

RESPONSE: The building design and materials will be generally consistent with the existing townhouses also along the west side of Baltimore Avenue, north of Jefferson Street, and these have previously been found to "reflect the quality and spirit of the Arts District"

"Install landscaping that provides shade and visual variety along the street."; "Encourage public and private entities to provide sidewalks, street trees, landscaping, seating, bus shelters, and other amenities."

RESPONSE: The landscaping proposed along the Baltimore Avenue frontage of the Subject Property will provide shade and visual variety along the streets, and the developer will be providing new and wider sidewalks, as well as public art.

"Promote windows, porches, balconies and stoops."

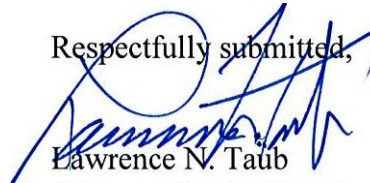
RESPONSE: The proposed townhouses will include stoops along the first level of living area, and balconies above, as well as windows that will provide a great deal of natural light into the townhouses.

"Expand sidewalk widths so that pedestrians may walk a minimum of two abreast."

RESPONSE: The sidewalk width, as noted above, will be widened to provide a pedestrian way that will easily accommodate at least two people walking abreast.

5. **Compliance with Development Standards** – While the proposed development upon the Subject Property complies with the great majority of applicable Development Standards (see the Development Standards matrix, attached hereto as Attachment A), four (4) variations from the applicable Development Standards are requested, and the Justification for those variations is attached hereto as Attachment B.

Respectfully submitted,



Lawrence N. Taub
Attorney for Applicant



Note: Staff reports can be accessed at www.mncppc.org/pgco/planning/plan.htm.

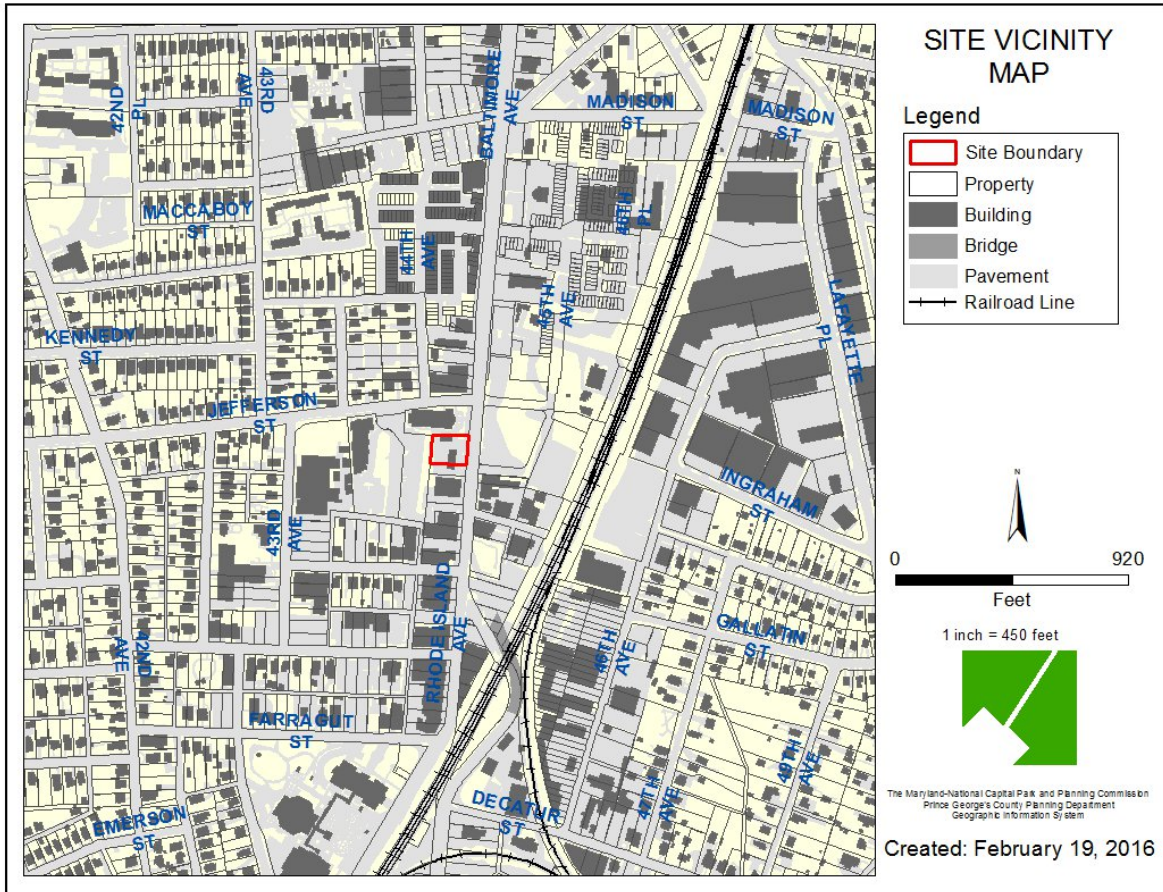
Detailed Site Plan

DSP-15016

Application	General Data	
Project Name: Blue, Parcels 61 and 130 Location: On the western side of Baltimore Avenue (US 1) approximately, 115 feet south of its intersection with Jefferson Street at 5334 Baltimore Avenue, Hyattsville Applicant/Address: Hyattsville Route One Partners, LLC 6110 Executive Boulevard, Suite 430 Rockville, MD 20852	Planning Board Hearing Date:	10/06/16
	Staff Report Date:	09/26/16
	Date Accepted:	05/06/16
	Planning Board Action Limit:	Waived
	Plan Acreage:	0.56
	Zone:	C-S-C/D-D-O
	Dwelling Units:	16
	Gross Floor Area:	N/A
	Planning Area:	68
	Council District:	02
	Election District	16
	Municipality:	Hyattsville
	200-Scale Base Map:	206NE04

Purpose of Application	Notice Dates	
Approval of a 16-townhouse development	Informational Mailing:	06/23/15
	Acceptance Mailing:	05/05/16
	Sign Posting Deadline:	09/06/16

Staff Recommendation		Staff Reviewer: Ruth E. Grover, MUP, AICP Phone Number: (301) 952-4317 E-mail: ruth.grover@ppd.mncppc.org	
APPROVAL	APPROVAL WITH CONDITIONS	DISAPPROVAL	DISCUSSION
	X		



THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY PLANNING BOARD

STAFF REPORT

SUBJECT: Detailed Site Plan DSP-15016, Blue
Parcels 61 and 130

The Urban Design staff has reviewed the subject application and appropriate referral comments. The following evaluation and findings lead to a recommendation of APPROVAL with conditions as described in the Recommendation section of this report.

EVALUATION

The detailed site plan was reviewed and evaluated for compliance with the following criteria:

- a. The requirements of the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment* (sector plan);
- b. The requirements of the Zoning Ordinance in the Commercial Shopping Center (C-S-C) Zone, the Development District Overlay (D-D-O) Zone and site design guidelines;
- c. The requirements of Preliminary Plan of Subdivision 4-15016;
- d. The requirements of the Prince George's County Woodland and Wildlife Conservation Ordinance (WCO);
- e. The requirements of the 2010 *Prince George's County Landscape Manual* (Landscape Manual);
- f. The requirements of the Tree Canopy Coverage Ordinance (TCC); and
- g. Referral comments.

FINDINGS

Based upon the analysis of the subject application, Urban Design staff recommends the following findings:

1. **Request:** The subject application requests the approval of a 16-townhouse development.

2. **Development Data Summary**

	EXISTING	PROPOSED
Zone	C-S-C/D-D-O	C-S-C/D-D-O
Use(s)	Vacant, (with 2 buildings)	Residential
Acreage	0.56	0.56
Parcels	2	1
Lots/Townhouses	0	16

OTHER DEVELOPMENT DATA

Total Parking	Required	Provided
16 Townhouses	1.5 X 16=24	32*

* Note: An amendment to Site Design, Parking and Loading Standard 2 of the Sector Plan has been requested for not providing structured parking for those parking spaces in excess of 1.5 parking spaces per unit. See Finding 7 of this report for a detailed discussion of the request.

The two following architectural models are being provided for the subject project. The model type and square footage of the base finished area are as follows:

Model Type	Base Square Footage		
16-foot-wide unit with rear garage	1,710 sq. ft.		
16-foot-wide unit with front garage	1,667 sq. ft.		

3. **Location:** The site is located in Planning Area 68 and Council District 2. More specifically, it is located on the western side of Baltimore Avenue (US 1), approximately 115 feet south of its intersection with Jefferson Street at 5334 Baltimore Avenue, in the City of Hyattsville.
4. **Surrounding Uses:** The subject property is bounded to the north by the Hyattsville Armory, which is Prince George's County Historic Site 68-041-09 and a National Register of Historic Places Site, and currently houses the Crossover Church in the C-S-C Zone; to the west by the parking lot for the Crossover Church in the Commercial Office (C-O) Zone; to the south by a vacant building (formerly the "Beds-To-Go" building) in the C-S-C Zone; and to the east by Baltimore Avenue (US 1) with the a portion of the commercial uses of EYA Hyattsville development including business establishments such as The Yes Market, The Eye Doctor, and Busboys and Poets beyond in the Mixed-Use Infill (M-U-I) Zone.
5. **Previous Approvals:** On June 27, 1977, the District Council approved Special Exception SE-3019 for the Blue Bird Cab Co., Inc. and Cities Service Oil Co. for an automobile repair and service operation on the subject site. The 2004 Approved Gateway Arts District Sector Plan and SMA was approved by the District Council on November 30, 2004 and retained this property in the C-S-C Zone. The site is subject to the requirements of Stormwater Management Concept Plan

No. 28196-2015-00, approved by the Department of Permitting, Inspections and Enforcement (DPIE) on November 16, 2015 and valid until November 16, 2018. Preliminary Plan of Subdivision 4-15016 is currently pending for the creation of 16 lots and one parcel on the subject site. The PPS is scheduled to be heard prior to, but on the same Planning Board date as the subject DSP.

6. **Design Features:** The proposed townhouse development is accessed at a single entrance along its Baltimore Avenue (US 1) frontage. A four-unit townhouse stick facing Baltimore Avenue is located north of the access drive and a three-unit townhouse stick is located to its south, also fronting on Baltimore Avenue (US 1). The internal private street, which runs perpendicular to the entrance drive and parallel to Baltimore Avenue (US 1) would provide vehicular access to the remaining nine units included in the development.

Pedestrian accessibility is provided for the development by six-foot-wide sidewalks enhanced by a five-foot-wide tree buffer and a three-foot-wide brick paver strip, along Baltimore Avenue (US 1), a sidewalk along both sides of the access drive and a five-foot-wide sidewalk in front of the back row of townhouses (Lots 8–16). Landscaping in front of the townhouses includes a double row of planted shrubs in a landscaping strip along Baltimore Avenue, together with three shade trees, two planted on the northern and one planted on the southern portion of the frontage. Other landscaping on the site includes an additional three major shade trees along the access drive (two on its northern and one on its southern sides), three major street trees along the western side of the private street, and four minor shade trees on the eastern side of the private street. Also provided is single-minor shade tree on the southern side of the access drive, which is unique as it will function as part of the Filterra unit, providing stormwater management (SWM) for the project. In addition, along the southern side of the access drive, but more proximate to Baltimore Avenue (US 1), is located an entrance feature/monument sign for the project, which is a sculpture of a bluebird on a brick /stone veneer base, including the name of the development “Blue” on a precast concrete panel. The entrance feature/monument sign measures eight feet tall by one- and one-half feet wide. The architectural materials to be utilized on the entrance feature will match those of the townhouses. The project was named for the Bluebird Taxi Company, which was previously operated from the site.

Architecture

The architecture for the project is varied and creates visual interest in its form and massing, fenestration, and the use of various architectural details. Hardiboard, in both a reddish maroon and a putty and a gun metal grey, is utilized as a second material in the architecture, mainly on the protruding box-window bays provided on each unit.

The first stick of townhouses, located north of the access drive, fronting Baltimore Avenue, including Units 1, 2, 3 and 4, is symmetrical, and each unit is accessed by elevated stoops with protective and decorative, rod-iron type, aluminum railings. The finish material is entirely brick on the first story, with the brick carried up to the uppermost story in vertical accents. Hardipanel is utilized on projecting bays of windows on each unit and almost exclusively on the uppermost story. Single, double and triple windows, and a variety of hardiboard, window and decorative brickwork for transoms are utilized on the elevations. Two of the units have decks on the second story and all four units have decks on the fourth story, protected by aluminum fencing and accessed via glass sliding doors.

The second stick of townhouses, located on the southern side of the entrance to the project from Baltimore Avenue provides three units designed with similar architectural composition of the first

stick. The units are also accessed via elevated stoops, protected by aluminum railings. Similar design, finish materials, window patterns and deck arrangements are used in this building stick.

The architecture for the longest and third stick of townhouses (Units 8–16) is similar to the front two. A major difference is that these units provide garage-access from the front and that, due to the grade, the units are three stories tall in the rear and are four stories in the front. The garages doors are single, paneled, and have two windows in the upper portion of each door. A covered entranceway is provided for every other unit. Two of the seven units have decks on the second floor of the front façade, accessed by a single door and all units have decks on the fourth story. All decks are accessed via glass sliding doors. Another difference in the architecture of this stick is that brick is included on the second story of all units except for Unit No. 8. Staff believes it is an error. A proposed condition, in the Recommendation section of this report would correct this drafting/design error.

The side and rear elevations are of more simple design, but the form and massing and fenestration patterns are consistently balanced. The elevations are finished with a combination of quality architectural materials such as brick and hardiboard. These secondary elevations are acceptable.

Lighting

Though lighting for the units is indicated on the building elevations, for all front, rear and deck and garage doors, a detail is not provided. A proposed condition, in the Recommendation section of this report, would require that such detail be added to the plans, prior to certificate approval. Street lighting is to be provided by the inclusion of three “acorn streetlights” on the plan. One is provided on the northern side of the access drive, one at the northern terminus of the private road and still another one at the southern terminus of the private road. A detail of the “Acorn streetlight” is provided on Sheet 4.

Mechanical Equipment

Staff notes that the mechanical equipment is visible on the roof of the buildings. As the Urban Design Section is concerned that the mechanicals may be visible from the street, a proposed condition in the Recommendation section of this report would require that the applicant provide line of sight drawings demonstrating that the mechanicals from the street or, if they are to be visible, that the applicant revise the architecture for the project, prior to certificate approval, to include a parapet along the roofline that would completely screen the mechanical equipment.

All units are proposed to be sixteen feet wide, allowing for the inclusion on the first story of each unit two 10-foot one-inch wide and 17-foot and one-inch long parking spaces in tandem-style in the garages. As the provision of 32 parking spaces exceeds the allowance of the Sector Plan, the applicant has requested deviation from development district standards to allow this incongruity. See Finding 7 for a detailed discussion of that request.

There is a pronounced shortage of parking for service vehicles in the proposed development. To remedy this situation, a proposed condition, in the Recommendation section of this report would require that one parking space be located on the subject property, striped and signed “For service vehicles only” prior to certificate approval.

Fencing

An aluminum fence and a vinyl fence are proposed for the development. The aluminum fence would be utilized to prevent pedestrian traffic from Baltimore Avenue (US 1) on the southern side of Unit 7 and along the western portion of the southern boundary of the project. A vinyl fence is specified for the western boundary of the site, but an elevation detail for the fence was

not provided on the detail sheet. As vinyl does not wear well, and as the color is unspecified, staff would recommend, and a proposed condition in the Recommendation section of this report would require, that the applicant provide a fence detail, indicating that a composite material be utilized for the privacy fence, with final design approval of the fence by the Urban Design Section as designee of the Planning Board. Note that the proposed six-foot-high fence requires a deviation from development district standards. See Finding 7 for a more detailed discussion of that deviation.

Green Building Techniques

Green building techniques to be employed in the project include the following:

- Use of a Filterra unit for stormwater management which will handle stormwater management both in terms of quantity and quality in an environmentally sensitive manner enabling the site to handle stormwater runoff in a manner similar to that was utilized pre-development of the site.
- High Efficiency Heating, Ventilation and Air Conditioning System
- High Efficiency Quick Recovery Water Heater
- Vinyl Low-Emissivity-Windows
- Paint-Free Metal Garage Doors
- Environmentally Dry Outdoor Seal on Plywood
- Digital Thermostats
- Air-Stop Insulation around Windows and Doors
- Air-Stop Insulation around electric outlets
- Insulated Fiberglass Front Door

COMPLIANCE WITH EVALUATION CRITERIA

7. **The 2004 Approved Gateway Arts District Sector Plan and Sectional Map Amendment and the Standards of the Development District Overlay (D-D-O) Zone:** The 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment* (Gateway Arts District Sector Plan and SMA) defines long-range land use and development policies, detailed zoning changes, design standards, and a D-D-O Zone for the Gateway Arts District area. The land-use concept of the sector plan divides the corridor into seven character areas for the purpose of defining the desired land-use types, mixes, and character of development. Note that townhouses are a permitted use in the Town Center (TC) character area of the sector plan. (page 196)

The subject site is within the TC character area. The vision for the TC character areas is to create an area bustling with residential and business life. In the areas are historic commercial centers along US 1 and include adjacent redevelopment areas in the municipalities of Hyattsville, Brentwood, and Mount Rainier. Development district standards in these areas emphasize the

creation of pedestrian-oriented streetscape that will welcome residents and visitors, establish a build-to-line (BTL) to ensure a common street wall that creates a comfortable sense of enclosure, and minimize total parking requirements while encouraging shared parking. This development character supports both a horizontal and vertical mix of uses. In particular, residential uses above first-floor retail or commercial uses are desired in the TC to infuse the area with new residents who can enliven the streets and support commercial retail. Middle- to high-end housing with structured parking is encouraged. Since these areas are envisioned as active community and art centers, art-related commercial, artist live/work space, art studios, craft studios, restaurants, cafes, municipal, civic and entertainment uses are supported in the town center. The proposed development of a mid- to high-end townhouse development, is consistent with the land-use vision of the TC character area. A detailed site plan is required for the subject project because all of the development district standards cannot be met with the proposed development.

Section 27-548.25(b) of the Zoning Ordinance requires that the Planning Board find that the site plan meets the applicable development district standards in order to approve it. The development district standards are organized into three categories: Site Design, Building Design, and Public Space. However, in accordance with the D-D-O Zone review process, modification of the development district standards is permitted. In order to allow the plan to deviate from the development district standards, the Planning Board must find that the alternative development district standards will benefit the development and the development district and will not substantially impair implementation of the sector plan.

The applicant has requested the following amendments to the development district standards:

- a. **Site Design, Access and Circulation, Standard 5**
All buildings shall be built out to a minimum of 80 percent of the site frontage.
(page 146)

Comment: In the subject case, a safe and navigable entrance needed to be provided for the development. This was provided by including a 22-foot-wide access, resulting in the provision of a 64 percent build-out along the site's frontage, a 16 percent decrease from the required 80 percent standard. Noting that the townhouses will be built out to 100 percent of their individual lot frontages and that the build out across the site frontage is certainly markedly increased by the development proposal. The Urban Design Section recommends that the Planning Board approve this request.

- b. **Site Design, Building and Streetscape Siting No. 10**
Building sidewalls should abut the sidewalls of adjacent buildings.
(page 146)

Comment: Noting that this standard is precatory, not mandatory, it would appear that the subject development proposal is a marked improvement over the existing situation, where the two vacant buildings are set back on the site and do not contribute to the creation of a common street wall. Additionally, the 60-inch break in the common street wall proposed at the southern end of the site between Lot 7 and the building on the adjacent property to the south is *de minimus*, and the proposed four-foot-tall aluminum fence along the gap would give a modicum of visual continuity between the townhouse and the adjacent property. The Urban Design Section recommends that the Planning Board approve this request.

- c. **Site Design, Access and Circulation No. 1**
Access to parking lots and loading facilities on adjacent properties should be shared.
(page 147)

Comment: It would be infeasible to share access with the Prince George's Historic Resource/ National Register of Historic Places (NRHP) Site to the north as it may impinge on its historic character, the access and the siting of the rather large building on the property that are well established. Also, though it may be more feasible to share access with the property to the south, which is currently vacant and there are no definite plans at the present time for its redevelopment. In the interests of enabling a future connection, a condition has been included in the Recommendation section of this report that would require, prior to certificate approval, the north/south private street planned for the project be extended to the property line. With that provision, the Urban Design Section recommends that the Planning Board approve this request.

- d. **Site Design, Access and Circulation, No. 6**
Access to parking and the rear of the lot or parcel shall be located on a side street or alley and shall be a maximum of 18 feet wide.
(page 147)

Comment: As it is infeasible at the present time to share access with an adjacent property, access to the project must be to a "main" street, Baltimore Avenue, in contravention of this standard. The Urban Design Section supports this request. Additionally, a 22-foot-wide instead of a 18-foot-wide travelway to Baltimore Avenue (US 1) will create a safer condition for turning movements in and out of the subject development. Therefore, the Urban Design Section also supports this request. A proposed condition, in the Recommendation section of this report, would require that, prior to certificate approval that the north south road be extended to the property line to the south. This would allow an interparcel connection to the property to the south for egress to the signalized intersection to the south and perhaps the eventual closing of the main access to this property from Baltimore Avenue (US 1).

- e. **Site Design, Parking and Loading, No. 2**
Parking for a residential or live/work use shall be a minimum of 1.5 on-site spaces per unit. Additional spaces up to a maximum of 3.5 spaces per unit may only be provide in an on-site parking structure.
(page 148)

Comment: The site is very small, opportunity for surface parking is limited and providing structured parking on this site would be almost impossible. The Urban Design Section suggests that allowing more of parking on the site (an additional .5 space per unit in garages), not in structured parking, would provide needed parking for the residents while avoiding parking in non-designated spaces and/or having vehicles impinging on the right-of-way. The Urban Design Section supports this request.

- f. **Siting and Access, No. 2**
Residential units' garages should be located at the rear of the property and accessed from a side street or alley.
(page 149)

Comment: The nine units in the rear have front-loaded garages due to site constraints and the project cannot conform to this requirement.

Additionally, due to the small size of the property, there was no opportunity to put all the garages at the rear of the property. Therefore, the Urban Design Section supports this request.

- g. **Fencing, Walls, Screening, and Buffering, No. 1**
Opaque walls and fences, with the exception of required screening, shall not exceed four feet in height. Non-opaque fences shall not exceed six feet in height.
(page 149)

Comment: The topographic differences between the proposed project and the west make the taller fence necessary to provide privacy for the residents. Note that the rears of the townhouses in the western stick are a full story lower than the front, obviating the need for a taller fence. Additionally, the fence is to be placed at the rear of the property and thus will not be highly visible in general and will not be in view from the Baltimore Avenue (US 1). The Urban Design Section recommends that the Planning Board grant this request.

- h. **Signage, No. 1**
Freestanding pole, monumental signs, or billboards shall not be allowed
(page 150)

Comment: The proposed monumental sign for the project doubles as public art and so becomes an amenity of the project. As the lettering on the base of the sculpture is discrete and non-obtrusive, and the sign relatively small in stature, the Urban Design Section supports this request.

- i. **Building Design, Unit Design, No. 1**
Residential units shall not be located on the ground floor on 34th Street, 38th Street, and US 1 south of Jefferson Street.

Comment: The sort of vertical mixed use sought by this standard has not proved to be marketable in the Gateway Arts District Area. In fact, EYA Hyattsville, a project that is located directly across Baltimore Avenue (US 1), filed for a revision to the plan to eliminate vertical mixed use because they were unable to lease the property. Staff is encouraged that there is horizontal mixed-use requirement in the area, including the commercial portion of the EYA project located directly across the street from the subject project, which will help accomplish the mixed-use goals of the sector plan until such time as vertical mixed use becomes more viable in the vicinity of the subject project. The Urban Design Section recommends that the Planning Board approve this request.

- 8. **The Prince George's County Zoning Ordinance**—The project is located in the Commercial Shopping-Center (C-S-C) Zone and would be subject to the following requirements of the Zoning Ordinance: Section 27-461, Uses Permitted in Commercial Zones and Section 27-462, Part 11 regarding Parking and Loading and Part 12 regarding Signs. However, in the subject case, the requirements for the C-S-C, and those for parking and loading and signage, are superseded by those of the Development District Overlay (DDO) as expressed in the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment*. See Finding 7 of this report for a detailed discussion of the subject project's conformance with the use table and the development district standards of the sector plan.

Site Design Guidelines—The project is in conformance with the applicable design guidelines, as is required for detailed site plans in Section 27-283, referencing Section 27-274 of the Zoning Ordinance. For example, the parking is located so as to minimize the visual impact of cars on the site, the access to the site is limited to a single entrance, a crosswalk provided across the

entranceway, the chosen acorn light-fixture enhances the site design character and the public art amenity provided is used as a focal point in the development. The site plan satisfies site design guidelines.

9. **Preliminary Plan of Subdivision 4-15016**—Preliminary Plan of Subdivision 4-15016 is being processed concurrently with Detailed Site Plan DSP-15016 for 16-townhouse lots and a single parcel in the C-S-C and D-D-O Zones and will be heard by the Planning Board on the same agenda date (October 6, 2016), but prior to the approval of the subject DSP, as is required by Section 27-270, Order of Approvals, of the Zoning Ordinance,. The Urban Design Section has been coordinating with the Subdivision Section in the review of the two cases and a number of conditions which have been recommended for both the PPS and DSP are the result of this collaborative review and in discussions with the City of Hyattsville. The conditions suggested for inclusion in the DSP that support staff’s recommendation in the PPS are included in **boldface type** below, followed by Urban Design Section comment.

1. Prior to certificate approval, the plans shall be revised as follows and the specified additional materials submitted:
 - a. Delineate the public pedestrian-use easement along Baltimore Avenue (US 1) in accordance with the approved preliminary plan of subdivision.
 - b. Delineate the public pedestrian and vehicular-access easement to the benefit of the City of Hyattsville, from Baltimore Avenue (US 1) over the private road which provides entrance to the subject site and extending it to the southern property line, in accordance with the approved PPS.
 - c. Provide a detail for and reflect the location of two U-style bicycle racks, consistent with the existing model and branding utilized by the City of Hyattsville, on-site, on the sidewalk abutting US 1, subject to modification by the City of Hyattsville.
 - d. Provide details for a striped and signed parking space “for service vehicles only” south of Lot 8.
 - e. Conform to the approved preliminary plan of subdivision.

Comment: The conditions have been included in the Recommendation section of this report. Note that last requirement above would ensure that the certified DSP be in complete conformance with Preliminary Plan of Subdivision 4-15016

10. **2010 Prince George’s County Landscape Manual:** The project is subject to the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment* (sector plan) which states on Page 142 that development district standards replace all those contained in the Zoning Ordinance and Landscape Manual. Further, it states that, if an aspect of the physical development of the project is not included in the development district standards, the character area goals and the intent statement of these standards most closely relating to that aspect shall apply. The Urban Design Section notes, however, that it would appear that the applicant has chosen to bring the landscape plan into conformance with Section 4.9, Sustainable Landscape Requirements. The applicant has provided a schedule demonstrating conformance with the requirements on the landscape plan provided for the project. More particularly, the applicant has included five native shade trees among the nine shade trees provided, meeting and exceeding the 50 percent

requirement; three native ornamental trees of the five provided, meeting and exceeding the 50 percent requirement; and 17 of the 56 shrubs provided, meeting and exceeding the 30 percent requirement.

11. **Woodland and Wildlife Habitat Conservation Ordinance:** The site is exempt from the requirements of the Woodland and Wildlife Habitat Conservation Ordinance (S-098-15) because the site measures less than 40,000 square feet and has no previously approved tree conservation plans. The site has been issued an exemption letter by the Environmental Planning Section which is valid until June 12, 2017.
12. **Tree Canopy Coverage Ordinance:** The project is subject to the requirements of the Tree Canopy Coverage Ordinance as it involves land disturbance of more than 5,000 square feet of land. As it is located in the Commercial Shopping Center Zone, 10 percent or 2,435 square feet of the site area is required to be in tree canopy. The applicant has included the appropriately schedule on Sheet 3 of the plan set and demonstrated that the landscape trees to be provided on site (five ornamentals, three minor shade and six major shade trees) will provided 2,540 square feet in tree canopy coverage meeting and exceeding the requirement.
13. **Referral Comments:** The subject application was referred to the concerned agencies and divisions. The referral comments are summarized as follows:
 - a. **Historic Preservation Planning—**The Prince George’s County Historic Preservation Commission (HPC) reviewed the subject detailed site plan application at its June 21, 2016 meeting and forwarded the following findings, conclusions and recommendations to the Planning Board. The Historic Preservation Commission voted 6-0-1 (the Chairman voted “present) in favor of the below recommendation.

Background

The subject property contains approximately 0.55 acres and is located 115 feet south of the intersection of Baltimore Avenue (US 1) and Jefferson Street in Hyattsville, Maryland. This application proposes 18-townhouse lots in the Town Center character area within the 2004 Approved Gateway Arts District Sector Plan and SMA. The subject property is adjacent to the Hyattsville Armory Historic Site (68-041-09), which is also listed in The National Register of Historic Places.

Findings

- (1) The subject property is south of and adjacent to the Hyattsville Armory Historic and National Register Site (68-041-09). Designed by Robert Lawrence Harris for the State of Maryland in 1918, the Hyattsville Armory is a three-story, fortress-like stone structure distinguished by turrets, parapets, and buttresses. It served as the headquarters of Company F of the First Maryland Infantry, later the 115th Infantry Regiment, 29th Division. Since its closing in 1971, the building has served several uses and is protected by a preservation easement held by the Maryland Historical Trust. Now surrounded by large trees, the building has a castle-like appearance; on its knoll it occupies a strong defensive position. The armory was listed in the National Register of Historic Places in 1980.
- (2) The buildings at 5328 Baltimore Avenue, the developing property, were recorded on a Maryland Inventory of Historic Properties (MIHP) form when the property was known as the Blue Bird Cab Company. The form provides a very brief description of the buildings associated with the site’s former use.

- (3) Other Historic Sites proximate to the subject property include Prince George's Bank (68-041-02, 5214 Baltimore Avenue (US 1), Professional Building (68-041-01, 5200 Baltimore Avenue (US 1), Hyattsville Post Office (68-041-40, 4325 Gallatin Street), Burgess House (68-010-83, 5201 42nd Place), and Harvey Dairy Store (68-010-88, 4214 Gallatin Street).
- (4) Phase I archeological survey is not recommended on the above-referenced 0.55-acre property located at 5340 Baltimore Avenue in Hyattsville. A search of current and historic photographs, topographic and historic maps, and locations of currently known archeological sites indicates the probability of archeological sites within the subject property is low.
- (5) The subject application is located within the Town Center character area of the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment* (sector plan), (2004 Approved Gateway Arts District Sector Plan and SMA). Therefore, although the developing property is adjacent to a County designated Historic Site, the standard buffering requirements of the 2010 *Prince George's County Landscape Manual* (Landscape Manual) do not apply. As a result, no bufferyard or associated plantings are required along the shared property line of the historic site and the developing property.
- (6) As originally submitted, the proposed architecture for this application employed a veneer of split-faced concrete block at the lower levels of the two townhouses facing the adjacent historic site. At the request of the Historic Preservation Section, the applicant revised the proposed drawings to employ more of the brick proposed for other parts of these elevations in order to use fewer materials and to enhance the appearance of these elevations which will be at least partially visible from the adjacent historic site and from Route 1 when the site is approached from the north.
- (7) The HPC reviewed Detailed Site Plan DSP-15016, Blue, at its June 21, 2016 meeting. The revised detailed architectural renderings were provided for all of the proposed buildings within the Blue development. A 3-D model was also presented to illustrate the vertical relationship between the proposed development, the Hyattsville Armory Historic Site and surrounding properties.

Conclusions

1. Phase I archeology survey is not recommended on the subject property. Modern disturbance has likely adversely impacted any intact cultural resources that may have been present on the subject property.
2. The structures on the subject property were previously recorded on a Maryland Inventory of Historic Properties form. No additional documentation is necessary on the standing structures.
3. Because of the urban nature of the developing property and its location within the Town Center character area of the Gateway Arts District, substantial building setbacks, landscape buffering and/or fencing are impractical and inappropriate in this instance.

4. The design, massing, materials and details of the proposed new construction within the developing property, although of a contemporary nature, should be considered compatible with the eclectic character of the Route 1 streetscape in the vicinity. The proposed architecture employs a mix of traditional and contemporary materials in a manner that reflects both the time and place in which these buildings will be built. In addition, the applicant's revised elevations for the townhouses on proposed Lot 1 and Lot 18 are enhanced by the removal of split-faced concrete block veneer in favor brick in these locations.
5. The HPC voted 6-0-1 (the Chairman voted "present") to recommend to the Planning Board approval of DSP-15016, Blue, without conditions.

Recommendation

Based on the applicant's submittal of revised architectural elevations for Lots 1 and 18, dated May 31, 2016, the Historic Preservation Commission recommends to the Planning Board the approval of Detailed Site Plan DSP-15016 without conditions.

Comments: Plans for the project were subsequently revised to eliminate two units to provide better access to the units and afford more green/open space. The Urban Design Section has ensured that the two units with architecture enhanced at the Historic Preservation Commission's request are the units subsequently deleted from the project. The revised DSP includes a total of 16 townhouses.

- b. **Community Planning**—In a memorandum dated September 12, 2016, the Community Planning Division stated that though the DSP only partially conforms to the land use recommendations of the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment* (sector plan), staff supported the applicant's request for four variations from the site design standards. Additionally, the Community Planning Division stated that fulfilling the parks requirement in the preliminary plan case for the project with fee-in-lieu instead of on-site recreational facilities.

The Community Planning Division further noted that the subject application requires a finding of conformance with the applicable general or master plan. Further, they offered that the subject project is located in the Established Communities policy area of the Prince George's County Growth Policy Map in the *Plan Prince George's 2035 Approved General Plan* (Plan Prince George's 2035). As described in Plan Prince George's 2035, the proposed project is located in the Existing Communities policy area, where context-sensitive infill and low- to medium-density development is desired.

The 2004 Approved Gateway Arts District Sector Plan called for mixed-use development on the subject site and places the property in the Town Center Character Area. As stated on Page 17 of the Sector plan, the goal of the "Town Center Character Area" is to enhance the walkability of the town centers by creating a framework for high-quality, mixed-use, pedestrian-oriented development incorporating human-scale buildings, an attractive streetscape, landscaping and small parks." Furthermore, on Page 11 of the Sector Plan, it states that "a pedestrian-oriented streetscape that will welcome residents and visitors, establish a build-to-line to ensure a common street wall that creates a comfortable sense of enclosure, and minimize total parking requirements while encouraging shared parking." For a detailed analysis of the applicant's requests to amend the development district standards of the Sector Plan, see Finding 7 of this report.

- c. **Transportation**—In a memorandum dated September 13, 2016, the Transportation Planning Section offered the following:

The Transportation Planning Section has reviewed the subject project. The property is located along the west side of Baltimore Avenue (US 1), and south of its intersection with Jefferson Street in the City of Hyattsville. The subject property is also located in the Town Center Character Area as defined by the Development District Overlay Zone (D-D-O-Z) for the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment* (sector plan). The applicant is proposing to develop the site with 16 residential townhouse units.

The site is subject to the general requirements of site plan review, as well as confirming to all applicable and transportation related of the Sector Plan's D-D-O-Z standards. No traffic-related findings are required.

The proposed development will be served by a common access driveway directly from US 1. This is acceptable and satisfies the applicable access and circulation standards of the D-D-O-Z, if this access driveway is constructed per Maryland State Highway Administration (SHA) standards as a limited right-in/right-out with raised channelization to prevent any left-turn movements at this location.

The 2004 Approved Gateway Arts District Sector Plan's parking and loading standards requires provision of at least 1.5 on-site parking spaces per unit. Each unit, as proposed, can accommodate two parking spaces. All provided parking will be constructed as structured parking and enclosed within each unit. As envisioned by the Sector Plan, it is recommended that the proposed shared driveway be extended south of proposed Lots 8 and 9 to the southern property line for possible extension when and if the existing property to the south of subject site is redeveloped. In meantime, this extension can function as the needed turnaround.

The site plan as submitted, is in conformance with the Sector Plan's required maximum driveway width of 12 feet for each unit.

Baltimore Avenue (US 1), a collector roadway with an existing 60 to 80 feet ROW; D-D-O-Z Site Design Standard (1) is a master plan roadway in the 2009 *Master Plan of Transportation* (MPOT) and the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment*. No additional right-of-way dedication is required for this facility.

In summary, the Transportation Planning Section stated that no traffic adequacy-related findings need to be made with detailed site plan review. The Transportation Planning Section determines that the site plan is acceptable from the standpoint of transportation provided that the following conditions be included in the approval of the project:

1. Prior to the signature approval, the site plan shall be revised to show a limited right-in/right-out access with US 1 with raised channelization per SHA standards to prevent any left-turn movements, and
2. Prior to the signature approval, the site plan shall be revised to show the extension of the proposed shared driveway south of the proposed Lots 8 and 9

driveways to the southern property line per City of Hyattsville and /or DPW&T standards.

Comment: The Transportation Planning Section's proposed conditions have been included in the Recommendation section of this staff report.

- d. **Subdivision**—In an e-mail dated September 21, 2016, the Subdivision Section offered the following regarding the subject project:

This application is being processed concurrently with Preliminary Plan of Subdivision (PPS) 4-15016, for the development of 16-townhouse lots in the C-S-C and D-D-O Zones to be heard on October 6, 2016. There are a number of conditions which have been recommended for both the PPS and DSP which are a result of the collaborative review of the PPS and DSP by the Planning Department staff, and in discussions with the City of Hyattsville. As it relates specifically to the review of the DSP, one of the conditions recommended in the PPS requires the installation of bicycle racks at three locations to address Bicycle Pedestrian Impact Statement requirements. One of the locations is on-site, along the sidewalk abutting US 1. Public pedestrian and vehicular access easements through the site are also recommended to ensure connectivity for pedestrians utilizing the sidewalk along Baltimore Avenue (US 1) and for future connectivity to the parcels to the south. The public access easement will allow for enhanced circulation for the subject site and possible future access to a signalized intersection at Hamilton Street to the south. As determined with the Urban Design Section, the applicant, and the City of Hyattsville, staff is recommending that an on-site parking space for service vehicles be shown on the DSP.

A record plat will be processed subsequent to the approval of the DSP in accordance with the required order of approvals, and Subtitle 24. All bearings and distances must be shown consistent with the record plat and must be accurately reflected on the site plan, or permits will be placed on hold until the plans are corrected.

1. The Subdivision Section recommends, prior to signature approval of the DSP, the plan be revised to:
 - a. Delineate the public pedestrian-use easement along Baltimore Avenue (US 1) in accordance with the approved preliminary plan of subdivision.
 - b. Delineate the public pedestrian and vehicular-access easement to the benefit of the City of Hyattsville, from Baltimore Avenue (US 1) over the private road which provides entrance to the subject site and extend it the southern property line, in accordance with the approved PPS.
 - c. Provide a detail and reflect the location of two U-style bicycle racks, consistent with the existing model and branding utilized by the City of Hyattsville, on-site on the sidewalk abutting US 1, subject to modification by the City of Hyattsville.
 - d. Provide details for a striped parking space with a sign stating "For Service Vehicles Only" south of Lot 8.
 - e. Conform to the approved PPS.

Comment: The Subdivision Review Section’s proposed conditions have been included in the Recommendation section of this report.

- e. **Trails**—In a memorandum dated September 7, 2016, Transportation Planning Section offered the following regarding trails, bikeways and pedestrian accessibility:

The Transportation Planning Section has reviewed the subject DSP for conformance with the appropriate master/sector plans in order to implement planned trail, bikeway, and pedestrian improvements. The subject project proposes the redevelopment of 0.55 acres of land along the west side of US 1 into 16-townhouse dwelling units. The property is currently in the Developed Tier, in the Commercial Shopping Center (CSC) and the Gateway Arts District Development District Overlay (D-D-O) Zones. The subject site is covered by the 2009 *Approved Countywide Master Plan of Transportation* (MPOT) and the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment t* (Sector Plan).

2009 Approved Countywide Master Plan of Transportation

There are two MPOT bicycle and pedestrian facility recommendations that impact the subject property:

- Sidepath along US 1
- Bicycle lanes along US 1

The MPOT also contains a section on Complete Streets to provide guidance on accommodating all modes of transportation as new roads are constructed or as frontage improvements are made. The following policies therein pertain to the subject project:

POLICY 2: All road frontage improvements and road capital improvement projects within the Developed and Developing Tiers shall be designed to accommodate all modes of transportation. Continuous sidewalks and on-road bicycle facilities should be included to the extent feasible and practical.

POLICY 4: Develop bicycle-friendly roadways in conformance with the latest standards and guidelines, including the *Guide for the Development of Bicycle Facilities* (American Association of State Highway and Transportation Officials, 2012).

Comment: The subject DSP indicates an approximately 14-foot-wide space between the curb and the building front. This space is divided into three sections: a three-foot-wide brick buffer from the edge of the curb, a five-foot-wide tree buffer space in between the sidewalk and the brick buffer, and a six-foot-wide sidewalk space adjacent to the building front. A sidepath can be built by the Maryland State Highway Administration (SHA) as part of a future Capital Improvement Project.

The MPOT recommends bicycle lanes along US 1 in front of the subject site. The Transportation Planning Section recommends that the applicant be required to stripe US 1 along its frontage consistent with the State Highway Administration (SHA) *Bicycle Policy & Design Guidelines*, unless modified by the SHA.

2004 Approved Prince George’s County Gateway Arts District Sector Plan and Sectional Map Amendment

The subject site is located in the “Town Center” character area of the Sector Plan. The goal of this area is “To enhance the walkability of the town centers by creating a framework for high-quality, mixed-use, pedestrian-oriented development incorporating human-scale buildings, an attractive streetscape, landscaping, and small parks,” (Sector Plan, page 17). The plan further identifies specific transportation goals (Sector Plan, page 39):

To provide an integrated multi-modal transportation system that is safe, efficient, attractive, and accessible, while reducing dependency on the automobile.

To provide safe and convenient pedestrian and non-motorized circulation opportunities in the Arts District for recreation and transportation, with an emphasis on connections to Metro and US 1.

Comment: The Sector Plan provides additional sidewalk, trail, and bikeway recommendations along streets that directly impact the subject site (Sector Plan, page 44) including the following:

3. **Provide sidewalk additions and enhancements as necessary and emphasize the continuity of sidewalks.**
4. **Comprehensive bicycle and pedestrian facilities are recommended along US 1 within the Arts District. Designated bicycle lanes, continuous wide sidewalks, and other pedestrian amenities are recommended, where feasible and practical.**

Comment: Sector Plan D-D-O design standards identify access and circulation standards that impact the pedestrian environment. The following standards impact the subject site (Sector Plan, page 147):

2. **Sidewalks a minimum of five feet in width shall connect dwelling entrances, parking, recreational facilities, auxiliary buildings, recycling, and dumpster areas.**
3. **Sidewalks shall not be made of asphalt.**
4. **Sidewalk materials and design shall be continuous across driveways and driveway aprons.**

Comment: In addition to the access and circulation standards, the Sector Plan D-D-O design standards indicate several streetscape standards. However, the City of Hyattsville is exempt from most of these standards, except (Sector Plan, page 155):

4. **All streets shall have a sidewalk on both sides wherever possible.**

Comment: The submitted DSP indicates that the sidewalk frontage improvements along US 1 include a six-foot-wide sidewalk, a five-foot-wide tree buffer, and a three-foot-wide brick paver buffer adjacent the roadway.

These improvements will contribute to an improved pedestrian environment as recommended in the Sector Plan.

Additionally, the site plan indicates a five-foot-wide sidewalk in front of Lots 8-16 and two sidewalks along each side of the access road to the site. The sidewalks are continuous across the access road and curb ramps are used on both sides of the access road. There is only one sidewalk along this access road, however it is a proposed private road and does not require sidewalks on both sides. The sidewalk in front of units 8–16 ends approximately 11 feet before the property line. To better achieve the goals of the Gateway Arts District Sector Plan and provide better connectivity and continuity, The Transportation Planning Section recommends that the sidewalk to be extended to the southern property line.

The proposed development has only one-vehicle entrance, creating fewer curb cuts than currently exist, which will contribute to improving safe, accessible, and convenient pedestrian transportation. The Transportation Planning Section recommends the applicant install a marked crosswalk crossing the access street at its intersection with Baltimore Avenue (US 1) to help emphasize pedestrian use to motorists.

The Transportation Planning Section recommends that the applicant should be required to stripe Baltimore Avenue (US 1) along its frontage consistent with the Maryland Department State Highway Authority (MDSHA) *Bicycle Policy & Design Guidelines*.

Correspondence between the City of Hyattsville, Mayor Candace Hollingsworth and the Planning Board Chairman, Elizabeth Hewitt, dated August 4, 2016, indicates that the City would like the applicant to ensure any pedestrian street lighting on Baltimore Avenue (US 1) and within the development meet PEPCO specifications and be accepted into the public lighting system. The Transportation Planning Section recommends that this recommendation be included as a condition of approval, subject to modification by PEPCO.

Recommendations:

Prior to approval, the plans shall be revised to include the following:

1. The sidewalk on Baltimore Avenue (US 1) shall be six feet wide.
2. The sidewalk in front of units 8–16 shall be extended to the southern edge of the property line.
3. A high-visibility crosswalk crossing the access road at the intersection of the access road and Baltimore Avenue (US 1).
4. Baltimore Avenue (US 1) shall be striped consistent with the MDSHA *Bicycle Policy & Design Guidelines*, unless modified by MDSHA.
5. Ensure that any pedestrian street lighting along the subject site frontage on Baltimore Avenue (US 1) or within the subject site meets Potomac

Electric Power Company (PEPCO) specifications and is accepted by PEPCO into the public lighting system prior to issuance of Use and Occupancy (U&O) permits, subject to modification by PEPCO.

Comment: The Transportation Planning Section's proposed conditions regarding trails, bikeways and pedestrian accessibility have been included in the Recommendation section of this report.

- f. **Permits**—In a memorandum dated June 6, 2016, the Permit Review Section offered numerous comments regarding the subject project that have either been addressed by revisions to the plans or been included as conditions in the Recommendation section of this report.
- g. **Environmental Planning**—In an e-mail dated May 19, 2016, the Environmental Planning Section stated that a standard exemption was issued from the Woodland and Wildlife Habitat Conservation Ordinance, valid until June 12, 2017, because the site is less than 40,000 square feet and because the site had no previously approved tree conservation plans. Also, staff indicated that a Natural Resources Inventory equivalency letter had been issued for the site, valid until June 12, 2020, based on the standard woodland conservation exemption and the fact that no regulated environmental features are located on the site.
The Environmental Planning Section also stated that the subject site has an approved Stormwater Management Concept Plan (No. 28196-2015) as stated in a letter dated September 8, 2014. Further, staff stated that the stormwater management concept shows the use of a filterra unit for water quality on-site, with the stormdrain on-site connecting to an existing stormdrain system located at the intersection of Baltimore Avenue and Jefferson Street.

In closing, the Environmental Planning Section stated that the subject site has frontage on Baltimore Avenue (US 1) which is a master-planned collector roadway that does not generate sufficient traffic to produce noise levels above 65 dBA Ldn, so no mitigation or noise attenuation is required for this residential project. Additionally, staff offered that the site does not front on any designated scenic or historic roadway, for which additional review might be required.
- h. **Prince George's County Fire/EMS Department**—At the time of this writing, the Prince George's County Fire Department did not offer comment on the subject project
- i. **Department of Permitting, Inspections and Enforcement (DPIE)**—In a memorandum dated September 19, 2016, DPIE stated that the applicant should coordinate with the State Highway Administration as Baltimore Avenue (MD Route 1) is a state-owned and state-maintained road. They noted, however, that the project will require permits from the City of Hyattsville for the existing and proposed work, as the project is located within the municipality.

Regarding stormwater management, DPIE stated that the subject DSP is consistent with approved Site Development Stormwater Concept Plan No. 28196-2015, dated November 16, 2015. However, they noted that the application needs to be in conformance with DPIE stormwater management landscape standards and that micro-bioretenment plantings to be approved at time of site development fine grading permit.

Noting that all storm drainage systems and facilities would have to be designed in accordance with the Department of Public Works and Transportation's Specification and Standards, DPIE then offered additional information on what would be required to obtain stormwater management technical approval for the site.

Comment: The project engineer has informed the Urban Design Section that the tree type and size for the Filterra stormwater management unit (Comus kousa/Chinese Dogwood, planted at one and one-half –one and three-quarter-inch caliper and seven to nine feet high) was chosen on the basis of DPIEs preferred tree selections to be included in such a unit so that there should be no conflict regarding that landscaping specification at time of application for and approval of a fine grading permit for the project.

- j. **Washington Suburban Sanitary Commission (WSSC)**—In a memorandum received May 18, 2016, the WSSC offered numerous comments that the applicant will have to be in conformance with in order to connect the subject project to water and sewer service. These comments have been passed on to the applicant and the requirements of WSSC will be enforced through its permit process.
- k. **Maryland State Highway Administration (SHA)**—In an e-mail dated September 13, 2016, the SHA stated that any proposed work in SHA right-of-way which may include, but not be limited to, frontage improvements, off-site improvements, and site access improvements, will be reviewed and approved by SHA. Pertinent SHA permits (access and/or utility) will be issued based on the scope and type of work.
- l. **Potomac Electric Power Company (PEPCO)**—At the time of this writing, PEPCO did not provide comment on the subject project.
- m. **Verizon**—In an e-mail received September 19, 2016, a representative of Verizon stated that a ten-foot-wide public utility easement (PUE) be included adjacent and contiguous to and parallel with the right-of-way line for all roadways to be dedicated as public streets, free and clear of any surface obstructions.

Comment: Easements are created during the subdivision, not site plan process. Additionally, there are no roadways to be dedicated for public purposes involved in the subject site development.

- n. **City of Hyattsville**—In a letter dated August 4, 2016, the City of Hyattsville offered the following:

On Monday, August 1, 2016, the Hyattsville City Council discussed the proposed project and voted unanimously to express our community's concerns regarding the proposed 18-unit residential townhouse cul-de-sac development. Based on the site plan proposed in the DSP, the City of Hyattsville does not support nor recommend the Planning Board's approval of this project.

The City of Hyattsville (The City) believes that the site is too compact for the number of townhomes proposed, lacks any green or recreational space, does not provide any on-street or visitor parking, and the restricted entrance off of Baltimore Avenue has the potential to create safety and traffic issues. The proposed travel lanes err on the narrow side, and our community envisions serious traffic issues if a delivery truck or emergency vehicle had to be in the community for any extended period of time. The city anticipates

the distinct possibility of vehicles getting trapped into the community and unable to turn into the community due to the turning radius as designed in this DSP. We believe that the site would be more appropriate for a smaller number of homes with a different site layout.

The City respectfully requests that the applicant consider an alternative proposal to what is proposed through Preliminary Plan of Subdivision 4-15016 and Detailed Site Plan DSP-15016. If it is the decision of the Planning Board to approve this site plan, the City respectfully requests the Planning Board to require the approval to be made subject to the following conditions (in **boldface type**) with staff's comments to follow:

- **The applicant to secure a safer means of access to the site. The City requests that the applicant secure shared use/access to the existing fully signalized intersection south of the subject site.**

Comment: The suggested alternate access to the site would involve off-site improvements that cannot be affected by approval of the subject DSP.

- **A minimum of two proposed townhomes and related subdivision lots be revised to a single, non-buildable subdivision lot.**

Comment: The applicant has responded to this request by deleting two lots as shown in revised plans dated that have been circulated to the City of Hyattsville for review.

- **The single- subdivision lot will be a dedicated green space with sitting area, paved walkway seating and playground equipment. The issuance of a building permit be subject to the City of Hyattsville's approval of the recreational space design. The issuance of a use and occupancy permit is subject to the fulfillment of the park space completion.**

Comment: The applicant is required to fulfill its parks requirements at time of approval of the Preliminary Plan of Subdivision 4-15016, scheduled for approval by the Planning Board on the same agenda, but prior to, the subject DSP. In that application, the parks requirement is proposed to be met by fee-in-lieu of dedication. This a position supported by the Subdivision Review Section, the Planning Department and the Prince George's County Department of Parks and Recreation. Therefore, there is no requirement to show private recreational facilities on the subject DSP.

- **Any pedestrian street lighting on Baltimore Avenue and within the development is required to meet PEPCO specifications and to be accepted by PEPCO into the public lighting system prior to issuance of use and occupancy permits.**

Comment: Partially in response to this concern, and in conformance with a recommendation from our Transportation Planning Section, we have included a condition in the Recommendation section of this report that would require that any pedestrian street lighting along the subject site frontage on Baltimore Avenue (US 1) or within the subject site meets PEPCO specifications and is accepted by PEPCO into the public lighting system prior to issuance of Use and Occupancy (U&O) permits, subject to modification by PEPCO.

- **Bicycle and Pedestrian Impact Statement (BPIS) to include at a minimum the furnishing and installation of bicycle racks on-site, at Centennial Park and City Lot No 5. The bicycle rack type will be consistent with the existing model and branding type utilized by the City of Hyattsville.**

Comment: The DSP process cannot effect off-site improvements, a proposed condition, in the Recommendation Section of this report would require that, prior to certificate approval, the plans be amended to include a bicycle rack type consistent with the existing model and branding type utilized by the City of Hyattsville.

- o. **Other Municipalities**—No comment has been received from the following municipalities, which are all located within one mile of the boundaries of the subject project:

Town of Cottage City
 Town of North Brentwood
 Town of Bladensburg
 Town of Brentwood
 Town of Edmonston
 Town of University Park
 Town of Colmar Manor

Though staff has received an e-mail from Councilman Alan Thompson of the Town of Riverdale Park providing comments on the project, we have not yet received official comments from the town's council.

- p. **Prince George's County Health Department**—No comment has been received regarding the subject case from the Prince George's County Health or Police Departments as of the writing of this technical staff report.
13. As required by Section 27-285(b) of the Zoning Ordinance, the detailed site plan represents a reasonable alternative for satisfying the site design guidelines of Subtitle 27, Part 3, Division 9, of the Prince George's County Code without requiring unreasonable cost and without detracting substantially from the utility of the proposed development for its intended use. The DSP complies with the D-D O Zone standards of the 2004 *Approved Gateway Arts District Sector Plan and Sectional Map Amendment*, except for those amendments as discussed in Finding 7 that the Urban Design Section has recommended approval.
 14. Section 27-285(b)(4) of the Zoning Ordinance requires that a DSP demonstrate that regulated environmental features have been preserved and/or restored to the fullest extent possible. However, in this case, there are no regulated environmental features located on the site. Therefore, this normally required finding needs not to be made for the subject project.

RECOMMENDATION

Based upon the foregoing evaluation, analysis, and findings, the Urban Design staff recommends that the Planning Board APPROVE Detailed Site Plan DSP-15016 for Blue, Parcels 61 and 130 as follows:

- A. APPROVE the following development design standards:

1. **Site Design, Building and Streetscape Siting, No. 5**—To allow the site to be built out to 64 percent, rather than 80 percent of the site frontage as required by this standard.
 2. **Site Design, Building and Streetscape Siting, No. 10**—To allow the sidewalls of the subject project to be separated from the adjacent buildings by five feet, rather than to abut as required by this standard.
 3. **Site Design, Access and Circulation, No. 1**—To allow vehicular access to the subject project not to be shared.
 4. **Site Design, Access and Circulation, No. 6**—To allow access to parking and the rear of the lot or parcel to be located on a main street and to be wider than 18 feet.
 5. **Site Design, Parking and Loading, No. 2**—To allow a residential use to have in excess of 1.5 on-site parking spaces per unit, not located in structured parking.
 6. **Site Design, Siting and Access, No. 2**—To allow garages of residential units not to be located at the rear of the property and accessed from a side street or alley.
 7. **Site Design, Fencing, Walls, Screening, and Buffering, No. 1**—To allow an opaque fence to exceed six feet in height. To allow the western side of the transformer to remain visible from the public realm to provide access to Potomac Electric Power Company (PEPCO).
 8. **Site Design, Signage, No. 1**—To allow a monument sign to be utilized for the project.
 9. **Building Design, Unit Design, No. 1 Residential units shall not be located on the ground floor on Baltimore Avenue (US 1)**—To allow the seven residential units fronting on Baltimore Avenue (US 1) to be included in the project.
- B. APPROVE Detailed Site Plan DSP-15016 for Blue, Parcels 61 and 130, subject to the following conditions:
1. Prior to the certificate approval, the plans shall be revised as follows and the specified additional materials submitted:
 - a. A limited right-in/right-out access to Baltimore Avenue (US 1) with raised channelization designed to meet Maryland State Highway Administration (SHA) standards shall be indicated on the plan so as to prevent any left-hand turn movements, unless modified by SHA.
 - b. The proposed north-south private road, and the sidewalk along it, shall be extended to the southern property line.
 - c. Bottom-of-wall elevations shall be added to the retaining wall indicated on the site plan.
 - d. The vinyl specified for the privacy fence shall be replaced by a more durable composite material and an elevation drawing of the proposed six-foot-tall privacy

fence shall be included on the plans. The fence shall be approved by the Urban Design Section as designee of the Planning Board.

- e. The sidewalk in front of Units 8–16 shall be extended to the southern edge of the property line.
- f. A high-visibility crosswalk crossing the access road at the intersection of the access road and Baltimore Avenue (US 1) shall be provided.
- g. The portion of Baltimore Avenue (US 1) that the subject site is fronting shall be striped consistent with the SHA *Bicycle Policy & Design Guidelines*, unless modified by SHA.
- h. Ensure that any pedestrian street lighting along the subject site frontage on Baltimore Avenue (US 1) or within the subject site meets PEPCO specifications, and confirm whether the lighting is to be accepted by PEPCO into the public lighting system or if pedestrian street lighting is to become private and maintained by the homeowner's association.
- i. The plans shall be amended to include a bicycle rack consistent with the existing model and branding type utilized by the City of Hyattsville placed along the subject site's Baltimore Avenue (US 1) frontage. Final approval of the bike rack location shall be by the Transportation Planning Section and the City of Hyattsville as the designees of the Planning Board.
- j. In order to ensure conformance of Detailed Site Plan DSP-15016 with the approval of Preliminary Plan of Subdivision 4-15016, the plans shall be revised as follows:
 - (1) Delineate the public pedestrian-use easement along Baltimore Avenue (US 1) in accordance with the approved preliminary plan of subdivision.
 - (2) Delineate the public pedestrian and vehicular-access easement to the benefit of the City of Hyattsville, from Baltimore Avenue (US1) over the private road which provides entrance to the subject site and extending it to the southern property line, in accordance with the approved PPS.
 - (3) Provide a detail and reflect the location of two U-style bicycle racks, consistent with the existing model and branding utilized by the City of Hyattsville, on-site, on the sidewalk abutting US 1, subject to modification by the City of Hyattsville.
 - (4) Provide details for a striped and signed parking space "For Service Vehicles Only" south of Lot 8.
 - (5) Conform to the approved preliminary plan of subdivision.
- k. The applicant shall either provide sight lines from Baltimore Avenue (US 1) to the proposed buildings demonstrating that the roof-mounted mechanicals will not be visible or revise the architectural elevations to include a decorative parapet on

the roofline that will screen the mechanicals from view from adjacent properties and the entrance drive into the development.

- l. A detail of the wall mounted light fixtures shall be included on the detail sheet and approved by the Urban Design Section as designee of the Planning Board.
- m. The architectural elevations for the project shall be revised to identify brick as the architectural material to be utilized on the second story of Unit 8.
- n. The public pedestrian and vehicular-access easements approved in Preliminary Plan of Subdivision 4-15016 shall be added to the DSP.



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Memorandum of Understanding

Agenda Section: Discussion Items (9:50 p.m. – 10:30 p.m.)

SUBJECT

Partnership with University of Maryland's Environmental Finance Center (EFC) (10 minutes)

Motion #

Discussion Only

Recommendation:

I move that the Mayor and Council initiate a partnership/MOU with the University of Maryland's Environmental Finance Center (EFC) at a level of \$8,000 subject to review and approval of the City Attorney to support and complement the City's sustainability planning efforts .

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

The Mayor, City Administrator, and Assistant City Administrator met with Andrew Fellows representing the EFC Greater College Park Sustainability and Resiliency Financing Initiative. The EFC requested the city's partnership to develop a regional and coordinated approach to finance projects arising from this initiative. Participating municipalities are expected to benefit from joint funding proposals for projects within the study area. The City Administrator was able to identify funding within the approved FY17 budget to support this initiative and obtain project support.

Next Steps:

Mr. Fellows will present an overview of the project to the Hyattsville City Council on 9/19/06. This item would be scheduled for action on 10/3.

Fiscal Impact:

\$8,000

City Administrator Comments:

Recommend Support

Community Engagement:

None.

Strategic Goals:

Action 2.5 – Leverage funding and resource opportunities to support projects, programs and services consistent with City's adopted Vision, Mission and Strategic Goals

Legal Review Required?

TBD



Hyattsville City Council Agenda Item Report

Meeting Date: October 3, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (9:50 p.m. – 10:30 p.m.)

SUBJECT

2017 Ballot Question: Composition of Council (30 minutes)

Motion

Discussion Only

Recommendation:

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- § C2-1. Establishment; composition.
- § C2-2.(A) Election; term of office; qualifications.

Article § C2-1 currently reads as follows:

"The government of said City shall be vested in a Mayor and ten (10) Councilmen, to be elected as hereinafter provided for, who shall compose the City Council."

Article § C2-2. Part A currently reads (in part) as follows:

"A. Election; tenure. The Mayor shall be elected from the City at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the City concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the City two (2) years thereafter."

The ballot question should solicit the opinion on whether the Council should consider a reduction in the size of the Hyattsville City Council. Should that question be answered in the affirmative, a follow-up question should request a desired number or method of representation from a defined set of options. The options shall include, but not necessarily limited to:

- A set number of representatives overall with the number of wards and representatives per ward to be determined by committee.
- Two representatives per ward with fewer wards, to be determined by committee.
- 1 representative per ward with the same number of wards.
- Some combination of members elected per ward and at-large, to be determined by a committee.

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

The last credible debate over the size of the Hyattsville City Council came in 2012 upon examination of the City's boundaries during the redistricting process. The Council rejected the proposals from the committee that would result in the reduction in size of the Council. This motion would allow the Council to solicit an advisory opinion from 100

the voters to help inform next steps. Should the results of the ballot question imply majority support of this effort, the Council is encouraged to a) identify a desired proposal for composition of the Council, and b) convene a resident committee to work with the Board of Elections Supervisors, the City Attorney, and GIS staff to devise an actionable plan of implementation.

Next Steps:

If approved, the City Attorney will be required to draft a question for consideration by the City Council to be placed on the May 2, 2017 ballot.

Fiscal Impact:

Professional services provided by the City Attorney(s).

City Administrator Comments:

NA

Community Engagement:

No community engagement has been done at this time. The 2017 voter guide should include information on the ballot question along with at least two public hearings in advance of the election.

Strategic Goals:

Goal 1: Ensure Transparent and Accessible Governance

Legal Review Required?

Required.

Main City Calendar: October 4, 2016 – October 17, 2016

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ the City Administrative Building

Thursdays, 9:00 AM @ The Mall at Prince Georges

Creative Minds

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

City Calendar: September 20, 2016 – November 5, 2016

Board of Supervisors of Elections Meeting

October 4, 4:00 PM – 5:00 PM @ 3rd Floor Inner Conference Room

Walk to School Day

October 5, 7:30 AM @ Elementary Schools

Police & Public Safety Advisory Committee

October 5, 7:00 PM, Location TBD

Cops on Rooftops Fundraiser for Special Olympics of Maryland

October 8, 9:00 AM – 11:00 PM @ Dunkin Donuts

October 9, 9:00 AM – 12:00 PM @ Dunkin Donuts

Community Conversation

October 13, 7:00 PM -8:30 PM @ St. Matthews Episcopal Church

The Hyattsville Police Department is partnering with local faith communities to host community building conversations. All are welcome to participate.

City Council Meeting

October 17, 8:00 PM – 10:00 PM @ 3rd Floor Council Chambers

<u>October</u> <u>2016</u>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01 <u>Healthy Hyattsville Weekend</u>
02 <u>Healthy Hyattsville Weekend</u>	03 <u>Seniors on the Move - Free Movie Monday</u> <u>City Council Meeting</u>	04 <u>Creative Minds</u> <u>Board of Supervisors of Elections Meeting</u>	05 <u>Ageless Grace Exercise Class</u> <u>Police & Public Safety Advisory Committee</u>	06 <u>Ageless Grace at the Mall</u> <u>Creative Minds</u>	07 <u>Ageless Grace Exercise Class</u>	08 <u>Cops on Rooftops Fundraiser for Special Olympics of Maryland</u>
09 <u>Cops on Rooftops Fundraiser for Special Olympics of Maryland</u>	10	11 <u>Creative Minds</u> <u>Planning Committee</u>	12	13 <u>Creative Minds</u> <u>Community Conversation</u>	14	15
16	17 <u>City Council Meeting</u>	18 <u>Creative Minds</u> <u>Hyattsville Environment Committee</u>	19 <u>Ageless Grace Exercise Class</u> <u>Code Compliance Advisory Committee Meeting</u>	20 <u>Ageless Grace at the Mall</u> <u>Creative Minds</u>	21 <u>Ageless Grace Exercise Class</u>	22 <u>Movin' With The Mayor - Crossfit</u>
23	24	25 <u>Creative Minds</u>	26 <u>Ageless Grace Exercise Class</u>	27 <u>Ageless Grace at the Mall</u> <u>Creative Minds</u>	28 <u>Ageless Grace Exercise Class</u>	29 <u>Spooky Fest Halloween Party</u>
30	31	01	02	03	04	05