

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, April 2, 2018

8:00 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

[Edouard Haba, Council President, Ward 4](#)

[Kevin Ward, Council Vice President, Ward 1](#)

[Bart Lawrence, Ward 1](#)

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

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

[Carrianna Suiter, Ward 3](#)

[Thomas Wright, Ward 3](#)

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

[Joseph Solomon, Ward 5](#)

[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

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

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

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

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

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

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

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

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

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1. **Call to Order and Council Roll Call**

2. **Pledge of Allegiance to the Flag**

3. **Moment of Silence**

4. **Approval of Agenda**

5. **Approval of the Minutes**

5.a) Approval of the Minutes

HCC-268-FY18

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of March 19, 2018.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Minutes Mar 19 2018.pdf](#)

6. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**

7. **Presentations (8:20 p.m. - 9:30 p.m.)**

7.a) City Administrator Update: Farmers Market and Public Comment Follow Up (5 minutes)

HCC-260-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

7.b) FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-265-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

7.c) ATHA Maryland Milestones Annual Update (10 minutes)

HCC-251-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[ATHA Visitors Guide.pdf](#)

[ATHA Family Activities.pdf](#)

7.d) DSP-17054 and SP-170001: Mama's Care Congregate Living Center (10 minutes)
HCC-266-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Mamas Care Presentation Memo - FINAL.docx](#)

[Powerpoint - 4111 East West Highway \(1\).pptx](#)

7.e) DSP-12062: 3599 East West Highway (10 minutes)
HCC-267-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[3599 East West Presentation Memo - FINAL.docx](#)

[NSR Properties Site Plan.pdf](#)

7.f) FY19 Budget Review: Police Department (30 minutes)
HCC-279-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[FY19 Budget Police.pdf](#)

8. Consent Items (9:30 p.m. - 9:35 p.m.)

8.a) Appointment to Code Compliance Advisory Committee
HCC-257-FY18

I move that the Mayor and Council appoint Patricia Moore (Ward 1) to the Code Compliance Advisory Committee for a term of 2 years, ending on April 2, 2020.

Lead Sponsor: Lawrence

Co-Sponsor(s): N/A

[Committee Application Moore.pdf](#)

8.b) Appointments to the Health, Wellness, and Recreation Advisory Committee
HCC-258-FY18

I move that the Mayor and Council appoint Qing Francis (Ward 2) and Willene Hare (Ward 3) to the Health, Wellness, and Recreation Advisory Committee for a term of 2 years to expire on April 2, 2020.

Lead Sponsor: Suiter

Co-Sponsor(s): Warner

[Committee Application Francis.pdf](#)

[Committee Application Hare.pdf](#)

8.c) Parking Pay Shelter: Award of Contract
HCC-262-FY18

I move that the Mayor and Council accept the proposal submitted by Par-Kut International Inc, 40961 Production Drive, Harrison Township, Michigan for the furnishing of eleven (11)

parking pay stations shelters and authorize the City Administrator to execute a contract for services in an amount not to exceed \$53,000, upon the review and approval of the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Parking Pay Shelter RFP.docx](#)

[16-035h-683x1024.jpg](#)

8.d) Proclamation of National Volunteer Week

HCC-269-FY18

I move that the Mayor and Council proclaim April 15 - 21, 2018 as National Volunteer Week in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[National Volunteer Week 2018.docx](#)

8.e) Proclamation of Arbor Day

HCC-270-FY18

I move that the Mayor and Council proclaim April 27 to be Arbor Day in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Arbor Day 2018.docx](#)

8.f) Schedule Special Council Meeting for April 18, 2018

HCC-278-FY18

I move that the Mayor and Council schedule a Special Council Meeting to be held on Wednesday, April 18 at 8:00 p.m. to discuss the FY-2019 Budget.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Calendar of Budget Presentations FY19 REVISED.docx](#)

8.g) Mobile Communications and Command Vehicle

HCC-281-FY18

I move that the Mayor and Council accept into the Police Department vehicle fleet one 1993 International LDV Bus VIN# 1HTMGPHL4PH478862 Mobile Communications and Command Vehicle donated at no cost to the City of Hyattsville by the Prince George's County Government.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Mobile Communications and Command Vehicle - Image.pdf](#)

9. Action Items (9:35 p.m. - 9:45 p.m.)

9.a) Hyattsville Ordinance 2018-01: City of Hyattsville City Police Department Police Logo (5 minutes)

HCC-240-FY18

I move that the Mayor and Council introduce Hyattsville Ordinance 2018-01, a ordinance whereby the City Council of the City of Hyattsville amends Chapter 4 to adopt an additional logo for the use of the City of Hyattsville Police Department (FIRST READING).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Ordinance 2018-01 Police Logo FINAL.docx](#)

**9.b) Zoning Variance Request V-194-17: 3610 Longfellow Street, Hyattsville (5 minutes)
HCC-276-FY18**

I move that the City Council authorize the Mayor to send correspondence to the Prince George's County Board of Zoning Appeals stating the City of Hyattsville's support for Variance Request V-194-17 for a waiver of the front yard depth, net lot coverage and rear line setback for the subject property 3610 Longfellow Street, Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[V-194-17 Memo to Council.docx](#)

[V-194-17 From County.pdf](#)

[City of Hyattsville Zoning Variance Policy Statement and Variance Process 10 3 11.pdf](#)

10. Discussion Items (9:45 p.m. - 10:10 p.m.)

**10.a) Maryland DHCD Community Legacy Grant Resolution (10 minutes)
HCC-275-FY18**

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Community Legacy Grant Resolution FY2019 LR.doc](#)

**10.b) FY19 Budget Initiative: Clean & Safe Team (15 minutes)
HCC-143-FY18**

I move that the Mayor and Council allocate \$250,000 to establish a pilot/inaugural "Clean & Safe Team" with an initial focus on the Queens Chapel-Hamilton Street commercial corridor. I further move that the Mayor and Council authorize the City Administrator or her designee to formalize funding or programmatic partnerships necessary to implement the program.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

11. Council Dialogue (10:10 p.m. - 10:20 p.m.)

12. Community Notices and Meetings

**12.a) Main City Calendar: April 3, 2018 - April 16, 2018
HCC-280-FY18**

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

13. Motion to Close

13.a) Motion to Close

NOTE: The Council will not return to open session.

HCC-259-FY18

I move that the Mayor and Council close the Council Meeting of April 2, 2018 in order to consider the acquisition of real property.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A



Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

HCC-268-FY18

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of March 19, 2018.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_Mar 19 2018.pdf](#)

Summary Background:

See attached.

Next Steps:

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

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 19, 2018

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Kevin Ward, W1 (Council Vice President)
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Thomas Wright, W3
Carrianna Suiter, W3
Paula Perry, W4
Erica Spell, W5
Joseph Solomon, W5

Absent: None

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. Of Community and Economic Development Jim Chandler
City Treasurer Ron Brooks
Director of Public Works Lesley Riddle
Director of Human Resources Vivian Snellman
Police Chief Douglas Holland
Police Captain Amal Awad
Project Manager Hal Metzler
Community Planner Katie Gerbes
City Clerk Laura Reams
Deputy City Clerk Nicola Konigkramer

1) **Call to Order and Council Roll Call**

Mayor Hollingsworth called the meeting to order at 8:05 p.m.

2) **Pledge of Allegiance to the Flag**

3) **Approval of Agenda**

Mayor Hollingsworth noted an amendment to the Consent Agenda to include Motion #: HCC-242-FY18 Proclamation Celebrating Women in Public Office Day.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Perry, Spell, Solomon
ABSENT:	None

4) **Approval of the Minutes**

4.a Approval of the Minutes

HCC-232-FY18

I move that the Mayor and Council approve the Council Meeting Minutes for (1) the Council Work Session of January 17, 2018, (2) the Regular Council Meeting of January 22, 2018, (3) the Council Work Session of



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January 31, 2018, (4) the Regular Council Meeting of February 20, 2018, and (5) the Regular Council Meeting of March 5, 2018.

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[Minutes_Jan 17 2018.pdf](#)

[Minutes_Jan 22 2018.pdf](#)

[Minutes_Jan 31 2018.pdf](#)

[Minutes_Feb 20 2018.pdf](#)

[Minutes_Mar 5 2018.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Perry, Spell, Solomon
ABSENT:	None

5) **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**

Robert Jenner, a Riverdale Park resident and member of the Hyattsville Horticultural Society, addressed the Mayor and Council regarding the improvement of the median strips at the entrance of the City at Route One and Charles Armentrout Drive. Mr. Jenner urged the Council to address the State and County entities responsible for the property. Mayor Hollingsworth noted that there would be a follow-up response at the next meeting.

Susan Hines, a Ward 1 resident and member of the Hyattsville Horticultural Society, addressed the Mayor and Council regarding the improvement of the median strips at the entrance of the City at Route One and Charles Armentrout Drive. Ms. Hines stressed the importance of the project and added that the project could be completed with the help of volunteer efforts.

Marissa Johnson, a Ward 1 resident, addressed the Mayor and Council regarding the proposed Magruder Pointe Project. Ms. Johnson stated she found the project dense and unsustainable. Ms. Johnson asked that the Council wait to support a project that better suited the City.

Nina Faye, a Ward 3 resident, addressed the Mayor and Council regarding the improvement of the median strips at the entrance of the City at Route One and Charles Armentrout Drive. Ms. Faye provided suggestions for improving the green space and noted that the project would benefit local businesses, as well as visitors to the City.

6) **Presentations (8:20 p.m. - 8:50 p.m.)**

6.a FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-104-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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Treasurer Brooks provided a brief update for the FY-2016 and FY-2017 Audits. Treasurer Brooks provided insight into the review process, noting that it was extensive, and he was awaiting a response from the auditors.

6.b Toole Design Group - Transportation Study Update (25 minutes)

HCC-230-FY18



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Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Existing Conditions Memo.docx](#)

[Existing Conditions Presentation to City Council \(1\).pdf](#)

Community Planner Gerbes introduced the Toole Design Group Transportation Study presentation. Ms. Gerbes noted that Toole had submitted their first deliverable, the existing conditions report, that was included in that evening's meeting packet. Ms. Gerbes introduced RJ Eldridge, Chief Operating Officer and Director of Planning for Toole Design Group.

Mr. Eldridge gave a brief overview of the project, noting the project goals: identify bicycle and pedestrian needs, roadway needs, traffic calming and one-way streets, parking issues, school traffic, and preparing a wayfinding plan. Mr. Eldridge highlighted the project's progress and stated that Toole had worked with staff to solicit resident feedback. Mr. Eldridge stated that residents could provide specific feedback on Speak Up HVL and a WikiMap in both English and Spanish, until the end of the month. Mr. Eldridge added that staff conducted public meetings to help residents provide feedback using the WikiMap.

Mr. Eldridge stated that the WikiMap had received 150 responses, most of which came from Wards 1, 2, and 3. Mr. Eldridge identified resident responses to major destinations, highly walked areas, parking issues, high traffic areas, and areas where connectivity was needed. Mr. Eldridge then addressed the travel patterns, noting that there were not many inter-City trips; residents were traveling out of or into the City. Mr. Eldridge noted significant delays at a handful of the 40 intersections within the City, but stated the crosswalks were in good conditions. Mr. Eldridge addressed the City's wayfinding inventory, noting that there was inconsistent branding. Mr. Eldridge stated common issues around schools, including deficient curb ramps, sidewalk obstructions, and speeding. Mr. Eldridge highlighted the next steps for the project: additional parking counts in March 2018, draft recommendations in Spring 2018, a draft plan in late Spring 2018, and a public presentation of the draft plan late Spring 2018.

Councilmember Solomon asked if the recommendations would be made due to the existing conditions and Mr. Eldridge confirmed that future conditions would also be considered. Council President Haba stated that Ward 4 did not have a large amount of feedback and asked for other ways residents could participate in the project. Ms. Gerbes stated that residents could reach out to her or Project Manager Hal Metzler, personally, or that Councilmembers could set up public meetings with residents.

Councilmember Wright noted that University Park Elementary School and Rosa Parks Elementary School were not included in the school observations. Ms. Gerbes stated that only schools within official City boundaries were included. Councilmember Wright asked if the plan would use a culmination of existing studies and recommendations and Mr. Eldridge stated that historical recommendations had been considered but were not included in the presentation. Mr. Eldridge responded to Councilmember Spell's questions regarding recommendations, confirming that they were not weighted. Mr. Eldridge added that recommendations would be detailed and addressed to the appropriate parties, e.g. the State or County.

Council Vice President Ward asked why Northwestern High School was not included in the school observations and Ms. Gerbes stated that the City did not own Adelphi Road and wanted to focus its resources on areas that they could address. Mr. Eldridge stated that Toole had done some traffic counts at Northwestern and were aware of the issues there. Councilmember Wright asked for details on the upcoming public engagement efforts. Mr. Eldridge said that there would be an in-person meeting as well as online access to the study. Mayor Hollingsworth asked if Toole was looking closely at street widths and Mr. Eldridge stated that the study considered width and parking when determining if streets should be one way or two-way.



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7) Consent Items (8:50 p.m. - 8:55 p.m.)

7.a Sacred Heart Home DSP-17053

HCC-231-FY18

I move that the City Council authorize the Mayor to submit correspondence on behalf of the City of Hyattsville to the Maryland-National Capital Park and Planning Commission in support of the Detailed Site Plan application DSP-17053 for the Sacred Heart Home.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Sacred_Heart_Action_Memo.docx](#)

[111417 Sacred Heart Home 11x17 Presentation Drawings.pdf](#)

[Planning Committee Minutes - 01.16.2018.doc](#)

7.b Landscape Maintenance Contract

HCC-234-FY18

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to three (3) additional years to Level Green Landscaping LLC for landscape maintenance at various locations in the City at an annual cost not to exceed \$60,000, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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7.c Heurich Community Park Affirmation of Joint Use Agreement

HCC-235-FY18

I move that the Mayor and Council approve the Affirmation of Joint Use Agreement with the Maryland National Capital Parks and Planning Commission (MNCPPC) for Heurich Community Park, extending the 2002 Joint Use Agreement 220765-001 until March 14, 2022.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Heurich Mobility Plgrd Agreement 2002.pdf](#)

[220765-001 City of Hyattsville Heurich Community Park.docx](#)

7.d Melrose Neighborhood Playground Affirmation of Joint Use Agreement

HCC-236-FY18

I move that the Mayor and Council approve the Affirmation of Joint Use Agreement with the Maryland National Capital Parks and Planning Commission (MNCPPC) for Melrose Neighborhood Playground, extending the 2002 Joint Use Agreement 230357-001 until December 22, 2022.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Melrose Use Agreement 2002.pdf](#)

[230357-001 City of Hyattsville Melrose Neighborhood Playground.docx](#)

7.e Street Sweeper Memorandum of Understanding - City of Mount Rainier

HCC-237-FY18



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I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with the City of Mount Rainier for the City of Hyattsville to offer street sweeping services on a requested basis. Daily services will be charged to the Town of Mount Rainier at \$750 per day.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Mount Rainier MOU final.pdf](#)

7.f Hyattsville CDC Letter of Support – Prince George’s Arts and Humanities Council

HCC-238-FY18

I move the City Council authorize the Mayor to provide the Hyattsville Community Development Corporation (CDC) with a letter in support on behalf of the City of Hyattsville to include in its grant application to the Prince George’s Arts and Humanities Council for the purpose of funding a public art effort at 4314 Farragut Street, Hyattsville.

Lead Sponsor: Executive Committee

Co-Sponsor(s): N/A

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[Memo - Hyattsville CDC LOS - PGAHC.docx](#)

7.g Proclamation Celebrating Women in Public Office Day

HCC-242-FY18

I move that the Mayor and Council proclaim March 19 as Celebrating Women in Public Office Day in Hyattsville.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): Perry, Spell, Suiter, and Warner

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[Women in Public Office Day 2018.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Perry, Spell, Solomon
ABSENT:	None

8) Action Items (8:55 p.m. - 9:15 p.m.)

8.a Lease Finance and Purchase of Police Vehicles and Related Equipment (10 minutes)

ID-675-16

I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Tax-Exempt Leasing Corp in an amount not to exceed \$337,408 at a rate of 3.80% for five years to finance the lease purchase of eight police vehicles and related equipment approved in the FY-2018 Capital Improvement Plan and upon legal review and approval by the City Attorney.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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Councilmember Ward asked for clarification on the leasing schedule for the police vehicles. Treasurer Brooks stated that the City was on a five-year replacement schedule.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba



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SECONDER:	Perry
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Perry, Spell, Solomon
ABSENT:	None

8.b University of Maryland Shuttle Program MOU (10 minutes)

HCC-241-FY18

I move that the City Council authorize the City Administrator to execute a Memorandum of Understanding with the University of Maryland Department of Transportation to provide Hyattsville residents with use of the UMD Shuttle from January 1, 2018 to December 31, 2018 for a contribution not to exceed \$6,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Memo - UMD Shuttle MOU Extension - 3.14.2018.docx](#)

[UM SHUTTLE Hyattsville MEMORANDUM OF UNDERSTANDING 2018.pdf](#)

Councilmember Wright noted the significant drop in users and expressed concerns for continuing the program. Assistant Administrator Chandler provided a brief history of riders within the program, stating the significant decline occurred in the past two (2) years. Assistant Administrator Chandler highlighted staff conversations to reassess the ridership in Summer 2018 to determine Council interest in continuing the program for the next calendar year. Assistant Administrator Chandler recommended the program should have no less than 60 riders.

Mayor Hollingsworth asked for more details on ridership and trips and Assistant Administrator Chandler stated that staff could reach out to the University of Maryland for more data. Administrator Nicholson added that marketing efforts would need to be increased and residents would need proper timing to for notification that program was ending, if the Council decided to move in that direction. Councilmember Perry said that residents may not be registering due to lack of awareness.

Councilmember Suiter provided a brief evaluation on the subsidy per rider and noted that it was too high at the current ridership. Councilmember Suiter expressed appreciation for the proposed timeline that allowed riders to continue to use the program until the end of the academic calendar. Councilmember Suiter stated she would like to investigate alternative bus routes offered by the County and Washington Metropolitan Area Transit Authority (WMATA) for the current riders. Assistant Administrator Chandler provided detailed differences between the programs, noting that the shuttle brought residents directly into campus. Councilmember Wright asked if the previously discussed transportation study was addressing bus routes and Assistant Administrator Chandler clarified that it had not been a focus of the study. Councilmember Wright asked if the County was looking into improving programs. Assistant Administrator Chandler noted that Route One Ride addressed issues within public transportation.

Mayor Hollingsworth asked if the City had a list of active registrants within the City and clarified that the registration was for a calendar year. Assistant Administrator Chandler provided details on registering for the UM Shuttle program and stressed the City's interest in improving marketing of the program. Council President Haba expressed concern that the City had the same conversation the prior year and did not improve the ridership.

Mayor Hollingsworth asked if there was hesitancy to move the item that evening and clarified that the vote was to fund the program for 2018, with the expectation that there would be an additional evaluation of the program in Summer 2018. Mayor Hollingsworth provided insight into her vote against the item. Mayor Hollingsworth stated that there would always be an expectation that residents would use the program if it were better advertised. Mayor Hollingsworth suggested the City work with the University of Maryland to allow the 11 active riders to be able to continue ridership without continuing the program.



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Councilmember Solomon agreed with Mayor Hollingsworth's proposal and asked what would happen if the Council did not approve the program that evening. Assistant Administrator Chandler stated that program would end the following day. Councilmember Solomon asked if the Council could table the item until staff had the ability to speak to the University of Maryland to explore different options. Councilmember Wright asked if the MOU could be amended to end the program at the end of the academic calendar and Assistant Administrator Chandler responded that a new MOU would have to be drafted.

Mayor Hollingsworth asked for a motion to table the item to receive more information in a timely manner. Councilmember Lawrence asked if ending the program would affect the UM Shuttle route and Assistant Administrator Chandler confirmed the route would remain a part of the Shuttle system.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Solomon
SECONDER:	Wright
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Perry, Spell, Solomon
ABSENT:	None

9) Discussion Items (9:15 p.m. - 10:15 p.m.)

9.a Parking Pay Shelter: Award of Contract (10 minutes)

HCC-239-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Memo - Parking Pay Shelter RFP.docx](#) 

[16-035h-683x1024.jpg](#) 

Assistant Administrator Chandler introduced the item for new parking pay shelters and described the Request for Proposal (RFP) process. Assistant Administrator Chandler noted a reissuance of the RFP to include installation services, and that the City received one (1) response from a respected vendor who would provide a quality product at a total price of \$53,000.

Councilmember Croslin asked for clarification on the installation and Assistant Administrator Chandler stated the vendor would conduct the installation for a cost of around \$3,000 for 11 shelters. Council Vice President Ward asked for details of the life of the shelters and Assistant Administrator Chandler stated that the life would depend on location, adding that shelters could be damaged through vandalism or car accidents. Assistant Administrator Chandler clarified that the shelters would last 10 years or more if they remained undamaged.

Mayor Hollingsworth asked for more details on the criteria of the shelters. Assistant Administrator Chandler stated that the City was looking for a firm who would provide identifiable shelters and noted that the machines were solar and required clear glass. Assistant Administrator Chandler highlighted options for clearly identifying the shelters for parking, noting that the vendor had provided the ability for informational side panels and color choice. Councilmember Croslin asked for details about the materials used for the shelters and Assistant Administrator Chandler stated that it was a durable glass that would not turn yellow.

Councilmember Wright inquired about the maintenance costs and Assistant Administrator Chandler stated that the equipment came with replacement parts that would be stored at the City Building. Assistant Administrator Chandler confirmed that the shelters could be used for advertising. Mayor Hollingsworth asked if there was any hesitancy to move the item that evening.



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NOTE FOR THE RECORD: The Council unanimously voted to approve Motion: # HCC-239-FY18, however motion language was not provided. The motion will return to Council with approved language for consent on April 2, 2018.

9.b City of Hyattsville City Police Department Police Logo (10 minutes) **HCC-240-FY18**

I move that the Mayor and Council introduce Hyattsville Ordinance 2018-01, a ordinance whereby the City Council of the City of Hyattsville amends Chapter 4 to adopt an additional logo for the use of the City of Hyattsville Police Department (FIRST READING).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Ordinance 2018 Police Logo revised as to adding a 2nd logo.docx](#) 

Chief Holland provided a brief background on the use of the additional logo for the City of Hyattsville Police Department. Chief Holland introduced Captain Amal Awad, who created and implemented the new logo. Captain Awad stated that when she started her position as Captain, she focused on improving the Police Department's social media presence. Captain Awad added that the logo had been an integral part into branding the Department online and suggested incorporating the new logo into Chapter 4 of the City Code so that it could be protected. Captain Awad clarified that the new logo was not intended to replace the current logo, rather to serve in addition. Captain Awad added that the new logo reaffirmed the Department's values of service, integrity, and respect.

Mayor Hollingsworth provided insight into why the ordinance was brought to Council and stressed the importance of including the logo in Chapter 4 of the City Code. Mayor Hollingsworth continued that the addition of the new logo ensured that the City had ownership of the image. Councilmember Solomon asked what party was responsible for retaining the logo and Mayor Hollingsworth stated that staff would cross reference with the existing Charter. Council Vice President Ward asked if there was any cost associated with adding the logo to uniforms and cars. Captain Awad clarified that the cost was only intended for marketing materials and would remain low.

9.c FY19 Budget Initiative: Council Discretionary Fund (10 minutes) **HCC-27-FY18**

I move that the Mayor and Council increase the FY19 Council Discretionary fund in the amount of \$3,500 (\$700 per Ward). These funds will be utilized to support community programs and public engagement events.

Lead Sponsor: Spell

Co-Sponsor(s): N/A

[Cover Page](#) 

Councilmember Spell introduced the proposed budget initiative, noting that it was a straightforward increase to the Council Discretionary Fund. Councilmember Spell stated that the proposal also gave new Councilmembers the opportunity to revisit the program and understand what the fund's intended use. Councilmember Spell noted ways the fund had been used in the past, including annual ward specific events and supporting ad-hoc programs that had been developed outside of the budget cycle. Councilmember Spell added that she was not tied to the proposed \$3,500 amount, but rather wanted to focus on the intended use of the funds.

Councilmember Warner stated that it was a good time to talk about the fund and spoke to the historical use of the fund. Councilmember Warner referenced requests for the fund from residents for programs or



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 19, 2018

events that were not ward specific. Councilmember Warner suggested a policy for residents to address the entire Council to request funding. Councilmember Warner continued that she was uncomfortable with increasing the fund over \$1,000.

Mayor Hollingsworth stated that the program had initially began on the wrong foot and was miscommunicated as a grant program to the public. Mayor Hollingsworth added that she did not think Council had enough funding to support their functions as Councilmembers, and typically would use their salary to support events. Mayor Hollingsworth stressed the need to support the roles of Councilmembers in a better way. Councilmember Spell provided clarification for the increase in funding, noting that funding had been used for events and programming in the past. Councilmember Spell suggested the funding be used to better communicate with residents, e.g. sending communication via standard letter.

Councilmember Perry stated that her initial understanding was that the funds should be used for ward specific meetings and supporting materials. Councilmember Perry noted that the absence of a criteria for the use of the funds resulted in a flexible use of funding. Councilmember Perry added that she would like to see requests from outside agencies come to the whole Council. Mayor Hollingsworth clarified that she believed the efforts that had been funded by the Discretionary Fund were suitable but agreed that every member of the Council should be able to approve the allocation.

Councilmember Solomon expressed support for the increase in funds due to the costs of having a series of meetings and associated mailing costs for public engagement. Councilmember Solomon stated that increasing the budget would allow Councilmembers to increase outreach efforts.

Treasurer Brooks noted, from an audit perspective, that the activities considered discretionary would need to be identified. Councilmember Wright asked if the City had defined parameters and Mayor Hollingsworth summarized the current procedure for accessing the funds. Councilmember Wright expressed concerns for increasing the dollar amount and Treasurer Brooks assured that the criteria for use of the funds would be clarified. Mayor Hollingsworth asked if there was any hesitancy for moving the item that evening.

RESULT:	APPROVED [9-2]
MOVER:	Haba
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Wright, Suiter, Spell, Solomon
NAYS:	Warner, Perry
ABSENT:	None

9.d Revitalization Tax Credit – Modification (15 minutes)

HCC-42-FY18

I move that the Mayor and Council direct the City Attorney to draft, in consultation with the appropriate staff, an ordinance amending §108-4 of the Hyattsville Charter and Code (Revitalization Tax Credit) to add “production of affordable housing for individuals and families at 60% AMI” and allow for certain exceptions in tax credit limitations pursuant to the production of affordable units. The tax credit may provide for the following:

- Up to 100% tax credit on total assessed value for no more than 10 years for projects (new construction and rehabilitation of 13+ units) with net new affordable unit production of greater than 8%;
- Up to 100% tax credit on total assessed value for no more than 15 years for projects (new construction and rehabilitation of 20+ units) with net new affordable unit production of greater than 10%; and
- Up to 50% tax credit for rehabilitation projects that maintain the existing inventory of affordable units (by project) for no more than 10 years.

Projects receiving waivers of public safety or school facility surcharges shall be ineligible. Designated affordable units shall remain affordable for 30 years.



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I further move that the City Administrator (or her designee) allocate funds in the FY19 budget--and FY18, if necessary--to secure professional services for independent financial review of applications submitted under this credit.

I further move that the City Administrator (or her designee) be authorized to establish partnerships necessary to provide property owners with a contact (or similar) to identify Prince George's County residents that meet income qualifications and are awaiting affordable units.

I further move that the City Administrator (or her designee) establish/modify administrative procedures and applications associated with this amendment and publish--not less than annually--projects receiving benefits under this agreement effective July 1, 2018.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Cover Page](#) 

Mayor Hollingsworth introduced the proposed revitalization tax credit item and provided a brief background of the modification. Mayor Hollingsworth provided clarifications; stating that the program was intended to be for multi-family units and intended to develop a partnership with affordable housing initiatives. Assistant Administrator Chandler clarified that the motion was in addition to the existing language in the Hyattsville City Code, Chapter 108.

Council President Haba asked Treasurer Brooks for details on the financial impact of the program. Treasurer Brooks stated, like any abatement or tax rebate, that it would have an impact on future revenues. Treasurer Brooks cautioned the Council to be conscious of engaging in high cost ongoing and future projects within the City, when considering the potential loss of tax revenue over time. Treasurer Brooks added that the recouping of dollars would occur over a long period of time. Council President Haba asked for clarification on the applicability of the program and Mayor Hollingsworth clarified that the tax credit would be applicable to all the units within the project area.

Councilmember Solomon asked for an elaboration on the future revenue loss. Treasurer Brooks stated that he was not prepared to answer the question but could conduct an analysis to present at a later date. Treasurer Brooks added that as tax abatements were given, dollars could be picked up in the off years. Councilmember Solomon asked for an explanation of tax collection and Treasurer Brooks said the County collected the tax and turned it over to the City. Councilmember Solomon clarified that the proposed program would have no additional administrative burden.

Councilmember Wright stated that the motion directed the City Attorney to draft the ordinance and asked if elements of the ordinance could be discussed once it was drafted. Mayor Hollingsworth responded that ideally the current discussion of the item would allow for specific information and parameters to be included in the drafting. Councilmember Wright expressed concerns for loss in revenue over time and asked for a more detailed analysis, suggesting using an existing development in the City as an example. Assistant Administrator Chandler stated that staff could conduct an analysis on existing multi-family developments and provide more details for eligibility. Councilmember Wright asked for details about the process of approving a tax credit, and Mayor Hollingsworth stated that the Mayor and Council would make the determination. Assistant Administrator Chandler added that staff would provide Council with a gap number, or a number to fill the gap between the market rate and the affordable rate, in addition to information necessary for Council to make a decision. Councilmember Wright asked about the qualifications for existing developments who wanted to participate in the program. Mayor Hollingsworth stated that certain projects would not be eligible if they were receiving other community benefits. Councilmember Wright cautioned that this program could deter residents from buying property because of the length of the 30-year deed.



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Councilmember Solomon asked for clarification of the administrative process for multiple applicants, noting that there was an increase in developments within the City. Treasurer Brooks stated that there was a potential loss of property tax revenue depending on the number of projects the body was willing to approve in a given year and that it would be difficult to quantify. Mayor Hollingsworth stated additional variables that made it hard to quantify: what level of credit the Council was willing to approve and recommendations from DPW and the Police and Planning Committee. Councilmember Solomon expressed support for the program and requested some form of an estimate cost to the City.

Councilmember Lawrence stated that he saw the item at hand as a framework that allowed the current Council and future Councils to approve applications. Councilmember Lawrence noted questions directed to the City Treasurer that evening that were impossible to answer and clarified that the legislation would not lock future Councils into participating in the program. Mayor Hollingsworth suggested the City use the Palette at Arts District as an example development to determine an estimate.

Councilmember Wright stated the resident perception was that the City was giving money away and clarified that the program did not allocate existing funds. Councilmember Wright continued that there was a loss of potential revenue, rather than a loss of budgeted funds. Councilmember Wright expressed concerns for developers taking advantage of the program. Mayor Hollingsworth expressed agreement with Councilmember Wright's remarks to find a balance between getting revenue and providing tax credit services.

Council Vice President Ward asked where the City's proposed program sat in relation to other affordable housing programs. Assistant Administrator Chandler stated that the City's program was more liberal and allowed the City to conduct assessments on an annual basis. Assistant Administrator Chandler added that the City's proposal had little administrative burden. Assistant Administrator Chandler said that not all developers would be comfortable operating within the program and did not anticipate the program to be used annually. Assistant Administrator Chandler noted that the program would provide an opportunity for five to ten percent (5-10%) affordability. Treasurer Brooks added that the modification was similar to programs he had seen in the past but was somewhat more progressive.

Council Vice President Ward noted an example made by Assistant Administrator Chandler and asked for clarifications on the math. Assistant Administrator Chandler stated that the tax abatement was based on the improved value and not the base value. Council Vice President Ward added that the City would still receive revenue, even if it had offered a 100% abatement. Councilmember Perry asked how badly the City would be affected if assessments went down. Treasurer Brooks stated that he could not decidedly answer the question, but that assessments could go down and that they were tied to national trends. Treasurer Brooks provided insight on assessed values and noted the various variables.

Councilmember Solomon referenced Council Vice President Ward's remarks and stated that the City's program differed from programs regionally, because it did not use an inclusionary housing methodology, where the Council would have the authority to allow increased density for affordable housing, and because the City was offering up to a 100% rebate. Councilmember Solomon stated that the City would have unique challenges and asked what the difference in the market would look like for Hyattsville. Mayor Hollingsworth stated density had value, and the market for other jurisdictions existed for those who wanted increased density. Mayor Hollingsworth stated that residents of Hyattsville were not interested in increased density, which is why it was not included in the model at hand. Councilmember Solomon clarified that he was not asking for the proposal to be amended to consider density, rather if offering a tax credit would attract the same market.



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Mayor Hollingsworth confirmed that staff would follow up with any outstanding questions before the item returned for action.

9.e Community Sustainability Fund (15 minutes)

HCC-41-FY18

I move that the Mayor and Council direct the City Treasurer to establish a Community Sustainability Fund to support projects that advance the goals of the City of Hyattsville's adopted Community Sustainability Plan. Funds shall be deposited into the fund annually based on the following formula:

$0.6 * (\# \text{ of Units Developed} \times \text{Per Unit Impact Fee Realized})$

Funds deposited into this fund should be allocated according to the following schedule:

- 40% - Housing Affordability Trust
- 20% - School Performance and Improvement
- 20% - Transportation
- 20% - Discretionary

The Mayor and Council shall authorize all expenses from the fund.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Cover Page](#) 

Mayor Hollingsworth provided a brief overview of the proposed Community Sustainability Fund. Mayor Hollingsworth said that the City had started to receive funding for public safety impact fees which were dedicated for debt service payment associated with the Police facility at 3505 Hamilton Street. Mayor Hollingsworth stated her proposal to use offset debt service funding to establish several funds for future projects and initiatives. Mayor Hollingsworth provided a summary of the proposed funds and stated that the Mayor and Council would have to authorize all expenditures. Mayor Hollingsworth clarified that funds were intended to be deposited once the public impact fee was realized and that they were not anticipatory funds.

Council Vice President Ward asked for further clarification and Mayor Hollingsworth said that City funds would typically be transferred to use for debt services but with the dedication of public impact fees for this purpose, the City's offset funds could be diverted for the Sustainability Fund.

Mayor Hollingsworth added that the proposal was referring to 60% of the funding the City received for surcharges. Council Vice President Ward asked if the stated mechanism would be sustainable and Treasurer Brooks confirmed that it was possible but noted that the recent public impact revenue received was over a six (6) year period, amounting to a more significant value than was anticipated for future years. Councilmember Wright asked if the funds could be appropriated annually and Treasurer Brooks stated that the appropriation would be based on the criteria or framework the Council established for the program.

Council President Haba highlighted the 40% funding for the proposed housing affordability trust and asked how the fund would work in relation to the proposed Revitalization Tax Credit. Mayor Hollingsworth stated that the fund could work in tandem with or outside of the credit program. Mayor Hollingsworth provided an example where there could be a \$100,000 project approved under the tax credit program, and the City could transfer \$10,000 out of the sustainability fund each year, according to the current proposal. Mayor Hollingsworth continued that a developer which did not meet the criteria for the tax credit program, could participate in the housing affordability trust portion of the sustainability fund. Mayor Hollingsworth added that the City could look more closely at other programs in other jurisdictions.



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Mayor Hollingsworth noted the school performance and improvement portion of the proposed fund and stated that she intended the use to be different from the Education Advisory Committee grants. Mayor Hollingsworth clarified that the City could determine the funding the school would need to meet standards of improvements, whether it was in the form of incentives for students or professional development for teachers. Council President Haba expressed concerns for the program and Mayor Hollingsworth and Councilmember Lawrence provided details on the school budget process. Council President Haba asked why public safety had not been included as a category and Mayor Hollingsworth noted that the categories were based on the City's current projects and ventures. Council President Haba suggested including a 20% allocation for public safety within the sustainability fund.

Councilmember Solomon expressed general support for the item and provided further details on the Education Advisory Committee grant program. Mayor Hollingsworth noted that the item would return for further discussion and action at a later date.

10) **Council Dialogue**

Councilmember Suiter provided dates and locations for the upcoming HY-Swap, noting that the first weekend of collections would take place that week. Councilmember Wright announced the Community Forklift's Annual Garden Party and Spring Sale.

11) **Community Notices and Meetings**

11.a) City Calendar: March 20 - March 28, 2018

HCC-233-FY18

[Cover Page](#) 

[Main City Calendar_Mar 20 - Mar 28 2018.pdf](#) 

12) **Motion to Adjourn**

The meeting adjourned at 10:40 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Perry, Spell, Solomon
ABSENT:	None



Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Nicola Konigkramer

Submitting Department: Administration

Item Type: Report

Agenda Section: Presentations (8:20 p.m. - 9:30 p.m.)

SUBJECT

City Administrator Update: Farmers Market and Public Comment Follow Up (5 minutes)

HCC-260-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

City Administrator Nicholson will provide updates for the Hyattsville Farmers Market and response to Public Comment from the March 19, 2018 Council Meeting.

Next Steps:

City Administrator Report to Council

Fiscal Impact:

N/A

City Administrator Comments:

See Summary Background.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Laura Reams

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. - 9:30 p.m.)

SUBJECT

FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-265-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Treasurer Brooks will provide the Council with an update on the FY-2016 and FY-2017 audits.

Next Steps:

Continue to work through all of the audit stages until final completion.

Fiscal Impact:

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

City Administrator Comments:

See summary background above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Laura Reams

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 9:30 p.m.)

SUBJECT

ATHA Maryland Milestones Annual Update (10 minutes)

HCC-251-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[ATHA Visitors Guide.pdf](#)

[ATHA Family Activities.pdf](#)

Summary Background:

On Monday, April 2, 2018, Aaron Marcavitch, Executive Director of ATHA Maryland Milestones will provide the City Council with the annual ATHA communities update, summarizing the organization's FY-2018 accomplishments and an overview of its scheduled FY-2019 efforts.

Included in this packet is the ATHA Visitors Guide and listing of family focused activities within ATHA.

Additional information for ATHA Maryland Milestones is available on its website: www.anacostiatrails.org/

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Presentation Only

Community Engagement:

N/A

Strategic Goals:

Goal 4: Foster Excellence in all City Operations

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?

N/A



MARYLAND MILESTONES

ANACOSTIA TRAILS HERITAGE AREA



EXPLORE OUR BACKYARD!

Come explore and find out where America's "milestone moments" happened. From the history of flight to the birth of modern communications; to the development of innovative agricultural research known around the world; to the crossroads of cultures – explore the history, culture and natural resources of our unique region!

Farmers markets, shopping and dining, art galleries, festivals, dancing, music, theater and much more are all just moments away from milestones in United States history and are close to camping, kayaking, biking and outdoor adventures.

Aviation history grew up here – from hot air balloons to trips to the moon. Historic towns and neighborhoods blend the old and the new with shopping and dining options just steps away from historic homes and quiet tree lined streets.



From biking to community art, walking tours to hiking, and camping to theater performances there are dozens of opportunities to have fun here in the Heritage Area and along our Heritage Routes!

If getting outside is your idea of fun, you can experience the pleasure of the outdoors moments away from the hustle and bustle of downtown Washington DC on our rivers and trails where you can bike, kayak, and play!

Perhaps an exciting moment in history is your idea of fun - if so, experience the history of the Battle of Bladensburg, a major battle in the War of 1812.



From historic architecture to farmers markets, this region is a bounty of unique and special sites, activities, and sharable moments. Take one of our special Heritage Routes to explore more!

A unique element of the Anacostia Trails Heritage Area is our focus on arts and culture. Home to the Gateway Arts and Entertainment District, the region includes Montpelier Arts Center, theaters in Laurel, Greenbelt and College Park, and the Publick Playhouse. Visual artists, glassblowers, dance and theater are all part of our cultural fabric. Greenbelt is home to one of the last 1930s single screen movie theaters. The University of Maryland's Clarice Smith Performing Arts Center is a world class center for art, music and theater.

Of course, if a day of festivals and fun is your style, this region is for you too! Greenbelt's Labor Day festival is a regional tradition, while the University of Maryland's Maryland Day attracts over 100,000 visitors each year! The Riverdale Park Arts Fest, the Hispanic Festival in Adelphi, the Open Studio Tour in the Gateways Arts District and our many community days are just a few reasons to come and spend the day or a weekend.

HERITAGE ROUTES

The following Heritage Routes are driving and walking tours which connect multiple sites and themes. Maps and brochures for each route are available at Maryland Milestones Visitors Center and also at www.marylandmilestones.org.

- Battle of Bladensburg and the War of 1812
- Cultural Crossroads Heritage Route
- Farms & Fields: Agriculture Heritage Route
- Festivals & Farmers Markets Heritage Route
- From Hot Air Balloons to Steps on the Moon
- Linking the Nation: Transportation & Communication
- Painting the Town: Arts & Humanities Heritage Route
- The Nation's Main Street: Exploring Communities
- Urban Outdoor Adventures Heritage Route

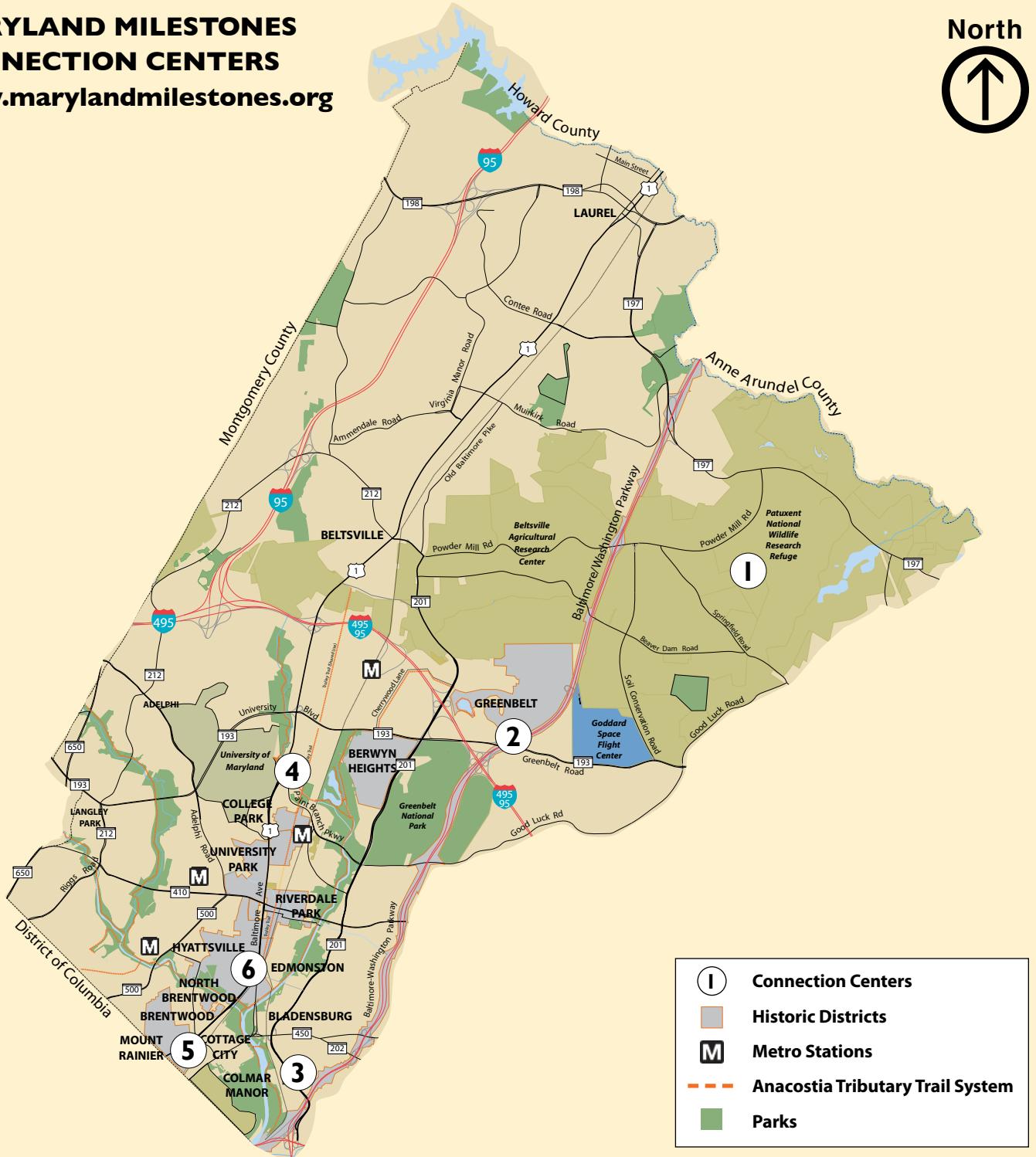


MARYLAND MILESTONES

ANACOSTIA TRAILS HERITAGE AREA

**MARYLAND MILESTONES
CONNECTION CENTERS**
www.marylandmilestones.org

North



1 National Wildlife Visitors Center
10901 Scarlet Tanager Loop, Laurel, MD
Operating Hours: Daily, 9-4:30
301-497-5887, www.fws.org/northeast/patuxent

4 University of Maryland Visitors Center
1201 Turner Hall, College Park, MD
Operating Hours: M-F, 8-5; Sat, 9-3
800.422.5867, visitorcenter@umd.edu

2 Greenbelt Community Center
15 Crescent Road, Greenbelt, MD
Operating Hours: M-Sa, 9-10p, Sun, 9-7p
301-474-9744, www.greenbeltmd.gov

5 Joe's Movement Emporium
3309 Bunker Hill Road, Mount Rainier, MD
Operating Hours: Tue-Sun, 10-4p
301-699-1819; www.joesmovement.org

3 Bladensburg Waterfront Park
4601 Annapolis Road, Bladensburg, MD
Operating Hours: Daily, 8:30-5
301-779-0371, www.pgparcs.com
(Battle of Bladensburg Visitors Center: Daily 10-4)

6 Maryland Milestones Visitors Center
(Information Center & General Offices)
4310 Gallatin Street, Hyattsville MD
301-887-0777, info@marylandmilestones.org

Photos:
Kayak - Mr T in D.C.; Painting & Battle - S.L. Rogers; Greenbelt Farmer's Market - A. Marcavitch; Bikes - MD Governors Office; Community Art - World Arts Focus; Riversdale - Maryland-National Capitol Park and Planning Commission



This project has been financed in part with State Funds from the Maryland Heritage Areas Authority, an instrumentality of the State of Maryland. However, the contents and opinions do not necessarily reflect the views or policies of the Maryland Heritage Areas Authority. 27



Looking for something to do with the family this weekend?

Port Towns

- Boat rides at Bladensburg Waterfront Park
- Special events at Waterfront Park – including music and War of 1812 commemorations
- Playground and Caboose at Waterfront Park
- Rent a canoe, kayak or rowboat at Waterfront Park

http://www.pg parks.com/Things_To_Do/Nature/Bladensburg_Waterfront_Park.htm

- Publick Playhouse in Cheverly

<http://arts.pg parks.com/Page19179.aspx>

- Walk the Battle of Bladensburg Battle Route Walking tour

<http://www.battleofbladensburg1812.org>

- See the view from the top of Fort Lincoln Cemetery and see the inside of the Little Chapel

<http://www.fort-lincoln.com/location/about/facility.html>

- Start your bike trip on the Anacostia Tributary Trails System – throughout Heritage Area

http://www.pg parks.com/Your_Parks/Trails.htm

Gateway Towns

- Train watching from Franklins or Hyattsville Arts District (EYA)

- Rollingcrest-Chillum Splash pool (indoor slides and playarea)

http://www.pg parks.com/Things_To_Do/Sports/Aquatics/Rollingcrest-Chillum_Splash_Pool.htm

- Mt Rainier nature center programs

http://www.pg parks.com/Things_To_Do/Nature/Mount_Rainier_Nature_Recreation_Center.htm

- Lane Manor Splash Park

http://www.pg parks.com/Things_To_Do/Sports/Aquatics/Lane_Manor_Splash_Park.htm

- Hamilton Splash Park

http://www.pg parks.com/Things_To_Do/Sports/Aquatics/Hamilton_Splash_Park.htm

- Franklin's Restaurant & Store (Lots of toys!)
- Kids eat free at Elevation Burger on Sundays
- Hispanic Festival at Lane Manor Park (September)

Park Towns

- College Park Aviation Museum
<http://www.collegeparkaviationmuseum.com/home.htm>
- Greenbelt's artful afternoons
- Greenbelt Aquatic Center
<http://www.greenbeltmd.gov/recreation/index.htm>
- College Park Arts Exchange
<http://www.cpae.org/>
- A trip to the University of Maryland "Dairy" for ice cream
- Walk the arboretum walking tour of the University of Maryland
- A trip to a baseball game at the University of Maryland
<http://www.cvs.umd.edu/visitors/>
- Disc Golf at Paint Branch Parkway
http://www.pgparcs.com/Things_To_Do/Sports/Disc_Golf.htm
- Fishing or Birding at Lake Artemesia (and watch the metro)
http://www.pgparcs.com/Things_To_Do/Nature/Lake_Artemesia.htm
- Watch the cows at the Beltsville Agricultural Research Center
<http://www.ars.usda.gov/PandP/docs.htm?docid=9051>
- Learn to Golf with simulators and putting greens at Paint Branch Golf Complex
http://www.pgparcs.com/Things_To_Do/Sports/Golf/Paint_Branch_Golf_Complex.htm
- Riverdale Historic House museum kids programs
http://www.pgparcs.com/Things_To_Do/History/Riversdale_House_Museum.htm
- Hikes at Greenbelt Park (including overnight camping)
<http://www.nps.gov/gree/index.htm>
- Goddard Space Flight Visitor Center (cool planetary shaped movie screen inside)
<http://www.nasa.gov/centers/goddard/visitor/home/index.html>
- Linson Pool & Wells Skating Rink
http://www.pgparcs.com/Things_To_Do/Sports/Ice_Skating/Herbert_Wells_Ice_Rink.htm
- Ikea Smalland

- Bowling at AMF Center, Route 1

Laurel & North

- Montpelier Mansion kids programs
http://www.pgparcs.com/Things_To_Do/History/Montpelier_Mansion.htm
- Dinosaur Park
http://www.pgparcs.com/Things_To_Do/Nature/Dinosaur_Park.htm
- Laurel Historical Museum
<http://www.laurelhistory.org/>
- Walk down to Patuxent River on Riverwalk (wade into the river on hot days)
<http://www.cityoflaurel.org/facilities/riverfront-park>
- Laurel Municipal Swimming Pool (on site of the Laurel Mill)
<http://www.cityoflaurel.org/facilities/laurel-municipal-swimming-pool>
- Granville Gude Park & Lakehouse – paddle boat rentals, trails, play areas
<http://www.cityoflaurel.org/facilities/granville-gude-park-lakehouse>
- Stephen Turney Recreation Complex – mini-golf course, batting cages, golf driving range
<http://www.cityoflaurel.org/facilities/stephen-p-turney-recreation-complex>
- Patuxent Wildlife Refuge – trails and visitors center
<http://www.fws.gov/northeast/patuxent/vcdefault.html>
- Fairland Sports & Aquatics Complex with Boundless Playground and Kids Club
http://www.pgparcs.com/Things_To_Do/Sports/Fairland_Sports_and_Aquatics_Complex.htm
- Ice Skating & Curling at the Gardens
http://www.pgparcs.com/Things_To_Do/Sports/Ice_Skating/The_Gardens_Ice_House.htm
- Fishing at Rocky Gorge
<http://www.wsscwater.com/home/jsp/content/wrup.faces>
- Behenke's Garden Center, Route 1 – various kids activities

All Over!

- Large range of farmers markets can be fun – Tuesday in Hyattsville/Queens Chapel; Thursday for Riverdale Park and Beltsville/USDA; Saturday for College Park; and Sunday for Greenbelt and Mount Rainier.



Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Katie Gerbes

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 9:30 p.m.)

SUBJECT

DSP-17054 and SP-170001: Mama's Care Congregate Living Center (10 minutes)

HCC-266-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Mamas Care Presentation Memo - FINAL.docx](#)

[Powerpoint - 4111 East West Highway \(1\).pptx](#)

Summary Background:

This is an application for the Detailed Site Plan (DSP-17054) and Special Permit (SP-17001) applications for the existing Mama's Care Congregate Living Facility, located at 4111 East West Highway. The applicant is requesting approval to expand the facility from 8 to 14 beds.

Next Steps:

The proposal is scheduled to be referred to the Planning Committee on April 17th and will come back to the City Council for discussion on May 7th.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

The first presentation of this application will be provided to the public at the April 2 City Council Meeting. The application is scheduled to be presented to the Planning Committee on April 17, 2018.

Strategic Goals:

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

Legal Review Required?

N/A



Memo

To: Mayor and Council

CC: Tracey Nicholson, City Administrator

From: Katie Gerbes, Community Planner
Jim Chandler, Asst. City Administrator & Director of Community & Economic Development

Date: March 22, 2018

Re: DSP-17054 and SP-170001: Mama's Care Congregate Living Facility

The purpose of this memorandum is to provide the City Council with project details regarding an application for the Detailed Site Plan (DSP-17054) and Special Permit (SP-17001) applications for the existing Mama's Care Congregate Living Facility, located at 4111 East West Highway.

Project Details

Located in Ward 3, 4111 East West Highway is a former single-family home that has been converted into, and currently operating as, an assisted living facility. It is owner operated and currently houses eight (8) residents at a time. The applicant is seeking a Special Permit to increase the number of residents to a total of 14.

The subject property is zoned R-55 and falls within the Traditional Residential Neighborhood Character Area of the Gateway Arts District Development Overlay Zone. There are no modifications required to the exterior of the building or the building footprint in order to accommodate the increased number of residents. The Prince George's County Fire Marshall has inspected the facility and determined that in its current condition, the facility is equipped to support the increased number of residents. The Special Permit and Detailed Site Plan are required for Use & Occupancy purposes only.

The applicant first approached City Staff regarding this issue in October 2016 seeking guidance on how to navigate the County approval process. The applicant was experiencing significant difficulty advancing through the permitting process with the Prince George's County Department of Permitting, Inspection and Enforcement (DPIE). At the time, the issues experienced by the applicant appeared to be on the administrative end of DPIE, and there was a limited role in action the City Staff could take to expedite the process. The applicant met with City Staff in August 2017 with their land-use attorney. City Staff was

informed that all of the permitting and construction related issues had been resolved, with the exception of the Special Permit and DSP, which M-NCPPC had determined was necessary for the applicant to receive an updated Prince George's County Use & Occupancy permit.

Next Steps

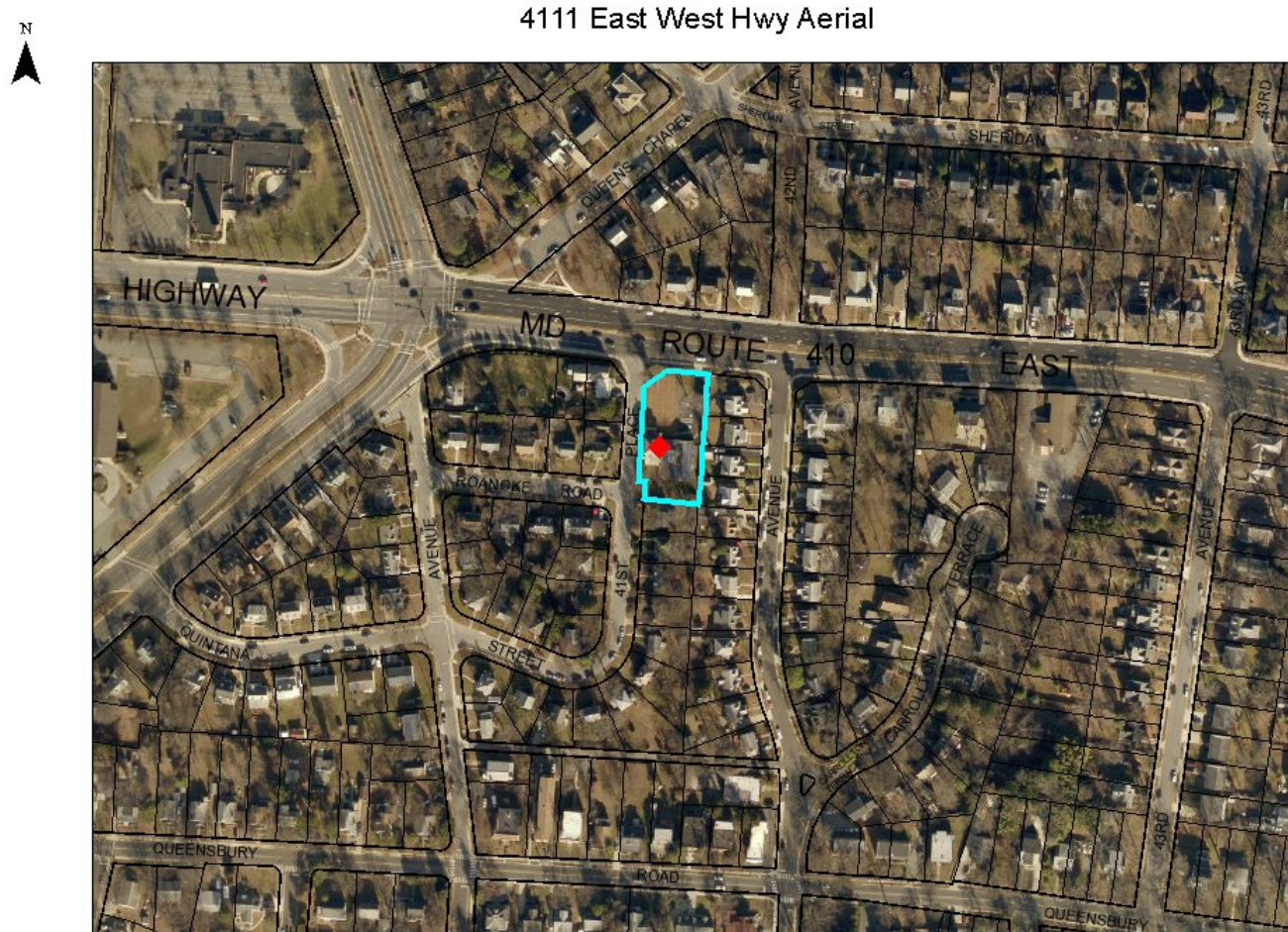
The applicant will be presenting their application for the Special Permit and Detailed Site Plan at the April 2, 2018 City Council meeting. The application is scheduled for review by the Planning Committee on April 17, 2018, before coming back to the City Council in May for discussion and action.

Mama's Care Congregate Living Facility – 4111 East West Highway

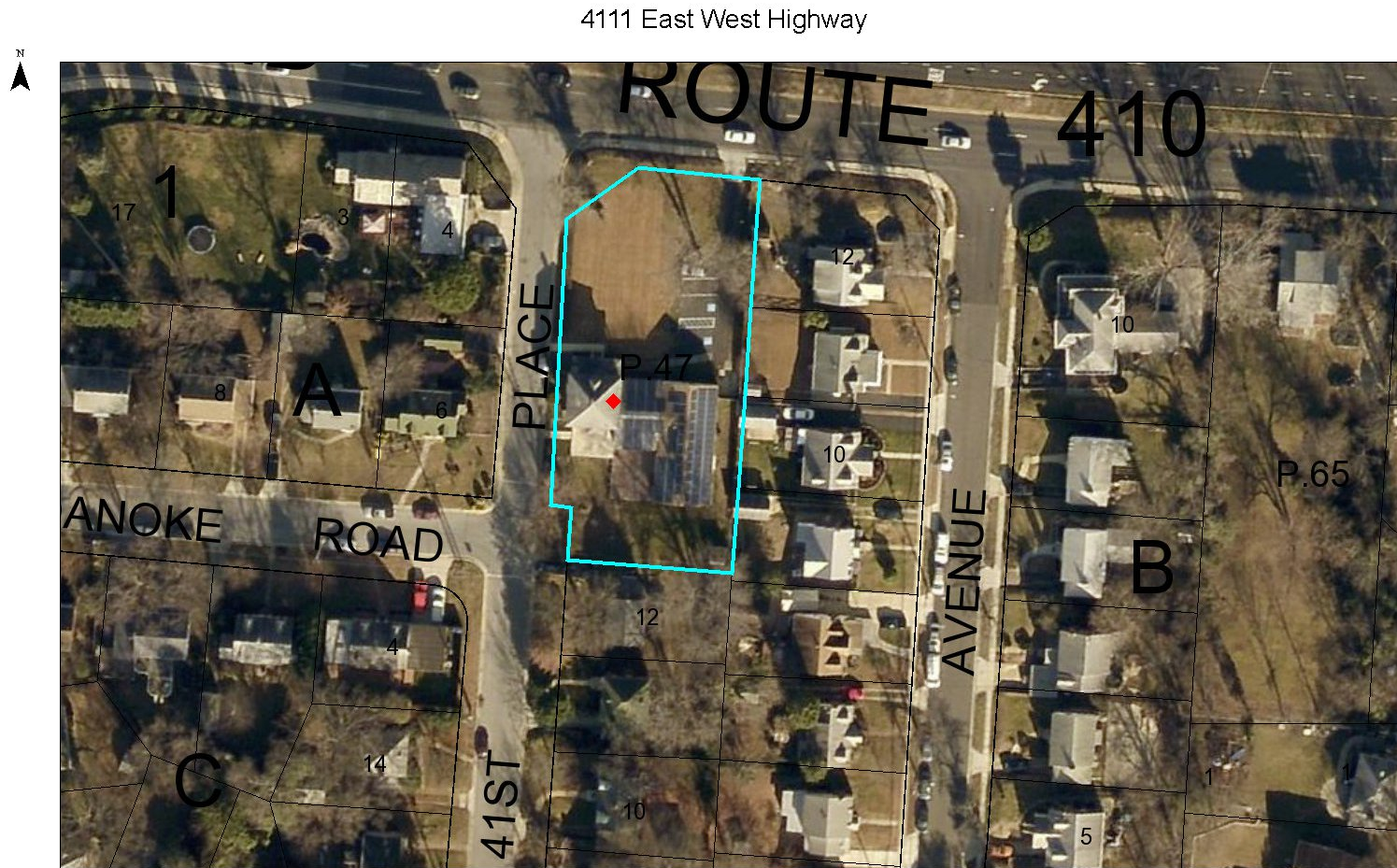
Background and Proposed Project:

- Emmanuel and Regina Isong have operated a congregate living facility for 8 elderly residents at the property since 2010.
- The existing facilities at the property have sufficient size and capacity to accommodate up to 14 elderly residents. Emmanuel and Regina Isong frequently receive inquiries from families of prospective residents; thus, they have decided to seek approvals from the Prince George's County Planning Board and City of Hyattsville to increase occupancy at the property to 14 residents.
- No changes to the exterior of the existing building are proposed by these applications.
- Special Permit (SP-170001) and Detailed Site Plan (DSP-17054) applications to allow for operation of a congregate living facility with 14 residents are currently in the pre-acceptance review process at the Maryland-National Capital Park and Planning Commission.
- Subsequent to the review of the Special Permit and Detailed Site Plan applications, Emmanuel and Regina Isong will apply for a use and occupancy permit for up to 14 residents and the requisite state license to operate the congregate living facility with additional residents.

Mama's Care Congregate Living Facility – 4111 East West Highway



Mama's Care Congregate Living Facility – 4111 East West Highway



Mama's Care Congregate Living Facility – 4111 East West Highway



Mama's Care Congregate Living Facility – 4111 East West Highway



EAST VIEW - 1
SCALE: N/A



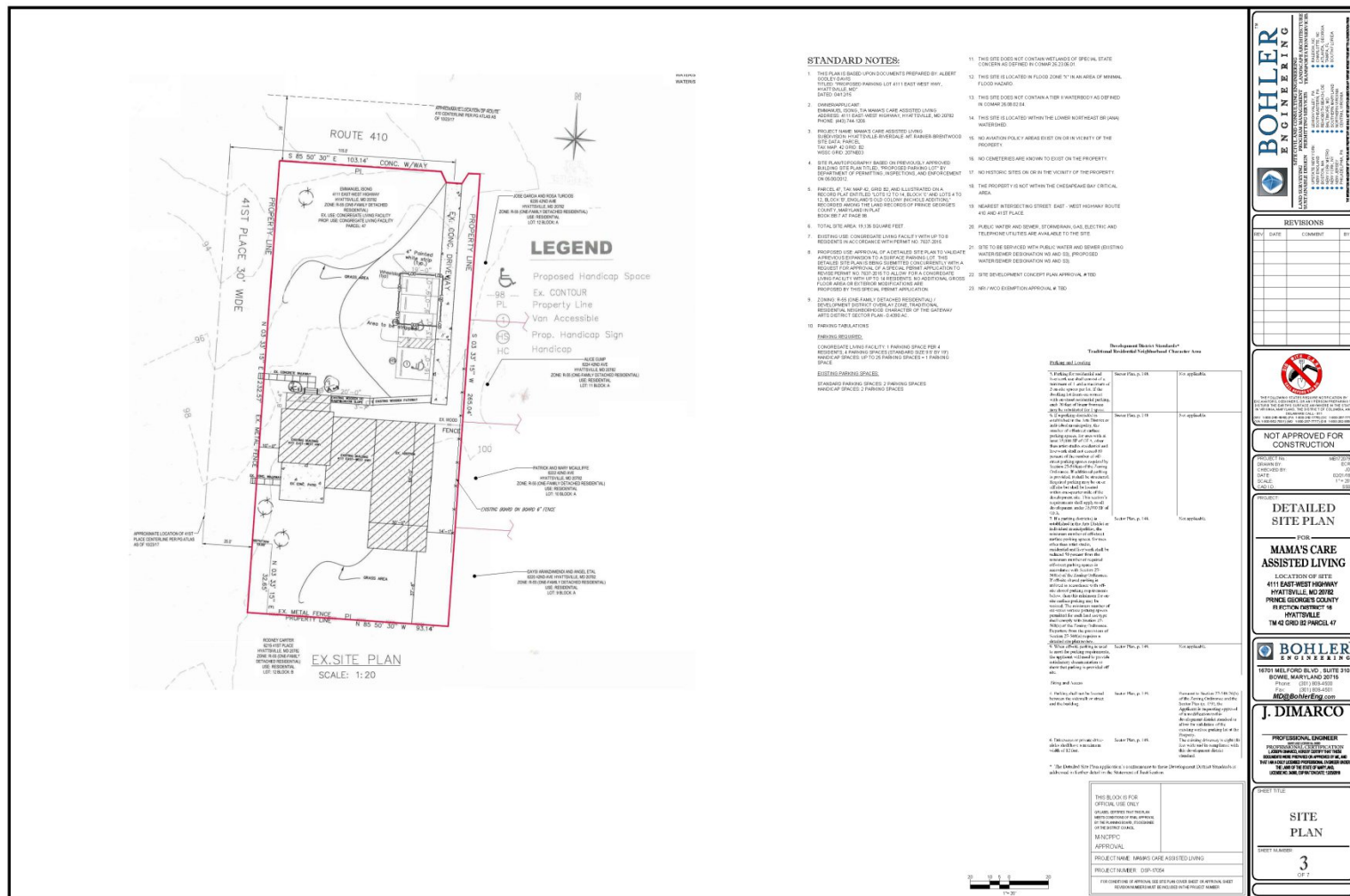
EAST VIEW - 2
SCALE: N/A



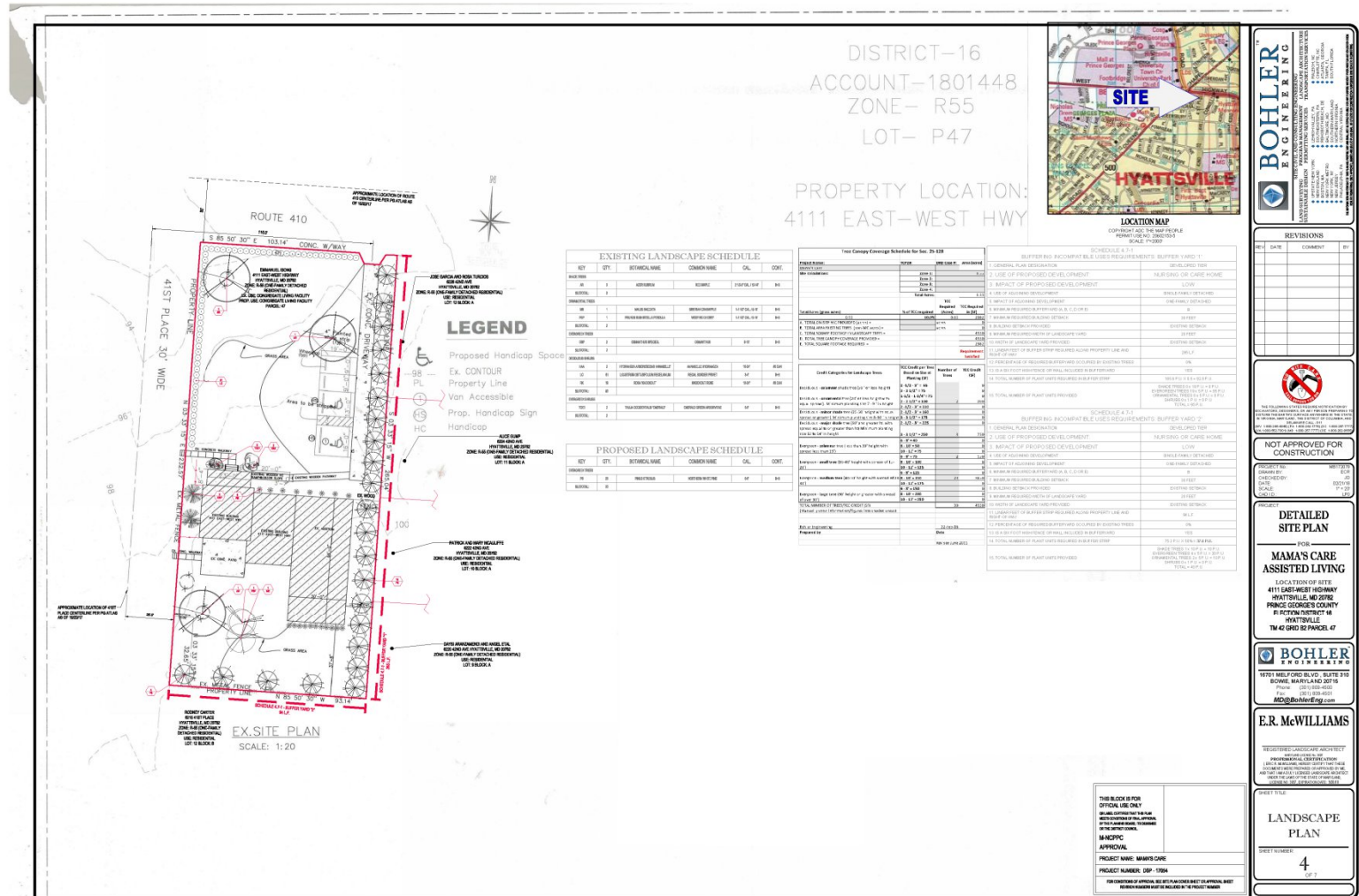
WEST VIEW
SCALE N/A

[illegible]

Mama's Care Congregate Living Facility – 4111 East West Highway



Mama's Care Congregate Living Facility – 4111 East West Highway





Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Katie Gerbes

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 9:30 p.m.)

SUBJECT

DSP-12062: 3599 East West Highway (10 minutes)

HCC-267-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[3599 East West Presentation Memo - FINAL.docx](#)

[NSR Properties Site Plan.pdf](#)

Summary Background:

The subject property is located at 3599 East West Highway, at the southwestern intersection of East West Highway (MD 410) and Belcrest Road and operates as a Sunoco gas station. NSR Properties, the property owner, is proposing to redesign the site, expanding the number of gas pumps, demolishing the existing convenience store, and building a new two-story commercial/office building on the southern end of the site.

Next Steps:

This item will be scheduled for City Council discussion and action in May 2018.

Fiscal Impact:

n/a

City Administrator Comments:

Presentation Only

Community Engagement:

The proposal is scheduled to come before the Planning Committee during their April 17, 2018 meeting.

Strategic Goals:

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

Legal Review Required?

N/A



Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

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

Date: March 26, 2018

Re: DSP-12062 - 3599 East West Highway, Hyattsville

The purpose of this memorandum is to provide the City Council with a summary of the Detailed Site Plan (DSP) application DSP-12062, for the redevelopment of 3599 East West Highway.

Project Summary

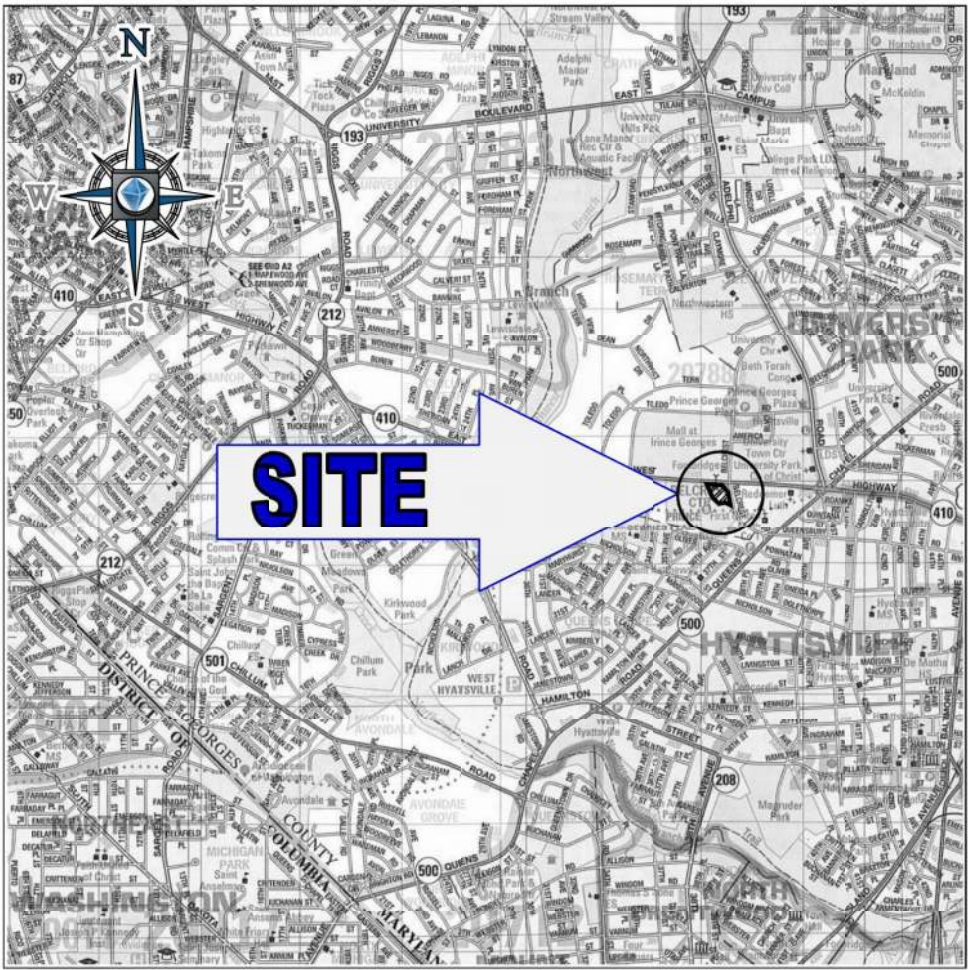
The subject property is located at 3599 East West Highway, at the southwestern intersection of East West Highway (MD 410) and Belcrest Road and operates as a Sunoco gas station. The property exists within the Prince George's Plaza Transit District Overlay Zone (TDOZ) and adjacent to the Prince George's Plaza Metro station. NSR Properties, the property owner, is proposing to redesign the site, expanding the number of gas pumps, demolishing the existing convenience store, and building a new two-story commercial/office building on the southern end of the site.

Next Steps

This project will be presented to the City Council at the April 2, 2018 Council meeting. The application is scheduled to be presented to the Planning Committee on April 17th and will come back to the City Council for discussion and action in May 2018.

SITE PLAN FOR NSR PROPERTIES, LLC

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



LOCATION MAP
COPYRIGHT ADC-THE MAP PEOPLE
PERMIT USE NO. 20602153-5
SCALE: 1"=2000'

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



PREPARED BY

16701 MELFORD BLVD , SUITE 310
BOWIE, MARYLAND 20715

Phone: (301) 809-4500

Fax: (301) 809-4501

NSpeech@BohlerEng.com

CONTACT: NICHOLAS SPEACH, P.E.

GENERAL NOTES

1. THIS PLAN IS BASED ON AN ALTA/ACSM TITLE SURVEY BY:

BOHLER ENGINEERING TITLED
"NSR PETRO
3599 EAST WEST HIGHWAY
17TH ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND"
PROJECT NO.: SB172062
DATED: 01/24/18

2. APPLICANT:
NSR PROPERTIES, LLC
7303 HANOVER PARKWAY, SUITE A
GREENBELT, MD 20770
CONTACT: SAJJID CHAUDHRY
PHONE: (301) 982-5400

3. SITE DATA:
NSR PETRO SERVICES
TAX MAP / GRID: 042 / A2
WSSC GRID: 207NE03

4. EXISTING ZONING: SURVEYED AREA 0.831 AC M-U-1 (MIXED-USE INFILL)
PROPOSED ZONING: SURVEYED AREA 0.831 AC M-U-1 (MIXED-USE INFILL)

5. NUMBER OF LOTS: 1

6. THIS SITE LIES WITHIN THE PRINCE GEORGE'S PLAZA TRANSIT DISTRICT DEVELOPMENT PLAN (TDDP). WITHIN THE PRINCE GEORGE'S PLAZA TDDP, THE SITE LIES IN THE DOWNTOWN CORE CHARACTER AREA.

7. EXISTING USE: THE SITE CONSISTS OF A GAS STATION AND A SINGLE STORY BUILDING WITH A CONVENIENCE STORE.
PROPOSED USE: GAS STATION, FOOD AND BEVERAGE STORE, AND OFFICES.

8. GROSS FLOOR AREA:
EXISTING: 2,885 SF
PROPOSED: 9,580 SF

9. PARKING REQUIREMENTS:
PER PRINCE GEORGE'S PLAZA TRANSIT DISTRICT DEVELOPMENT PLAN DATED JULY 2016, MAXIMUM PARKING IS 2.5 SPACES PER 1,000 SQUARE FEET OF GROSS LEASABLE AREA

PARKING REQUIREMENTS

LOT	USE	MAX. REQUIREMENTS	REQUIRED (MIN.)	REQUIRED (MAX.)	PROPOSED
1	COMMERCIAL DEVELOPMENT	2.5 SPACES PER 1,000 SF OF GLA	N/A	24	16 INCLUDING 1 ADA

*PER PRINCE GEORGE'S PLAZA TRANSIT DISTRICT DEVELOPMENT PLAN DATED JULY 2016, THERE IS NO MINIMUM NUMBER OR RATIO OF OFF-STREET PARKING SPACES FOR ANY DEVELOPMENT WITHIN THE TRANSIT DISTRICT.

- THE SITE IS NOT LOCATED WITHIN A 100-YEAR FLOODPLAIN PER FEMA FLOODPLAIN MAP 24033C0129E, EFFECTIVE SEPTEMBER 16, 2016.
- THIS SITE DOES NOT DISCHARGE INTO A TIER II WATERSHED.
- NO AVIATION POLICY AREAS EXIST ON OR IN VICINITY OF THE PROPERTY.
- NO CEMETERIES ARE KNOWN TO EXIST ON THE PROPERTY.
- THE PROPERTY IS NOT WITHIN A HISTORIC PROPERTY.
- THE PROPERTY IS NOT WITHIN THE CRITICAL AREA.
- THERE ARE NO STEAMS OR WETLANDS LOCATED ON THE SITE.
- THE SITE IS NOT LOCATED WITHIN THE CHESAPEAKE BAY CRITICAL AREA OVERLAY.
- SITE TO BE SERVICED WITH PUBLIC WATER AND SEWER.
EXISTING AND PROPOSED WATER/SEWER DESIGNATIONS: W3 / S3
- TOPOGRAPHY PROVIDED BY DOCUMENTS FROM NOTE 1 ABOVE.
- COMPANION APPLICATIONS:
SDCP: #2296-2018

REFERENCES

- BOUNDARY & TOPOGRAPHIC/ALTA SURVEY:**
BOHLER ENGINEERING
"NSR PETRO
3599 EAST WEST HIGHWAY
17TH ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND"
PROJECT NO.: SB172062
DATED: 12/11/17
- UTILITIES:**
THE FOLLOWING COMPANIES WERE NOTIFIED BY DELMARVA MISS UTILITY SYSTEM (1-800-257-7777) AND REQUESTED TO MARK OUT UNDERGROUND FACILITIES AFFECTING AND SERVICING THIS SITE. THE UNDERGROUND UTILITY INFORMATION SHOWN HEREON IS BASED UPON THE UTILITY COMPANIES RESPONSE TO THIS REQUEST. SERIAL NUMBER(S): 14178109
- CONTACT INFORMATION:**
UTILITY COMPANY: VERIZON - LAMBERT CABLE (410) 536-0070
BGE ELECTRIC-USIC (800) 778-9140
BGE GAS-USIC (800) 778-9140
COMCAST-UTLIIQUEST (410) 536-0070
MCI (800) 289-3427
ZAYO/SITAKE CENTER LOCATION (888) 267-1063
PEPCO - OCCLS (410) 712-0202
QWEST GOVERNMENT SERVICES (703) 464-7592
QWEST COMMUNICATIONS (303) 864-8090
WASHINGTON GAS-UTLIIQUEST (301) 210-0355
WSSC - PINPOINT UG (301) 868-6803

- WOODLAND CONSERVATION LETTER OF EXEMPTION:**
BOHLER ENGINEERING, LLC
APPROVAL DATE: 01/05/2018
- NRI EQUIVALENCY LETTER:**
BOHLER ENGINEERING, LLC
APPROVAL DATE: 01/05/2018
- SITE DEVELOPMENT CONCEPT PLAN:**
BOHLER ENGINEERING, LLC
"SITE DEVELOPMENT CONCEPT PLAN FOR NSR PETRO SERVICES"
DATED: 01/19/2018

- GEO-TECHNICAL REPORT**

REVISIONS

REV	DATE	COMMENT	BY



THE FOLLOWING STATES REQUIRE NOTIFICATION BY EXCAVATORS, DESIGNERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN THE STATE OF VIRGINIA, MARYLAND, THE DISTRICT OF COLUMBIA, AND DELAWARE CALL: 811
BY: 1-800-368-8484 (PA 1-800-242-1776) (DC 1-800-257-7777) (VA 1-800-552-7001) (MD 1-800-257-7777) (DE 1-800-252-4569)

NOT APPROVED FOR
CONSTRUCTION

PROJECT No.: MB172062
DRAWN BY: TJM
CHECKED BY: NBS
DATE: 03/01/18
SCALE: AS SHOWN
CAD I.D.: SD0

PROJECT:

SITE PLAN

FOR
NSR PROPERTIES,
LLC

LOCATION OF SITE
3599 EAST-WEST HIGHWAY
HYATTSVILLE, MARYLAND
PRINCE GEORGE'S COUNTY
TM42, GRID A2

BOHLER ENGINEERING
16701 MELFORD BLVD., SUITE 310
BOWIE, MARYLAND 20715
Phone: (301) 809-4500
Fax: (301) 809-4501
MD@BohlerEng.com

N. B. SPEACH

PROFESSIONAL ENGINEER
(MARYLAND LICENSE NO. 6308)
PROFESSIONAL CERTIFICATION
I, NICHOLAS B. SPEACH, HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 6308, EXPIRATION DATE: 04/01/21

SHEET TITLE:

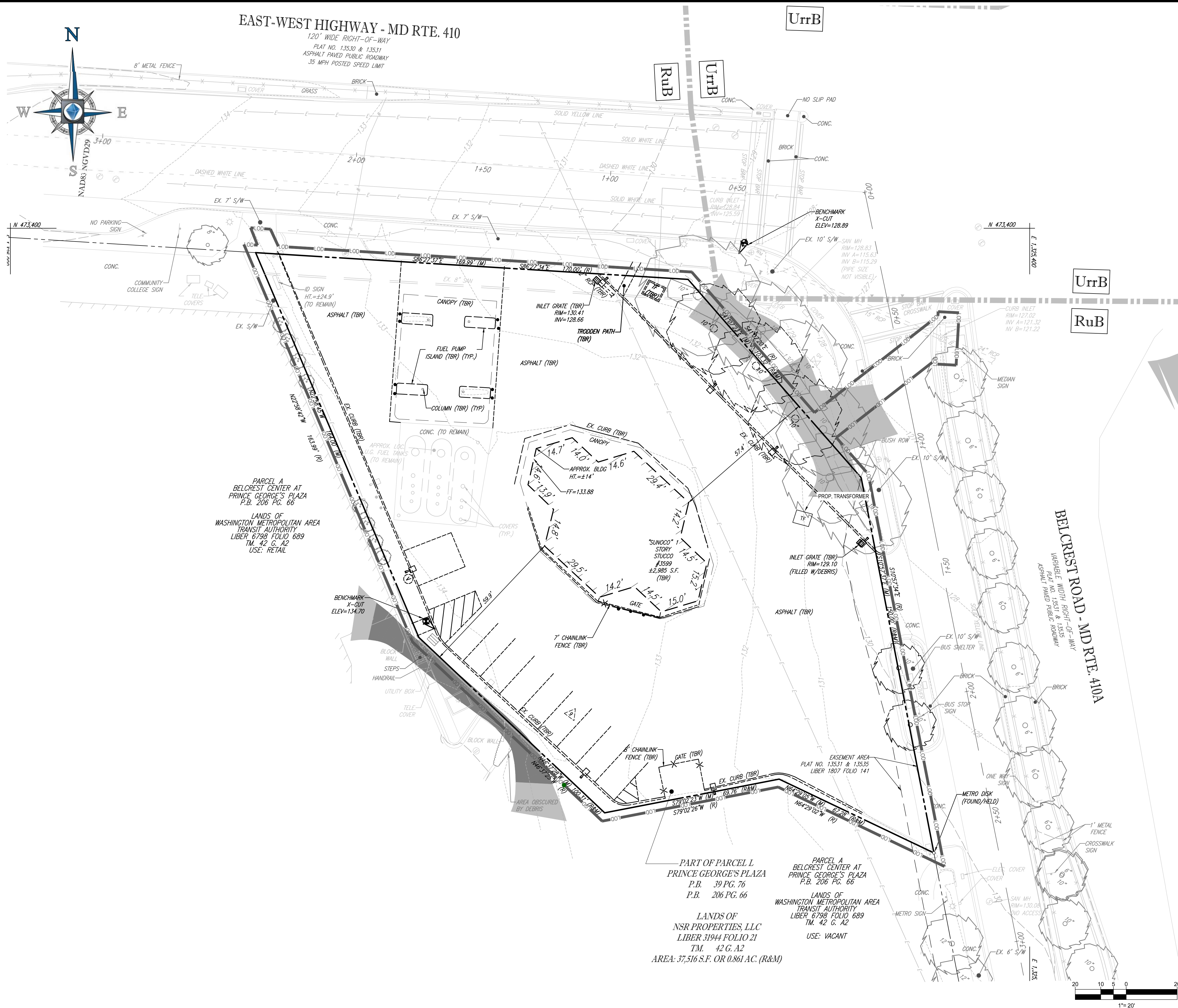
COVER
SHEET

SHEET NUMBER:

1

GENERAL DEMOLITION PLAN NOTES

- PRIOR TO STARTING ANY DEMOLITION CONTRACTOR IS RESPONSIBLE FOR/TO:
 - ENSURING THAT COPIES OF ALL APPLICABLE PERMITS AND APPROVALS ARE MAINTAINED ON-SITE AND AVAILABLE FOR REVIEW.
 - INSTALLING THE REQUIRED SOIL EROSION AND SEDIMENT CONTROL AND/OR TREE PROTECTION MEASURES PRIOR TO SITE DISTURBANCE.
 - LOCATING (VERTICALLY AND HORIZONTALLY) ALL UTILITIES AND SERVICES, INCLUDING, BUT NOT LIMITED TO GAS, WATER, ELECTRIC, SANITARY AND STORM SEWER, TELEPHONE, CABLE, FIBER OPTIC CABLE, ETC. WITHIN THE LIMITS OF DISTURBANCE. THE CONTRACTOR SHALL USE AND COMPLY WITH THE REQUIREMENTS OF THE APPLICABLE UTILITY NOTIFICATION SYSTEM TO LOCATE ALL THE UNDERGROUND UTILITIES.
 - PROTECTING AND MAINTAINING IN OPERATION, ALL ACTIVE SYSTEMS THAT ARE NOT BEING REMOVED DURING ALL DEMOLITION ACTIVITIES.
 - FAMILIARIZING THEMSELVES WITH THE APPLICABLE UTILITY SERVICE PROVIDER AND IS RESPONSIBLE FOR ALL COORDINATION REGARDING UTILITY DEMOLITION REQUIRED FOR THE PROJECT. THE CONTRACTOR SHALL PROVIDE THE OWNER WRITTEN NOTIFICATION THAT THE EXISTING UTILITIES AND SERVICES HAVE BEEN TERMINATED AND ABANDONED IN ACCORDANCE WITH JURISDICTION AND UTILITY COMPANY REQUIREMENTS.
 - COORDINATION WITH UTILITY COMPANIES REGARDING WORKING "OFF-PEAK" HOURS OR ON WEEKENDS AS MAY BE REQUIRED TO MINIMIZE THE IMPACT ON THE AFFECTED PARTIES.
 - A COMPLETE INSPECTION FOR CONTAMINANTS BY A LICENSED ENVIRONMENTAL TESTING AGENCY OF ALL BUILDINGS AND/OR STRUCTURES TO BE REMOVED. SAME SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL ENVIRONMENTAL REGULATIONS. ANYALL CONTAMINANTS SHALL BE REMOVED AND DISPOSED OF BY A FEDERALLY LICENSED CONTRACTOR IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS. CONTRACTOR TO COORDINATE WITH THE OWNER'S ENVIRONMENTAL ENGINEER PRIOR TO DEMOLITION ACTIVITIES AND NO DEMOLITION SHALL BE PERFORMED UNTIL OWNER'S ENVIRONMENTAL CONSULTANT CONFIRMS ALL BUILDINGS AND STRUCTURES ARE FREE OF ASBESTOS-CONTAINING MATERIALS AND OTHER REGULATED WASTE MATERIALS.
- CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL AND GENERALLY ACCEPTED SAFE PRACTICES IN CONFORMANCE WITH THE CURRENT "MANUAL ON UNIFORM TRAFFIC CONTROL," AS WELL AS FEDERAL, STATE, AND LOCAL REGULATIONS WHEN DEMOLITION RELATED ACTIVITIES IMPACT ROADWAYS OR ROADWAY RIGHTS-OF-WAY. CONTRACTOR IS RESPONSIBLE FOR PERMIT.
- CONDUCT DEMOLITION ACTIVITIES IN SUCH A MANNER TO ENSURE MINIMUM INTERFERENCE WITH ROADS, STREETS, SIDEWALKS, WALKWAYS, AND OTHER ADJACENT FACILITIES. STREET CLOSURE PERMITS MUST BE OBTAINED FROM THE APPROPRIATE GOVERNMENTAL AGENCY.
- DEMOLITION ACTIVITIES AND EQUIPMENT SHALL NOT USE AREAS OUTSIDE THE DEFINED PROPERTY LINE WITHOUT WRITTEN PERMISSION OF THE APPLICABLE PROPERTY OWNER, AND/OR APPROPRIATE GOVERNMENT AGENCY.
- USE DUST CONTROL MEASURES TO LIMIT AIRBORNE DUST AND DIRT RISING AND SCATTERING IN THE AIR IN ACCORDANCE WITH FEDERAL, STATE, AND/OR LOCAL STANDARDS. AFTER THE DEMOLITION IS COMPLETE, ADJACENT STRUCTURES AND IMPROVEMENTS SHALL BE CLEANED OF ALL DUST AND DEBRIS CAUSED BY THE DEMOLITION OPERATIONS. THE CONTRACTOR IS RESPONSIBLE FOR RETURNING ALL ADJACENT AREAS TO THEIR "PRE-DEMOLITION" CONDITION.
- CONTRACTOR IS RESPONSIBLE TO SAFEGUARD SITE AS NECESSARY TO PERFORM THE DEMOLITION IN SUCH A MANNER AS TO PREVENT THE ENTRY OF UNAUTHORIZED PERSONS AT ANY TIME.
- THIS DEMOLITION PLAN IS INTENDED TO IDENTIFY THOSE EXISTING ITEMS/CONDITIONS WHICH ARE TO BE REMOVED. IT IS NOT INTENDED TO PROVIDE DIRECTION OTHER THAN THAT ALL "MEANS AND METHODS" ARE TO BE IN ACCORDANCE WITH STATE, FEDERAL, LOCAL, AND JURISDICTIONAL REQUIREMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL OSHA AND OTHER SAFETY PRECAUTIONS NECESSARY TO PROVIDE A SAFE WORK SITE.
- DEBRIS SHALL NOT BE BURIED ON THE SUBJECT SITE. ALL DEMOLITION WASTES AND DEBRIS (SOLID-WASTE) SHALL BE DISPOSED OF IN ACCORDANCE WITH ALL TOWN, COUNTY, STATE, AND FEDERAL LAWS AND APPLICABLE CODES. IN-ORGANIC AND NON-METALLIC DEMOLISHED MATERIAL MAY BE RE-USED ON SITE FOR FILL ASSUMING THAT IT HAS BEEN REDUCED TO A GRANULAR SIZE SUITABLE FOR COMPACTION (PASSING A 2.5" OR SMALLER SIEVE). MATERIAL SIZE AND COMPACTION TO BE IN ACCORDANCE WITH ALL TOWN, COUNTY, STATE AND FEDERAL LAWS AND APPLICABLE CODES.
- RE-MEDIATE SITE OF ASBESTOS AND COORDINATE OPERATIONS WITH OWNER'S ENVIRONMENTAL CONSULTANT FOLLOWING CONSULTANT'S SPECIFICATIONS. CONTRACTOR SHALL FILE THE MDE AND EPA ASBESTOS NOTIFICATION 10 BUSINESS DAYS PRIOR TO STARTING ASBESTOS ABATEMENT WORK.
- CONTRACTOR WILL AID IN OBTAINING THE DEMOLITION PERMIT, TO INCLUDE PEST INSPECTION.
- EXISTING WET UTILITIES ARE TO BE REMOVED/CAPPED/ABANDONED IN ACCORDANCE WITH ALL JURISDICTIONAL REQUIREMENTS, INCLUDING ALL REQUIRED WSSO PERMITTING. CONTRACTOR WILL AID THE OWNER WITH DRY UTILITY DISCONTINUITY TO INCLUDE COMMUNICATIONS, POWER AND GAS.
- ALL DEMOLITION ACTIVITIES ARE TO BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AS WELL AS ALL FEDERAL, STATE AND LOCAL REGULATIONS AND TO COMPLY WITH LOCAL CODES AND GOVERNANCES. ANY DISCREPANCIES OR DEVIATIONS SHALL BE IDENTIFIED BY THE CONTRACTOR TO BOHLER ENGINEERING IN WRITING FOR RESOLUTION PRIOR TO INITIATION OF SITE ACTIVITY.
- BOHLER ENGINEERING IS NOT RESPONSIBLE FOR JOB SITE SAFETY OR SUPERVISION. CONTRACTOR IS TO PROCEED WITH THE DEMOLITION IN A SYSTEMATIC AND SAFE MANNER, FOLLOWING ALL THE OSHA REQUIREMENTS, TO ENSURE PUBLIC AND CONTRACTOR SAFETY.
- THE CONTRACTOR SHALL PROVIDE ALL THE "MEANS AND METHODS" NECESSARY TO PREVENT MOVEMENT, SETTLEMENT, OR COLLAPSE OF EXISTING STRUCTURES, AND ANY OTHER IMPROVEMENTS THAT ARE REMAINING ON-SITE OR OFF-SITE. THE DEMOLITION CONTRACTOR IS RESPONSIBLE FOR ALL REPAIRS OF DAMAGE TO ALL ITEMS THAT ARE TO REMAIN AS A RESULT OF HIS ACTIVITIES. ALL REPAIRS SHALL USE NEW MATERIAL. THE REPAIRS SHALL RESTORE THE ITEM TO THE PRE-DEMOLITION CONDITION.
- IN THE ABSENCE OF SPECIFICATIONS, THE CONTRACTOR SHALL PERFORM EARTH MOVEMENT ACTIVITIES, DEMOLITION AND REMOVAL OF ALL FOUNDATION WALLS, FOOTINGS, AND OTHER MATERIALS WITHIN THE LIMITS OF DISTURBANCE.
- EXPLOSIVES SHALL NOT BE USED WITHOUT PRIOR WRITTEN CONSENT OF BOTH THE OWNER AND APPLICABLE GOVERNMENTAL AUTHORITIES. ALL THE REQUIRED PERMITS AND EXPLOSIVE CONTROL MEASURES THAT ARE REQUIRED BY THE FEDERAL, STATE, AND LOCAL GOVERNMENTS SHALL BE IN PLACE PRIOR TO STARTING AN EXPLOSIVE PROGRAM. THE CONTRACTOR IS RESPONSIBLE FOR PERMITS. THE CONTRACTOR IS ALSO RESPONSIBLE FOR ALL INSPECTION AND SEISMIC VIBRATION TESTING THAT IS REQUIRED TO MONITOR THE EFFECTS ON ALL LOCAL STRUCTURES.

DEMOLITION/REMOVAL
LEGEND

DEMOLITION/REMOVAL NOTE	TYPICAL NOTE TEXT	DEMOLITION/REMOVAL NOTE	TYPICAL NOTE TEXT
-----WM-----	EASEMENT LINE		WATER METER
=====WW=====	CONCRETE CURB & GUTTER		WATER VALVE
~~~~~TREE LINE~~~~~	TREE LINE	-----LOD-----	LIMIT OF DISTURBANCE
-----SL-----	SANITARY SEWER LATERAL		SOIL BOUNDARY AND TYPE
-----WL-----	UNDERGROUND WATER LINE		EXISTING TREE TO BE REMOVED
-----EL-----	UNDERGROUND ELECTRIC LINE		
-----GL-----	UNDERGROUND GAS LINE		
-----OW-----	OVERHEAD WIRE		
-----TL-----	UNDERGROUND TELEPHONE LINE		
-----CL-----	UNDERGROUND CABLE LINE		
-----SS-----	STORM SEWER		STEEP SLOPES (15% OR GREATER)
-----SM-----	SANITARY SEWER MAIN		STEEP SLOPES (10% TO 15%)
	SANITARY MANHOLE		
	STORM MANHOLE		

**BOHLER ENGINEERING**

OFFICE: 16701 Melford Blvd., Suite 310, Bowie, MD 20715  
 Phone: (301) 809-4500  
 Fax: (301) 809-4501  
 Email: MD@BohlerEng.com

BOHLER ENGINEERING IS A FULLY LICENSED PROFESSIONAL ENGINEERING FIRM. WE ARE NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF ANY PROJECTS THAT ARE NOT DESIGNED OR CONSTRUCTED BY US.

LAND SURVEYING DESIGN PERMITTING SERVICES TRANSPORTATION SERVICES

CHARLOTTE, NC  
 ATLANTA, GA  
 SOUTH FLOIDA  
 DALLAS, TX  
 BALTIMORE, MD  
 NEW JERSEY  
 PHILADELPHIA, PA  
 HIGH VALLEY, PA  
 SOUTH VIRGINIA  
 RALEIGH, NC  
 NEW YORK, NY  
 NEW YORK, NY  
 NEW YORK, NY

REVISIONS			
REV	DATE	COMMENT	BY

**NOT APPROVED FOR CONSTRUCTION**

THE FOLLOWING STATES REQUIRE NOTIFICATION BY EXCAVATORS, DESIGNERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN THE STATE, BY VIRGINIA, MARYLAND, THE DISTRICT OF COLUMBIA, AND DELAWARE CALL: 811  
 (NY 1-800-368-6868) (PA 1-800-242-1776) (DC 1-800-257-7777) (VA 1-800-552-7071) (MD 1-800-257-7777) (DE 1-800-262-6969)

PROJECT No.: MB172002  
 DRAWN BY: TJM  
 CHECKED BY: NBS  
 DATE: 03/01/18  
 SCALE: 1" = 20'  
 CAD I.D.: EXD

**SITE PLAN**

FOR  
**NSR PROPERTIES, LLC**

LOCATION OF SITE  
 3599 EAST-WEST HIGHWAY  
 HYATTSVILLE, MARYLAND  
 PRINCE GEORGE'S COUNTY  
 TM42, GRID A2

**BOHLER ENGINEERING**

16701 Melford Blvd., Suite 310  
 Bowie, Maryland 20715  
 Phone: (301) 809-4500  
 Fax: (301) 809-4501  
 Email: MD@BohlerEng.com

**N. B. SPEACH**

PROFESSIONAL ENGINEER  
 (MATERIAL LICENSE NO. 808)

PROFESSIONAL CERTIFICATION  
 I, NICHOLAS B. SPEACH, HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 4205, EXPIRATION DATE: 04/01/21.

SHEET TITLE:  
**EXISTING CONDITIONS AND DEMOLITION**

SHEET NUMBER:  
**2**







# BOHLER

## ENGINEERING

---

**SITE DESIGN AND CONSULTING ENGINEERING**

**AND SURVEYING**

**FOR SUSTAINABLE DESIGN**

**PERMITTING SERVICES**

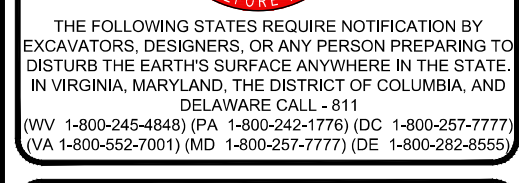
**TRANSPORTATION SERVICES**

- ◆ NEW ENGLAND
- ◆ CONNECTICUT
- ◆ MASSACHUSETTS
- ◆ NEW HAMPSHIRE
- ◆ NEW JERSEY
- ◆ NEW YORK, NY
- ◆ PENNSYLVANIA
- ◆ RHODE ISLAND
- ◆ VERMONT
- ◆ WASHINGTON

- ◆ ALABAMA
- ◆ ALASKA
- ◆ ARIZONA
- ◆ ARKANSAS
- ◆ CALIFORNIA
- ◆ COLORADO
- ◆ DELAWARE
- ◆ FLORIDA
- ◆ GEORGIA
- ◆ ILLINOIS
- ◆ INDIANA
- ◆ IOWA
- ◆ KANSAS
- ◆ KENTUCKY
- ◆ LOUISIANA
- ◆ MARYLAND
- ◆ MASSACHUSETTS
- ◆ MICHIGAN
- ◆ MINNESOTA
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- ◆ MISSOURI
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- ◆ OHIO
- ◆ OKLAHOMA
- ◆ OREGON
- ◆ PENNSYLVANIA
- ◆ RHODE ISLAND
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- ◆ SOUTH DAKOTA
- ◆ TEXAS
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PROJECT No.:	MB172062
DRAWN BY:	TJM
CHECKED BY:	NBS
DATE:	03/01/18
SCALE:	1" = 20'
CAD I.D.:	SS0

PROJECT:

SITE PLAN  
— FOR —  
NSR PROPERTIES,  
LLC

LOCATION OF SITE  
3599 EAST-WEST HIGHWAY  
HYATTSVILLE, MARYLAND  
PRINCE GEORGE'S COUNTY  
TM42, GRID A2



**N. B. SPEACH**

---

**PROFESSIONAL ENGINEER**

MARYLAND LICENSE No. 40263

---

**PROFESSIONAL CERTIFICATION**

I, NICHOLAS B. SPEACH, HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.  
 LICENSE NO. 40263-EXPIRATION DATE 6/14/2019

SHEET TITLE:

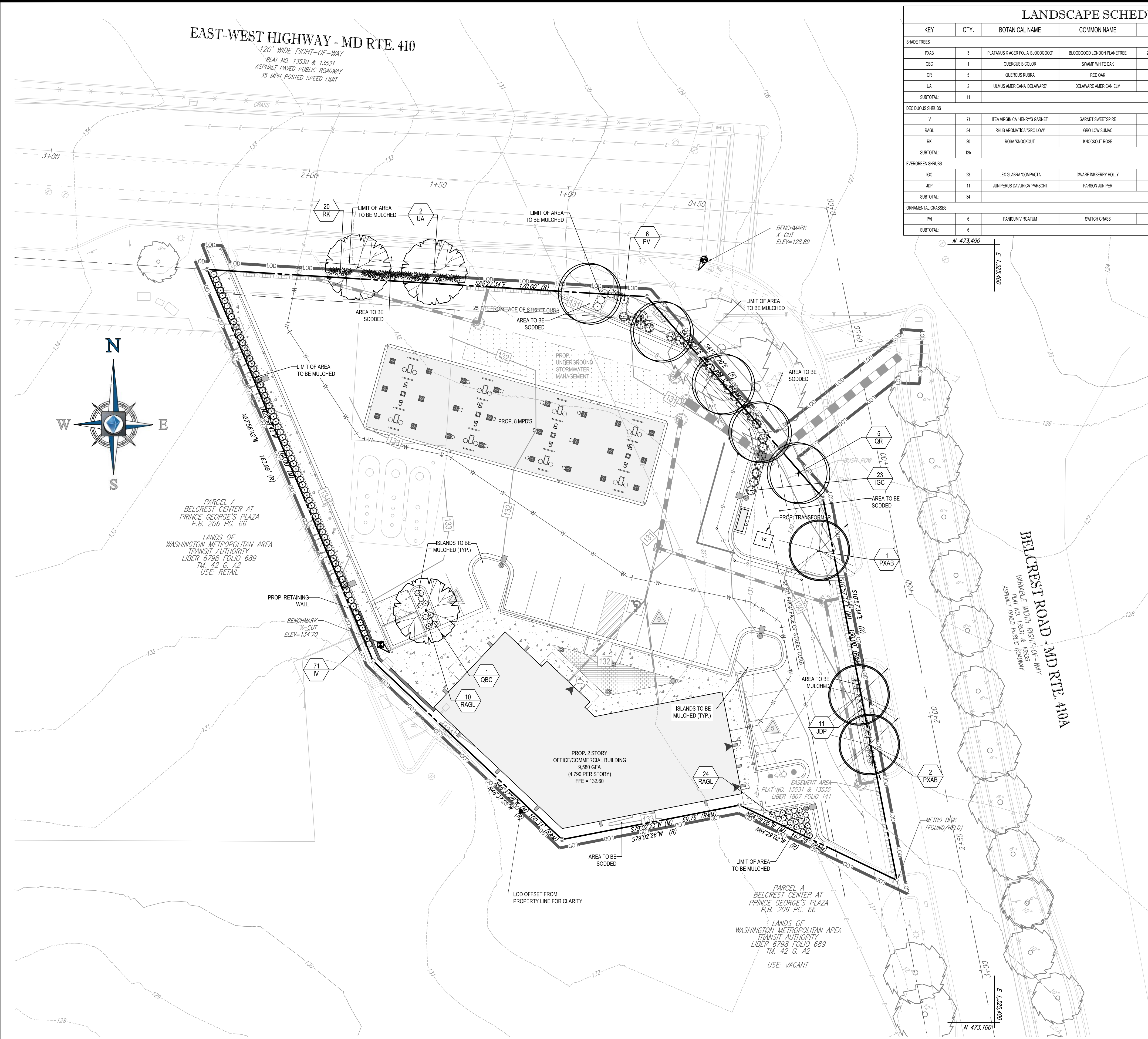
SITE  
PLAN

---

SHEET NUMBER:

3





LANDSCAPE SCHEDULE						
KEY	QTY.	BOTANICAL NAME	COMMON NAME	CAL.	CONT.	NATIVE
SHADE TREES						
PIAB	3	PLATANUS X ACER FOJA 'BLOODGOOD'	BLOODGOOD LONDON PLANETREE	2 1/2-3" CAL. / 15-14'	B+B	NON-NATIVE
QBC	1	QUERCUS BRICOLOR	SHARP WHITE OAK	2 1/2-3" CAL.	B+B	NATIVE
QR	5	QUERCUS RUBRA	RED OAK	2 1/2-3" CAL.	B+B	NATIVE
UA	2	ULMUS AMERICANA 'DELANWARE'	DELANWARE AMERICAN ELM	2 1/2-3" CAL.	B+B	NATIVE
DECIDUOUS SHRUBS						
IV	71	ITEA VIRGINICA 'HENRY'S GARNET'	GARNET SHEETSPIRE	24-30"	#5 CAN	NATIVE
RAGL	34	RHUS ARAMATICA 'GROLOW'	GROLOW SUNAC	12-18"	CONTAINER	NATIVE
RK	20	ROSA 'KNOCKOUT'	KNOCKOUT ROSE	18-24"	#5 CAN	NON-NATIVE
EVERGREEN SHRUBS						
IBC	23	ILEX GLABRA 'COMPACTA'	DWARF IMBERRY HOLLY	24-30"	#5 CAN	NATIVE
JDP	11	JUNIPERUS DAURICA 'PARSON'	PARSON JUNIPER	15-18" SPED.	#5 CAN	NON-NATIVE
ORNAMENTAL GRASSES						
PVI	6	PANICUM VIRGATUM	SWITCH GRASS	2 GAL.	CONTAINER	NATIVE
SUBTOTAL						
6						

SECTION 4.9 SUSTAINABLE LANDSCAPING REQUIREMENT	
1. PERCENTAGE OF PLANT MATERIAL REQUIRED IN EACH CATEGORY:	
REQUIRED	PROVIDED
SHADE TREES: 11 x 50% = 6 ORNAMENTAL TREES: 0 x 50% = 0 EVERGREEN TREES: 0 x 30% = 0 SHRUBS: 159 x 30% = 48	SHADE TREES: 8 (73% NATIVE) ORNAMENTAL TREES: N/A EVERGREEN TREES: N/A SHRUBS: 128 (81% NATIVE)
2. ARE INVASIVE SPECIES PROPOSED	NO
3. ARE EXISTING INVASIVE SPECIES ON-SITE IN AREAS THAT ARE TO REMAIN UNDISTURBED	NO
4. IF "YES" IS CHECKED IN NUMBERS 2 OR 3, IS A NOTE INCLUDED ON THE PLAN REQUIRING REMOVAL OF INVASIVE SPECIES PRIOR TO CERTIFICATION IN ACCORDANCE WITH SECTION 1.5, CERTIFICATION OF INSTALLATION OF PLANT MATERIALS	N/A
5. ARE TREES PROPOSED TO BE PLANTED ON SLOPES GREATER THAN 3:1	NO
PARKING AND LOADING SURFACE PARKING FACILITIES	
1 TREE PER 24 SPACES REQUIRED	
1. NUMBER OF SPACES PROVIDED	16 SPACES
2. TREES REQUIRED	16 / 24 = .7 1 TREE REQUIRED
3. TREES PROVIDED	1 TREES
*F INDICATES PLANT MATERIAL UTILIZED TO FULFILL REQUIREMENT	

NOTE: ALL JURISDICTIONAL REQUIREMENTS PERTAINING TO LANDSCAPE FOR THIS DEVELOPMENT ARE SUBJECT TO THE PRINCE GEORGE'S PLAZA TDDP/TDOZMA MANUAL.

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SITE CIVIL AND CONSULTING ENGINEERING  
LAND SURVEYING DESIGN PERMITTING SERVICES TRANSPORTATION SERVICES  
SUSTAINABLE DESIGN PERMITTING SERVICES TRANSPORTATION SERVICES  
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• NEW ENGLAND • NEW YORK, NY  
• NEW YORK METRO • NEW YORK, NY  
• SOUTH CAROLINA • CHARLOTTE, NC  
• SOUTH DAKOTA • SIOUX FALLS, SD  
• SOUTH FLORIDA • MIAMI, FL  
• SOUTH ALABAMA • MOBILE, AL  
• SOUTH IOWA • DES MOINES, IA  
• SOUTH TEXAS • DALLAS, TX  
• SOUTH CALIFORNIA • LOS ANGELES, CA  
• SOUTH OREGON • PORTLAND, OR  
• SOUTH WISCONSIN • MILWAUKEE, WI  
• SOUTH MINNESOTA • MINNEAPOLIS, MN  
• SOUTH ILLINOIS • SPRINGFIELD, IL  
• SOUTH INDIANA • INDIANAPOLIS, IN  
• SOUTH OHIO • COLUMBUS, OH  
• SOUTH KENTUCKY • LOUISVILLE, KY  
• SOUTH MISSISSIPPI • JACKSON, MS  
• SOUTH ALABAMA • MOBILE, AL  
• SOUTH TEXAS • DALLAS, TX  
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• SOUTH OHIO • COLUMBUS, OH  
• SOUTH KENTUCKY • LOUISVILLE, KY  
• SOUTH MISSISSIPPI • JACKSON, MS

REVISIONS			
REV	DATE	COMMENT	BY

NOT APPROVED FOR  
CONSTRUCTION

THE FOLLOWING STATES REQUIRE NOTIFICATION BY EXCAVATORS, DESIGNERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN THE STATE OF VIRGINIA, MARYLAND, THE DISTRICT OF COLUMBIA, AND DELAWARE CALL: 811 (WV 1-800-346-4848) (PA 1-800-242-1776) (DC 1-800-257-7777) (VA 1-800-552-7071) (MD 1-800-257-7777) (DE 1-800-262-4669)

PROJECT No.:	MB172002
DRAWN BY:	JCW
CHECKED BY:	ERM
DATE:	3/1/18
SCALE:	AS SHOWN
CAD I.D.:	LP0

SITE  
PLAN  
FOR  
NSR PROPERTIES,  
LLC

LOCATION OF SITE  
3599 EAST-WEST HIGHWAY  
HYATTSVILLE, MARYLAND  
PRINCE GEORGE'S COUNTY  
TM42, GRID A2

BOHLER  
ENGINEERING

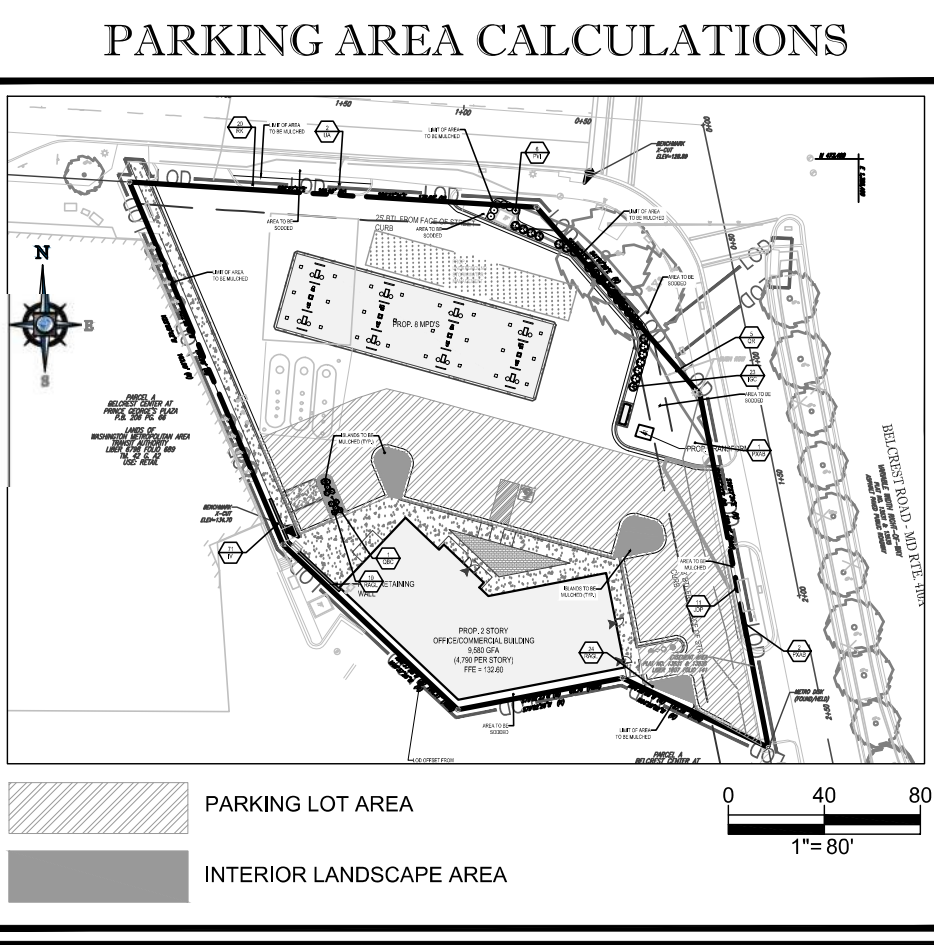
16701 MELFORD BLVD., SUITE 310  
BOWIE, MARYLAND 20715  
Phone: (301) 809-4500  
Fax: (301) 809-4501  
MD@BohlerEng.com

E.R. McWILLIAMS

REGISTERED LANDSCAPE ARCHITECT  
MARYLAND LICENSE NO. 3697  
PROFESSIONAL CERTIFICATION  
I, E.R. McWILLIAMS, HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 3697 EXPIRATION DATE: 9/20/19

SHEET TITLE:  
LANDSCAPE  
PLAN

SHEET NUMBER:  
4





PROJECT:

PG PLAZA  
SUNOCO

NSR PETROLEUM  
3599 EAST-WEST HIGHWAY  
HYATTSVILLE  
PRINCE GEORGE'S COUNTY,  
MARYLAND 20782

DEVELOPER:

CONSULTANTS:

PROFESSIONAL SEAL:

ISSUED: DATE:  
SUBMISSION MARCH 08, 2018

NO. REVISION: DATE:

DESIGNED/DRAWN BY: JA / BJ  
REVIEWED/APPROVED BY: BJ  
PROJECT NO: 2018-002  
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SHEET TITLE:

BUILDING  
CONCEPTUAL  
EXTERIOR  
ELEVATIONS

SHEET NUMBER:

KEYED NOTES: EXTERIOR FINISH MATERIALS

- 1 CMU: ARRISCRAFT, RENAISSANCE "DRIFTWOOD" CHISELED FINISH
- 2 CMU: ARRISCRAFT, RENAISSANCE "DRIFTWOOD" SMOOTH FINISH
- 3 BRICK VENEER: REDLAND BRICK / CUSHWA; #237 'CAMBRIDGE' STANDARD MODULAR
- 4 STOREFRONT FRAME - CLEAR ANODIZED W/ CLEAR GLAZING
- 5 STEEL CANOPY (PAINTED TO MATCH CLEAR ANODIZED ALUMINUM)
- 6 STEEL CANOPY SUPPORT ROD (PAINTED TO MATCH CLEAR ANODIZED ALUMINUM)
- 7 EXTERIOR INSULATED FINISH SYSTEM (EIFS) #1: SANDBLAST FINISH (COLOR TO MATCH #1 VASONRY)
- 8 EXTERIOR INSULATED FINISH SYSTEM (EIFS) #2: SANDBLAST FINISH (DRYVIT #104 DOVER SKY - TO BE CONFIRMED IN FIELD)
- 9 PREFINISHED 2-PIECE ALUMINUM COPING SYSTEM: PERMASNAP, COLOR 'CLEAR ANODIZED'
- 10 SIGNAGE (TBC)
- 11 STOREFRONT DOORS & WINDOWS - CLEAR ANODIZED ALUMINUM. GLAZING - CLEAR
- 12 METAL CLADDING SYSTEM; PAC-CLAD: CLEAR ANODIZED ALUMINUM (BRAKE METAL)
- 13 SIGNAGE - BY SUB-TENANT (TBD)
- 14 METAL ROOFING / FASCIA SYSTEM; PAC-CLAD: CLEAR ANODIZED ALUMINUM
- 15 EIFS #2: SANDBLAST FINISH (DRYVIT #104 DOVER SKY - "V" GROOVE)
- 16 CEMENTITIOUS SIDING; JAMES HARDI, PAINTED TO MATCH #8 COLOR.
- 17 LIGHT FIXTURE, UTILITY - EGRESS (WALL MOUNTED)
- 18 METAL DOOR & FRAME (PAINTED TO MATCH BRICK VENEER COLOR #3)
- 19 LIGHT FIXTURE, DECORATIVE (WALL MOUNTED)
- 20 NOT USED
- 30 CANOPY COLUMN METAL WRAP: COLOR - SUNOCO 'MORNING FOG GRAY'
- 31 MULTI-PRODUCT FUEL DISPENSER
- 32 PIPE BOLLARD (PAINTED SUNOCO 'GRAY')
- 33 'SUNOCO' LOCO GRAPHIC, NASCAR / FLAG GRAPHIC APPLIED TO METAL CANOPY FASCIA
- 34 NOT USED



1 BUILDING FRONT ELEVATION CONCEPT  
SCALE: 3/16" = 1'-0"



2 BUILDING RIGHT SIDE ELEVATION CONCEPT  
SCALE: 3/16" = 1'-0"



3 BUILDING LEFT SIDE ELEVATION CONCEPT  
SCALE: 3/16" = 1'-0"



PROJECT:

PG PLAZA  
SUNOCONSR PETROLEUM  
3599 EAST-WEST HIGHWAY  
HYATTSVILLE  
PRINCE GEORGE'S COUNTY,  
MARYLAND 20782

DEVELOPER:

CONSULTANTS:

PROFESSIONAL SEAL:

ISSUED: DATE:  
SUBMISSION MARCH 08, 2018

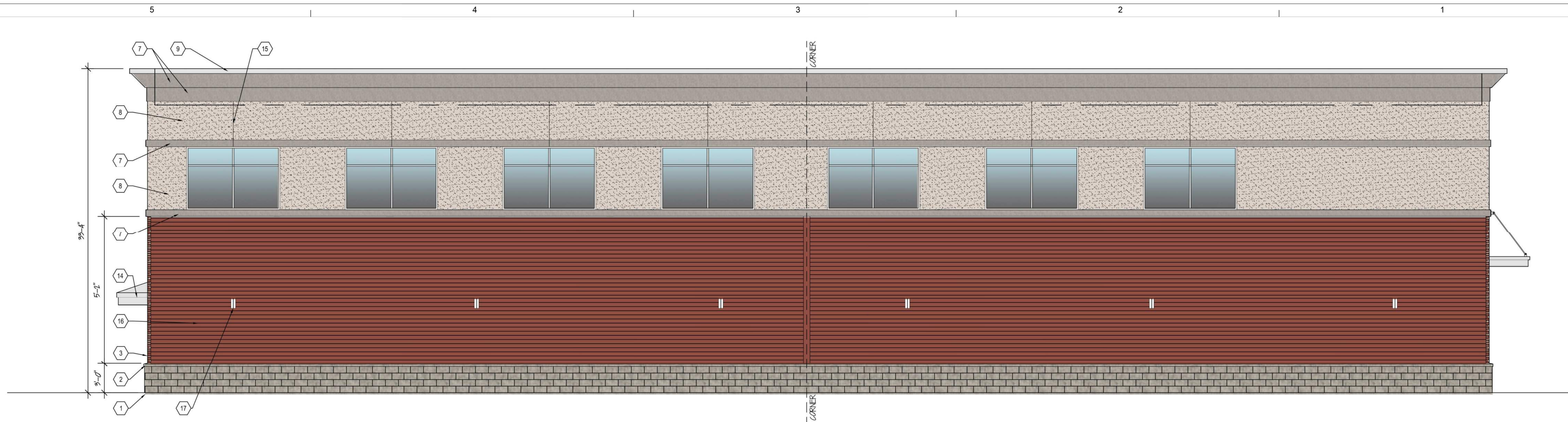
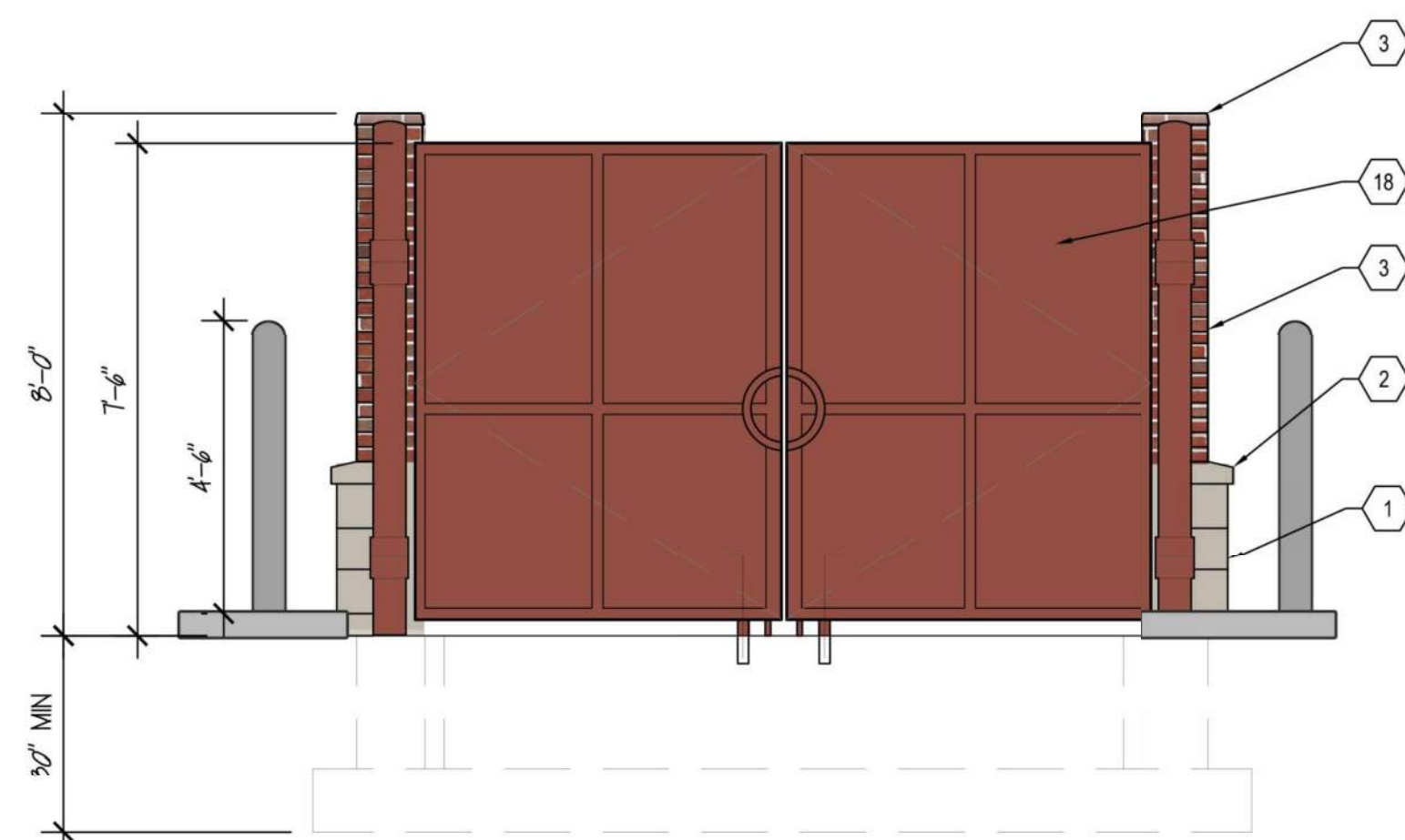
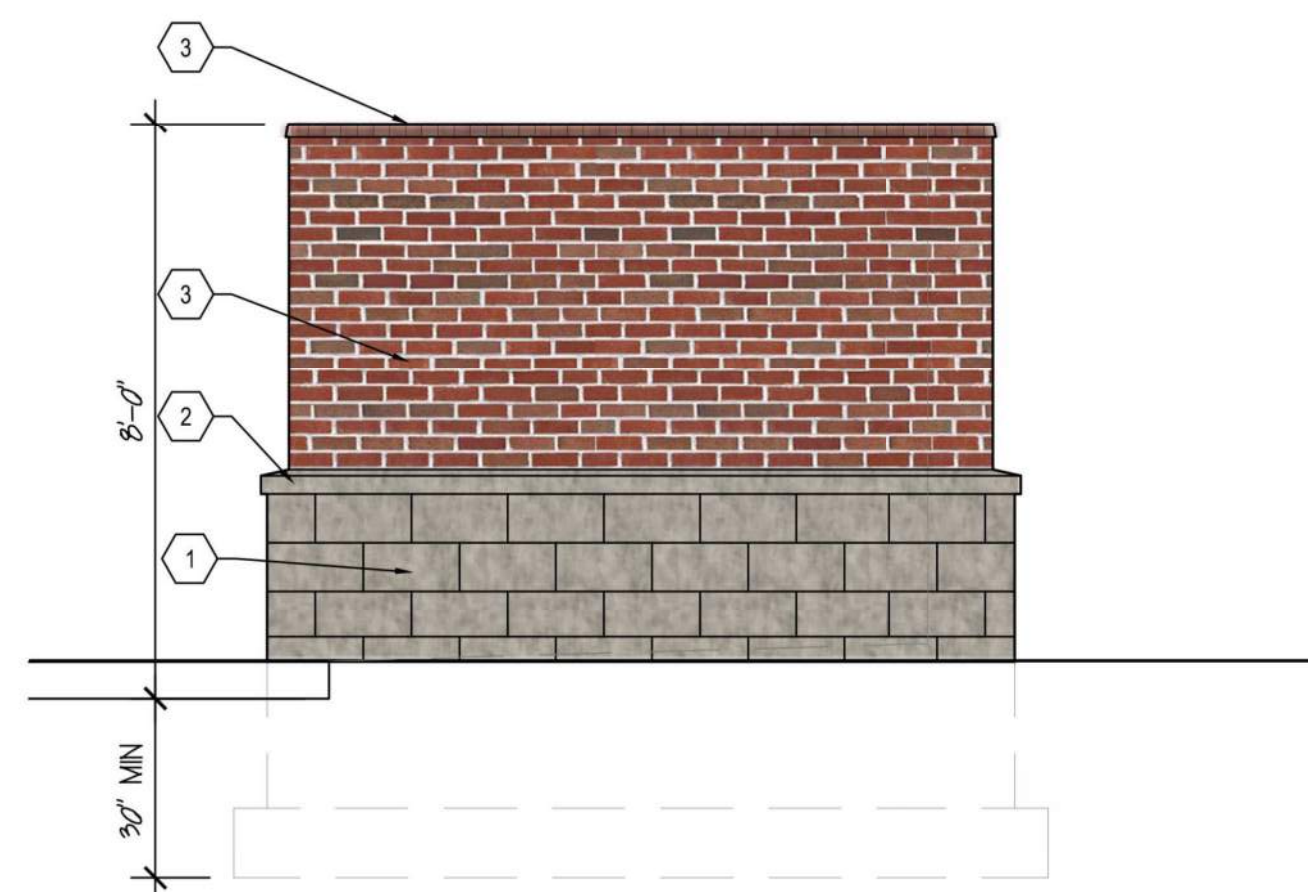
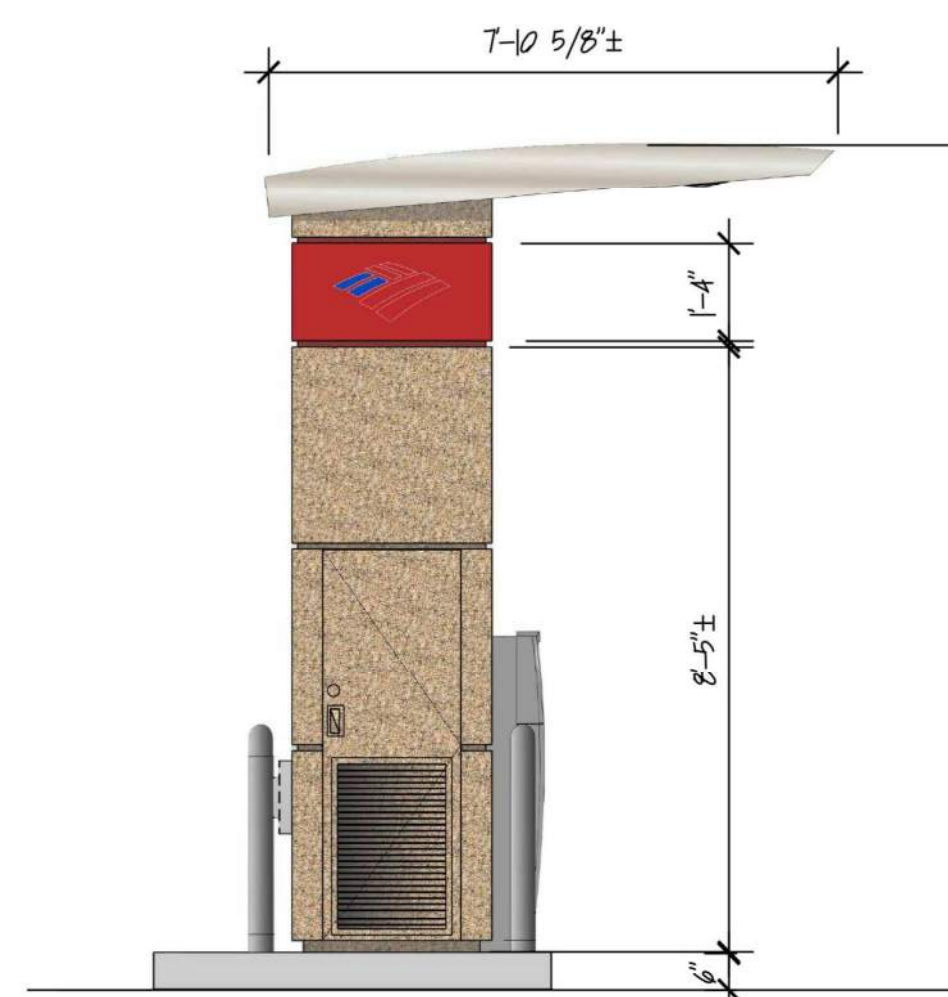
NO. REVISION: DATE:

DESIGNED/DRAWN BY: JA / BJ  
REVIEWED/APPROVED BY: BJ  
PROJECT NO: 2018-002  
SCALE: AS NOTEDTHE DOCUMENT AND IDEAS AND  
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SHEET TITLE:

BUILDING / TRASH  
ENCLOSURE & ATM  
CONCEPTUAL  
ELEVATIONS

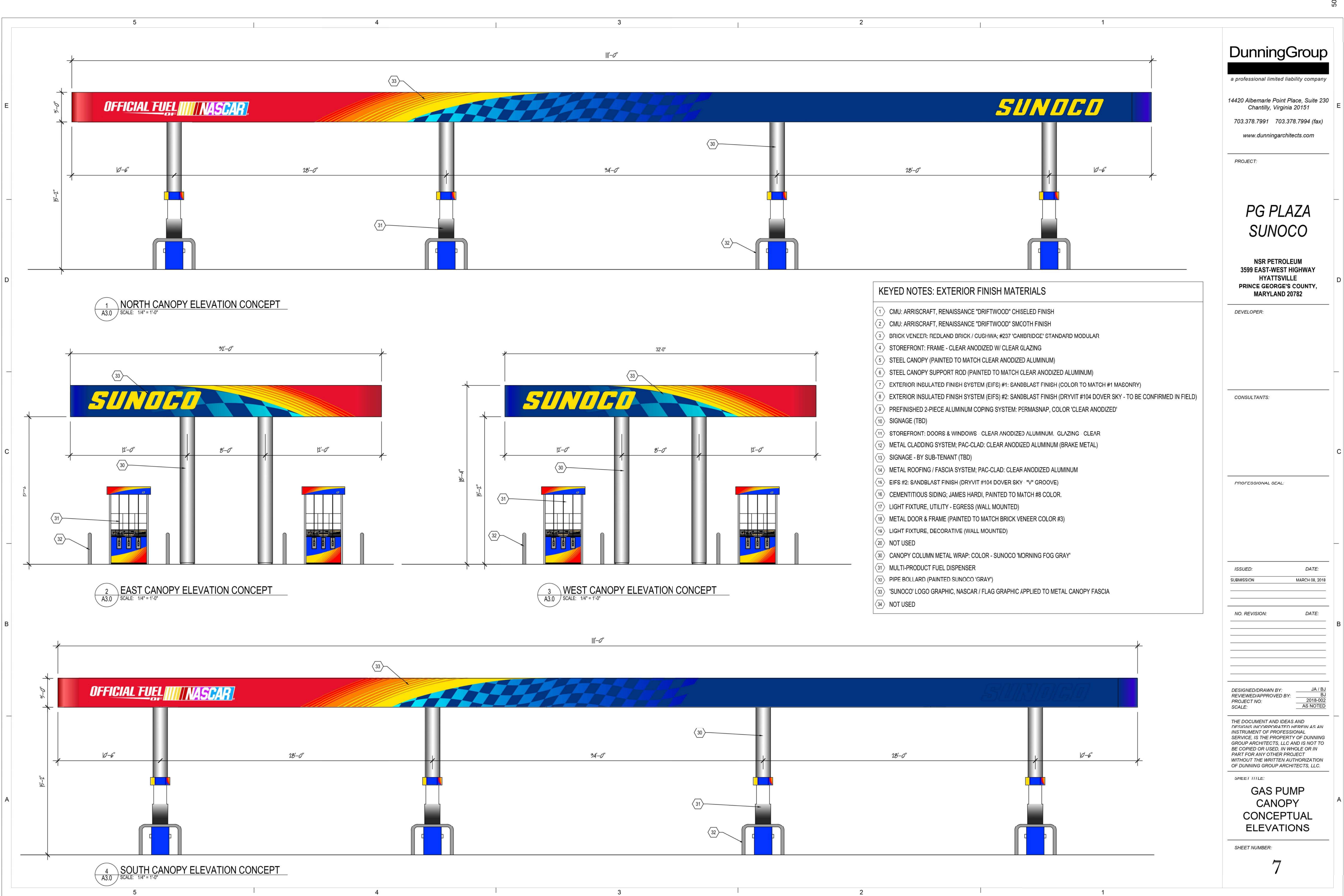
SHEET NUMBER:

1  
A2.0 REAR BUILDING ELEVATION CONCEPT  
SCALE: NOT TO SCALE2  
A2.0 TRASH ENCLOSURE FRONT ELEVATION CONCEPT  
SCALE: 3/8" = 1'-0"3  
A2.0 TRASH ENCLOSURE RIGHT SIDE ELEVATION CONCEPT  
SCALE: 3/8" = 1'-0"4  
A2.0 ATM FRONT ELEVATION CONCEPT  
SCALE: 3/8" = 1'-0" (STONE AGGREGATE PANEL W/ METAL ROOF - PER BANK OF AMERICA STANDARD DETAILS)5  
A2.0 ATM LEFT SIDE ELEVATION CONCEPT  
SCALE: 3/8" = 1'-0" (STONE AGGREGATE PANEL W/ METAL ROOF - PER BANK OF AMERICA STANDARD DETAILS)

## KEYED NOTES: EXTERIOR FINISH MATERIALS

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- 34 NOT USED





DunningGroup

a professional limited liability company

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Chantilly, Virginia 20151

703.378.7991 703.378.7994 (fax)

www.dunningarchitects.com

PROJECT:

PG PLAZA  
SUNOCO

NSR PETROLEUM  
3599 EAST-WEST HIGHWAY  
HYATTSVILLE  
PRINCE GEORGE'S COUNTY,  
MARYLAND 20782

DEVELOPER:

CONSULTANTS:

PROFESSIONAL SEAL:

ISSUED: DATE:

SUBMISSION MARCH 08, 2018

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SHEET TITLE:

GAS PUMP  
CANOPY  
CONCEPTUAL  
ELEVATIONS

SHEET NUMBER:

7





## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Budget

Agenda Section: Presentations (8:20 p.m. - 9:30 p.m.)

### **SUBJECT**

FY19 Budget Review: Police Department (30 minutes)

### **HCC-279-FY18**

### **Recommendation:**

### **Sponsor(s):**

At the Request of the City Administrator

### **Co-Sponsor(s):**

N/A

### **ATTACHMENTS**

[FY19 Budget_Police.pdf](#)

### **Summary Background:**

The Police Department will present the proposed FY-19 departmental budget.

### **Next Steps:**

Council Discussion

### **Fiscal Impact:**

Please see FY19 Budget Book.

### **City Administrator Comments:**

N/A

### **Community Engagement:**

The budget presentations will be posted on the City's website.

### **Strategic Goals:**

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

### **Legal Review Required?**

N/A

City of Hyattsville  
Hyattsville Police Department  
Fiscal Year 2019 Goals & Objectives

**Goal 1 - Enhance Public Visibility and Customer Service**

**Objective 1.1** - Expand community visibility and outreach through residential patrols, community meetings, events, social media and the Police Department website

**Actions 1.1** - Conduct quarterly meetings, attend neighborhood watch meetings, National Night Out, Open House, participation in community charitable events

**Measurement 1.1** - Number of meetings, events, foot and bike patrols

**Action 1.2** - Update the Police Bike Program

**Measurement 1.2** - Number of officers completing bike certification training and number of new Police bikes obtained

**Goal 2 – Comply with Additional Recommendations of the Final Report on the President's Task Force on 21st Century Policing**

**Objective 2.1** - Comply with additional recommendations as identified by the Police and Public Safety Advisory Committee

**Actions 2.1** - Make additional policy enhancements, complete training related to cultural diversity, Integrating Communications, Assessment, and Tactics (ICAT) and completing a City survey on opinions on police services.

**Measurement 2.1** - Number and nature of policies changed, training conducted and completion of City survey.

**Goal 3 – Achieve and Maintain Full Authorized Staffing of Sworn and Civilian Positions**

**Objective 3.1** - Recruit, hire and train sufficient persons to fully staff all authorized positions

**Action 3.1** - Develop high quality recruitment literature, video and accessories and continuously advertise open positions on various websites, social media sites and City cable TV.

**Measurement 3.1** – The number of persons recruited, trained and hired.

**Measurement 3.1a** - Completion of literature and video



Hyattsville Police Department

(continued)

Fiscal Year 2019 Goals & Objectives

Goal 4 Apply to the Governor's Office of Crime Control and Prevention for 3rd Year Grant Funding for the Safe Street HSSI/MCIN (Maryland Crime Intelligence Networks Initiative

**Measurement 4.1** - Completion and acceptance of the grant application and the amount of the funding award

**Measurement 4.2** - Implementation of the Initiative

Goal 5 – Successful Completion of the Annual Off-Site Assessment of the Commission on Accreditation for Law Enforcement Agencies.

**Measurement 5.1** – Complete all applicable standard files

**Measurement 5.2** – Achieve a favorable CALEA assessment report for Re-Accreditation

**Hyattsville Police Department**  
**Vision, Mission & Values Statements**

**Vision Statement**

The Hyattsville City Police Department will work as a team to provide proactive, innovative, effective and efficient police services while creating partnerships to build public confidence, manage fear and control crime.

**Mission Statement:**

The Hyattsville City Police Department is a municipal law enforcement agency committed to:

- A. Recognizing the sanctity of all lives and protecting property
  - B. Enhancing the quality of life for all by creating a safe environment
- Satisfying service demands and maintaining legitimacy with all members of our community.

The Department's mission will be accomplished by:

- D. Proactively working with the community, City departments, and other government agencies
- E. Using data and technology to develop and implement proactive, problem solving strategies
- F. Planning growth to keep pace with the community demands
- G. Maintaining a workplace which promotes equal employment opportunities, respects employees as individuals, and fosters teamwork.

**Values Statement**

Department members are committed to professionalism through:

**SERVICE**

By providing quality services and protection to all people in an efficient and competent manner, tempered with courtesy, compassion and understanding.

**INTEGRITY**

By upholding the public trust through honest, consistent and forthright interaction with all people in order to foster an atmosphere of mutual trust and cooperation.

**RESPECT**

By treating all persons with dignity and respect by promoting equality and fairness in upholding the Constitutional rights of all people

**Police Department Summary****Budget Summary**

	<b><u>FY-2016 Actual</u></b>	<b><u>FY-2017 Actual</u></b>	<b><u>FY-2018 Budget</u></b>	<b><u>FY-2018 Year-to-Date</u></b>	<b><u>FY-2019 Proposed</u></b>
Police Command	879,590	864,021	1,096,991	618,364	1,145,470
Criminal Investigations	600,599	595,084	671,572	380,638	679,786
Patrol	3,753,235	3,673,092	4,156,711	2,679,412	4,311,544
Records and Communications	940,343	947,961	1,117,437	662,856	1,266,916
Redlight Camera Program	141,254	148,618	147,750	90,255	158,812
<b>Police</b>	<b><u>6,315,021</u></b>	<b><u>6,228,776</u></b>	<b><u>7,190,461</u></b>	<b><u>4,431,525</u></b>	<b><u>7,562,528</u></b>

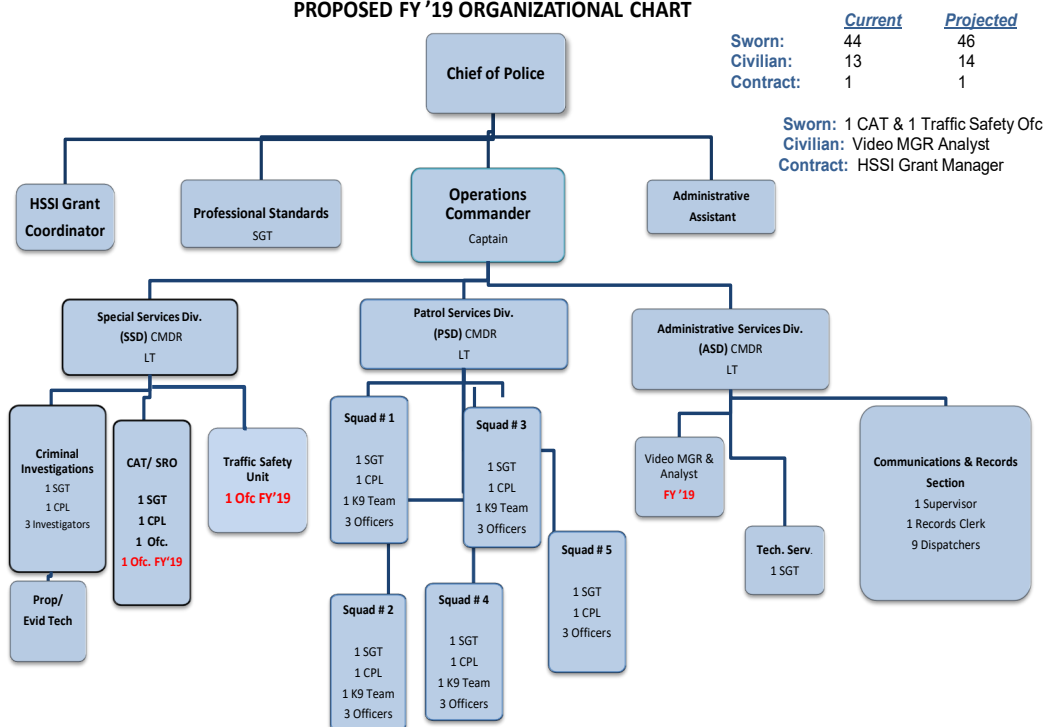
**Budget Includes**

- Funding for all department programs, activities and personnel.



**POLICE SUMMARY (Continued)****Organizational Chart**

Proposed FY 2019- 44 Sworn 15 Civilian

**HYATTSVILLE POLICE DEPARTMENT****PROPOSED FY '19 ORGANIZATIONAL CHART**

Police Command - #200Division Description

The Command/Administration component of the department is responsible for the executive management of the department. Among Command/Administration primary responsibilities are: command and control of all operational units of the department; establishing the department's organizational structure; formulating the department's goals, outputs, and outcomes, policies, rules, regulations and procedures and assuring adherence to them; keeping the Mayor and Council, City Administrator and residents apprised about the department's activities; representing the City's interest on the local, state, and national levels and in organizations and associations of police officials; and other general administrative tasks. This division is also responsible for professional standards which includes insuring that the department maintains its accreditation from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

Personnel Data - FTEs

	<u>FY18 Budget</u>	<u>FY19 Budget</u>
Police Chief	1.0	1.0
Captain	1.0	1.0
Lieutenant	3.0	3.0
Sergeant	1.0	1.0
Admin. Coordinator (Civilian)	1.0	1.0
<b>Total</b>	<b><u>7.0</u></b>	<b><u>7.0</u></b>

Functions

- Personnel matters.
- Management of vehicles and other equipment.
- Hiring and background investigations.
- Payroll and invoice processing.
- Legal concerns.
- Accreditation.
- Policies and Procedures.
- Staffing and Organization.
- Goals and Objectives.
- HSSI Grant Administration
- President's Task Force on 21st Century Policing
- Liaison to the Police and Public Safety Advisory Committee

Police Command(continued)Budget Summary - Fund #200

Description	FY-2016 Actual	FY-2017 Actual	FY-2018 Budget	FY-2018 Year-to-Date	FY-2019 Proposed
Salaries and Wages	473,548	499,228	597,316	329,263	693,879
Overtime	4,634	4,634	6,000	6,028	8,000
Fringe Benefits	274,869	258,969	377,925	199,354	356,876
Contracted Services	60,355	12,285	15,500	8,377	50,500
Insurance	30,923	36,396	35,400	38,793	39,700
Communications	7,301	9,987	6,700	5,777	7,500
Utilities/Fuel/Oil	7,463	9,341	8,500	6,483	8,500
Supplies and Materials	7,196	12,213	11,150	11,868	15,250
Travel and Training	10,637	15,364	25,100	11,802	22,650
Other	1,572	1,960	7,400	176	7,150
Capital Outlay	1093	3,645	6,000	445	20,000
<b>Total Expenditures</b>	<b>879,590</b>	<b>864,021</b>	<b>1,096,991</b>	<b>618,364</b>	<b>1,230,005</b>

Budget Includes

- Captain position funded in Speed Camera Program.

Ongoing and new activities for FY-2019

- On-going support of operations.
- HSSI Grant funds two civilian positions in Police Special Revenue Fund.



Criminal Investigations - #201Division Description

The Criminal Investigations division is responsible for providing investigative services and is staffed or on-call 24 hours per day, 7 days per week. Investigators also participate in investigative task force activities involving multiple jurisdictions. The evidence technician is responsible for crime scene processing and property storage and disposal.

Personnel Data - FTEs

	<u>FY18</u> <u>Budget</u>	<u>FY19</u> <u>Budget</u>
Sergeant	1.0	1.0
Corporal	2.0	2.0
Private 1st Class/Private	2.0	2.0
Evidence Technician (Civilian)	<u>1.0</u>	<u>1.0</u>
<b>Total</b>	<b><u>6.0</u></b>	<b><u>6.0</u></b>

Functions

- Conducting follow-up investigations of reported crimes.
- Securing, collecting, analyzing, storing, disposing of evidence and recovered property.
- Interviewing and/ or interrogating victims and suspects.
- Obtaining and executing search warrants.

Criminal Investigations(continued)Budget Summary - Fund #201

Description	FY-2016 Actual	FY-2017 Actual	FY-2018 Budget	FY-2018 Year-to-Date	FY-2019 Proposed
Salaries and Wages	289,092	287,335	345,729	179,619	369,142
Overtime	50,907	60,306	50,000	48,649	65,000
Fringe Benefits	217,615	193,569	214,093	119,711	218,123
Contracted Services	10,677	11,235	11,150	7,491	13,150
Insurance	3,163	5,028	5,500	3,288	5,500
Communications	5,165	5,673	6,300	3,610	6,300
Utilities/Fuel/Oil	10,508	12,216	12,000	7,531	12,000
Supplies and Materials	10,930	11,096	12,000	8,271	12,500
Travel and Training	872	6346	4,550	1,414	5,200
Other	110	511	3000	450	3,000
Capital Outlay	1560	1,769	7,250	604	8,250
<b>Total Expenditures</b>	<b>600,599</b>	<b>595,084</b>	<b>671,572</b>	<b>380,638</b>	<b>718,165</b>

Budget Includes

- Includes funding for fully staffed unit.

Ongoing and new activities for FY-2019

- On-going support of operations.

Patrol - Community Action Team - #202Department Description

The Patrol division is responsible for routine and directed patrol of the City and responding to calls for service and is the largest department component. The division operates under the command of a Lieutenant and is comprised of five patrol squads and one Community Action Team.

The Patrol component's primary function is to provide appropriate levels of visible patrol (vehicle, bicycle, and foot) coverage 24 hours per day, 7 days per week. Patrol staff prepares and presents testimony and evidence at trials, provides supplemental patrol coverage for special events, emergencies and/or disasters, and trains new officers. Patrol also includes Traffic and Pedestrian Safety, K-9 officers and the Community Action Team (CAT). CAT is responsible for school resource officers and community outreach.

Personnel Data - FTEs

	<u>FY18 Budget</u>	<u>FY19 Budget</u>
Sergeant	6.0	6.0
Corporal	7.0	8.0
Private 1st Class/Private	<u>19.0</u>	<u>20.0</u>
<b>Total</b>	<b><u>32.0</u></b>	<b><u>34.0</u></b>

Functions

- Performing preventive patrols.
- Responding to calls for service.
- Handling motor vehicle accidents and traffic related matters.
- K-9 unit.
- Emergency Response Team
- Traffic enforcement.
- School Resource Officers.
- Community Engagement.



**Patrol - Community Action Team****(continued)****Budget Summary - Fund #202**

Description	FY-2016 Actual	FY-2017 Actual	FY-2018 Budget	FY-2018 Year-to-Date	FY-2019 Proposed
Salaries and Wages	1,764,659	1,834,594	2,056,050	1,324,523	2,277,645
Overtime	269,717	258,671	235,700	173,216	266,000
Fringe Benefits	1,300,582	1,182,195	1,373,511	894,286	1,418,210
Contracted Services	140,110	153,256	192,500	86,442	174,000
Insurance	36,692	33,502	42,650	44,947	45,000
Communications	25,240	22,412	3,500	16,109	21,500
Utilities/Fuel/Oil	86,667	83,935	90,000	52,847	85,000
Supplies and Materials	92,993	66,203	92,800	56,708	90,300
Travel and Training	16,472	16,464	32,900	20,057	27,900
Other	1,808	0	1,100	0	500
Capital Outlay	18,295	21,860	36,000	10,277	49,000
<b>Total Expenditures</b>	<b><u>3,753,235</u></b>	<b><u>3,673,092</u></b>	<b><u>4,156,711</u></b>	<b><u>2,679,412</u></b>	<b><u>4,455,055</u></b>

**Budget Includes**

- Includes funding for fully staffed unit.

**Ongoing and new activities for FY-2019**

- On-going support of operations.
- Traffic and Pedestrian Safety Unit.
- Additional CAT Officer.

Records and Communications - #204Division Description

Records and Communications is responsible for handling all calls for service, both emergency and non-emergency, calls for service and for documenting the Department operational activities. The division is staffed 24 hours per day. Technology services and video management are responsible for operation and maintenance of radios, computer aided dispatch and records, telephones, CCTV Systems and Body-worn Camera In-car Video Systems.

Personnel Data - FTEs

	<u>FY18</u>	<u>FY19</u>
	<u>Budget</u>	<u>Budget</u>
Supervisor	1	1
Public Safety Aide III	3	2
Public Safety Aide II	2	4
Public Safety Aide I	3	3
Records Clerk	1	1
Tech Services Mgr. (Sworn)	1	1
Digital Video Manager/Crime Analyst - Civilian	1	1
<b>Total</b>	<b>12</b>	<b>13</b>

Functions

- Receive and dispatch all calls for police services.
- Ensuring proper use and functioning of the computer aided Dispatch Records Management System/data entry.
- Producing weekly, monthly, quarterly and annual crime reports.
- Answering walk-in requests for information and services.
- Oversight of automated traffic enforcement.
- Technology oversight.
- Civilian Fingerprinting.
- Digital Video Management.
- Crime Analysis.

Records and Communications(continued)Budget Summary - Fund #204

Description	FY-2016 Actual	FY-2017 Actual	FY-2018 Budget	FY-2018 Year-to-Date	FY-2019 Proposed
Salaries and Wages	580,856	578,454	648,716	382,578	681,105
Overtime	24,780	45,831	35,000	54,295	75,000
Fringe Benefits	227,619	231,250	274,171	156,689	274,900
Contracted Services	98,762	74,814	114,000	59,728	111,000
Insurance	0	0	0	0	0
Communications	1,143	1,335	250	760	500
Utilities/Fuel/Oil	2,483	2,472	3,000	1,225	3,000
Supplies and Materials	1,906	3,071	3,000	2,570	5,000
Travel and Training	488	331	3,300	331	3,550
Other	0	0	0	0	0
Capital Outlay	2,306	10,403	36,000	4,680	31,000
Total Expenditures	940,343	947,961	1,117,437	662,856	1,185,055

Budget Includes

- One additional FTE to provide dispatch services to the Mount Rainier Police Department.

Ongoing and new activities for FY-2019

- On-going support of operations.
- Civilian Fingerprinting.
- New Civilian Position of Digital Video Manager and Crime Analyst.



Redlight Camera ProgramDepartment Description - #260

The redlight camera enforcement program is designed to enhance vehicular and pedestrian safety at select intersections throughout the City. The program consists of pole mounted cameras that are connected to sensors which have the ability to determine when a vehicle runs a redlight. When this occurs, the camera takes a series of photographs of the violator's vehicle, including the vehicle's license plate number, and records a variety of information about the incident (dates, time, speed of vehicle, etc.) These photos are analyzed and if the analysis indicates that a violation did occur, then a violation notice is issued to the owner of the vehicle.

The City is a member of a Regional Redlight Enforcement Consortium which oversees and administers the redlight camera programs for counties and municipalities throughout Maryland. The consortium supplies, installs and maintains the cameras; processes the photos; and with oversight and guidance from the City ultimately issues citations.

Budget Summary

Description	<u>FY-2016 Actual</u>	<u>FY-2017 Actual</u>	<u>FY-2018 Budget</u>	<u>FY-2018 Year-to-Date</u>	<u>FY-2019 Proposed</u>
Redlight Revenues					
Total Revenues	286,791	225,262	273,288	173,973	275,500
Bank Fees	0	0	0	0	0
Contracted Services	<u>141,254</u>	<u>148,618</u>	<u>147,750</u>	<u>90,255</u>	<u>158,812</u>
Total Expenditures	<u>141,254</u>	<u>148,618</u>	<u>147,750</u>	<u>90,255</u>	<u>158,812</u>



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Nicola Konigkramer

Submitting Department: Legislative

Item Type: Appointment

Agenda Section: Consent Items (9:30 p.m. - 9:35 p.m.)

### SUBJECT

Appointment to Code Compliance Advisory Committee

**HCC-257-FY18**

### Recommendation:

I move that the Mayor and Council appoint Patricia Moore (Ward 1) to the Code Compliance Advisory Committee for a term of 2 years, ending on April 2, 2020.

### Sponsor(s):

Lawrence

### Co-Sponsor(s):

N/A

### ATTACHMENTS

[Committee Application_Moore.pdf](#)

### Summary Background:

See attached application.

### Next Steps:

Upon appointment, the staff liaison will reach out to the appointee to inform them of their reappointment. Please note all meetings of the committee are open to the public.

### Fiscal Impact:

N/A

### City Administrator Comments:

Recommend approval

### Community Engagement:

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

### Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

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

### Legal Review Required?

N/A

**Board, Committee and Commission Application**

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**Profile**

Patricia

First Name

Moore

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

*

☒ Ward 1

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

---

Code Compliance Advisory Committee: Submitted

Bart Lawrence

Referred By:

**Biographical Statement**

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I was in the residential construction industry for 10 years. I work in the property management field today. I am interested in keeping Hyattsville a wonderful place to live for everyone.





## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Appointment

Agenda Section: Consent Items (9:30 p.m. - 9:35 p.m.)

### SUBJECT

Appointments to the Health, Wellness, and Recreation Advisory Committee

**HCC-258-FY18**

### Recommendation:

I move that the Mayor and Council appoint Qing Francis (Ward 2) and Willene Hare (Ward 3) to the Health, Wellness, and Recreation Advisory Committee for a term of 2 years to expire on April 2, 2020.

### Sponsor(s):

Suiter

### Co-Sponsor(s):

Warner

### ATTACHMENTS

[Committee Application_Francis.pdf](#)

[Committee Application_Hare.pdf](#)

### Summary Background:

Please see attached application.

### Next Steps:

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

### Fiscal Impact:

N/A

### City Administrator Comments:

Recommend approval

### Community Engagement:

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

### Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

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

### Legal Review Required?

N/A

## Board, Committee and Commission Application

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### Profile

Qing

First Name

Francis

Last Name

Email Address

Street Address

Suite or Apt

State

City

Postal Code

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

*

☒ Ward 2

Primary Phone

Alternate Phone

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### Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: Submitted

City Website

Referred By:

## Biographical Statement

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It would be a great honor for me if I were selected to be on the Health, Wellness, and Recreation Advisory Committee. I am a career Foreign Service Officer and Certified Public Accountant with two children, one is college and one is high school, and two grown up step-children. I currently work for the Federal Retirement Thrift Investment Board as its Deputy Chief Risk Officer. My family has lived in the City of Hyattsville since 1999 and I moved back in 2015. While I am fairly new to the City, I am definitely not new to serving communities where I have lived and my family has thrived. In last fifteen years, I have served on numerous boards and committees in both Expats and Embassy communities overseas and nonprofit organizations here at home. I sincerely hope that I would have the opportunity to contribute my skills and passion for a healthier and happier Hyattsville!

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## Board, Committee and Commission Application

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### Profile

Willene

First Name

Hare

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

*

☒ Ward 3

Primary Phone

Alternate Phone

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### Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: Submitted

Referred By:

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## Biographical Statement

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My name is Willene Hare (she/her), I have lived in Hyattsville since 2011. I am a straight black married mother of a newborn boy. I was born in Monrovia, Liberia and I have lived in the United States for 30 years. I enjoy going to local restaurants and shops, participating in local Hyattsville events like the arts festival and zombie run, and dancing samba at the new Brazilian cultural center. I enjoy living in Hyattsville for the diversity of the community and the city's amenities. Hyattsville offers so much to the people who live in Hyattsville while still being affordable. I am proud to live here. I have worked in public health organizations for the past 10 years and am currently working at the National Collaborative for Health Equity as a program coordinator on a program called the Culture of Health Leaders program. This work has inspired me to apply to be a member of the Health, Wellness, and Recreation Advisory Committee. I have tried to focus my professional work on big systems and national initiatives that impact some of the pervasive and systemic health disparities that impact communities around the country. I would like to make a direct impact in my own community by helping to strengthen the opportunities that people who live in and visit Hyattsville have to live their healthiest lives. Thank you for your consideration.

---



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Purchase

Agenda Section: Consent Items (9:30 p.m. - 9:35 p.m.)

### SUBJECT

Parking Pay Shelter: Award of Contract

### HCC-262-FY18

#### Recommendation:

I move that the Mayor and Council accept the proposal submitted by Par-Kut International Inc, 40961 Production Drive, Harrison Township, Michigan for the furnishing of eleven (11) parking pay stations shelters and authorize the City Administrator to execute a contract for services in an amount not to exceed \$53,000, upon the review and approval of the City Attorney for legal sufficiency.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[Memo - Parking Pay Shelter RFP.docx](#)

[16-035h-683x1024.jpg](#)

#### Summary Background:

See attached memo.

The eleven (11) units will be fabricated to various lengths, as specified by the City. The equipment will be delivered pre-assembled.

Par-Kut International, Inc. is a 50-year old family owned company based out of Michigan and has provided a variety of similar equipment to communities including Chicago, Calgary, Florida, all of which experience significantly more severe weather than we experience in Maryland.

#### Next Steps:

No additional City Council action is required.

#### Fiscal Impact:

The acquisition of parking pay station shelters is fully funded in the FY-2018 Capital Improvement Plan (CIP).

#### City Administrator Comments:

Recommend Approval

#### Community Engagement:

This item was discussed by the City Council on Monday, March 19th.



**Strategic Goals:**

Goal 4 – Foster Excellence in all City Operations

**Legal Review Required?**

Complete



# Memo

To: Mayor and Council  
From: Jim Chandler, Director, Community and Economic Development  
CC: Tracey Nicholson, City Administrator  
Ron Brooks, City Treasurer  
Chris Giunta, Manager, Code & Parking Compliance  
Date: March 12, 2018  
Re: Parking Pay Shelter Shelters – Award of Contract

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This memorandum is to provide the Mayor and Council with a summary and recommendation of the acceptance of a proposal and award of contract for the fabrication of parking pay shelters.

- The City issued two rounds of solicitations for services
- Staff is recommending the City accept of the proposal submitted by Par-Kut International, Inc. at a cost not to exceed \$53,000.00

## RFP Summary

On October 30, 2017, the City of Hyattsville issued RFP# CED11022017, a request for the fabrication, delivery and installation of eleven (11) parking pay station shelters to be located at City owned and operated parking lots throughout the City of Hyattsville. The City received one written proposal from Par-Kut International, Inc., however several other firms stating that the installation services prevented the firm(s) from submitting a response. It should be noted that this specific piece of equipment is manufactured by a limited number of firms world-wide and proximity, due to shipping costs, and the limited quantity sought by the City are significant factors in the limited interest to this solicitation.

On January 13, the City posted an amendment to the solicitation, eliminating installation of the units from the scope of services. On February 28, 2018, responses were due to the City, however no additional responses were received. The Director consulted the City Treasure was advised that the Department had met all of the requirements of the City's Procurement Policy and could either accept the proposal, provided it met the scope of service requirements, or solicit firms directly for additional proposals.

Staff has reviewed the proposal submitted by Par-Kut International, Inc. and is satisfied with the firm's proffered materials and cost proposal. Staff has requested a proposal from NZI Construction to perform the installation of parking pay station shelters.

#### Pre-Bid Conference

On December 6, 2018, the City hosted a pre-bid conference for firms interested in submitting a response to the RFP solicitation with the opportunity to ask questions of the City with respect to the requested scope of services and a tour of the City's existing parking environment. Questions that could not be answered during the pre-bid conference were provided to the firms in attendance seven (7) days after the pre-bid conference.

#### RFP Review Panel

The following City staff members participated in the proposal review and interview process:

Jim Chandler, Assistant City Administrator and Director of Com & Economic Development  
 Chris Giunta, Manager, Code & Parking Compliance  
 Julius Wiggins, Supervisor, Contracts, Grants & Procurement  
 Juan Granados, Parking Aide II  
 Noah Pomeranz, Parking Aide I

#### RFP Responses

On December 21, 2017 the City opened the single (1) submitted proposal and the document was reviewed for basic requirements including the completion of all required submittal documents.

Firm	Address	Minimum Requirements Met	Total
Par-Kut International, Inc.	40961 Production Drive, Harrison Township, Michigan	Yes	\$52,740.75

### Technical Proposal Analysis & Evaluation

The proposal was distributed to each of the members of the RFP Review Panel along with the analysis score sheet. The proposals were evaluated independently by each of the members of the Panel based on the established criteria including:

- Firm's and personnel qualifications and experience;
- Statement from the firm, verifying that all materials and services detailed in the solicitation and further detailed in the firm's proposal will be delivered to the City by September 2018;
- Parking equipment performance, durability and network reliability;
- Details responding to each of the category of services articulated in the Scope of Services;
- Sealed Dollar Bid Proposal.

The parking pay shelters will include a clear ¼ inch tempered safety glass panels and roof to allow for sunlight to power the solar energized parking pay stations and a galvanized steel frame base. The units will be fabricated to various lengths, as specified by the City. The equipment will be delivered pre-assembled.

The firm will provide the City with approval drawings in 10 days after issuance of a purchase order. Once the drawings, purchase order and color selections are made by the City, the fabricated and delivered to the City within 12-14 working weeks.

### Contract Award Recommendation

Par-Kut International, Inc. is a 50-year old family owned company based out of Michigan and has provided a variety of similar equipment to communities including Chicago, Calgary, Florida, all of which experience significantly more server weather than we experience in Maryland. We are confident that the parking pay station shelters fabricated by Par-Kut International, Inc. will meet the City's needs, reduce the equipment's exposure to the elements and provide our customers with a significantly more enhanced parking experience.







## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018  
Submitted by: Anthony DeSantis  
Submitting Department: Community Services  
Item Type: Proclamation  
Agenda Section: Consent Items (9:30 p.m. - 9:35 p.m.)

### SUBJECT

Proclamation of National Volunteer Week

### HCC-269-FY18

#### Recommendation:

I move that the Mayor and Council proclaim April 15 - 21, 2018 as National Volunteer Week in the City of Hyattsville.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[National Volunteer Week 2018.docx](#)

#### Summary Background:

April 15 - 21, 2018 is National Volunteer Week.

#### Next Steps:

Proclaim April 15 - 21, 2018, as National Volunteer Week.

#### Fiscal Impact:

N/A

#### City Administrator Comments:

Recommend Approval

#### Community Engagement:

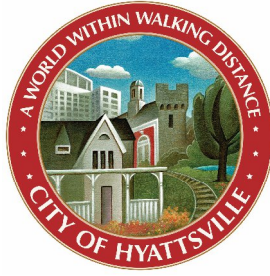
Public events have been planned and promoted for National Volunteer Week.

#### Strategic Goals:

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

#### Legal Review Required?

N/A



**PROCLAMATION DECLARING APRIL 15 – 21, 2018  
AS NATIONAL VOLUNTEER WEEK**

This proclamation declares April 15 – 21, 2018, as National Volunteer Week in the City of Hyattsville, in honor of all those who support and grow our community through their leadership and service.

**WHEREAS**, countless residents of the City of Hyattsville serve their neighbors and their community every day; and

**WHEREAS**, these acts of service, big and small alike, are part of what make our community joyful, special, and successful; and

**WHEREAS**, National Volunteer Week is a time to recognize those who volunteer as well as encourage others to serve;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the City of Hyattsville recognize April 15 – 21, 2018, as National Volunteer Week, encouraging all residents to support their neighbors and fellow community members, in an embrace of the spirit of service.

_____  
Candace B. Hollingsworth  
Mayor  
City of Hyattsville

April 2, 2018



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Anthony DeSantis

Submitting Department: Community Services

Item Type: Proclamation

Agenda Section: Consent Items (9:30 p.m. - 9:35 p.m.)

### **SUBJECT**

Proclamation of Arbor Day

### **HCC-270-FY18**

#### **Recommendation:**

I move that the Mayor and Council proclaim April 27 to be Arbor Day in the City of Hyattsville.

#### **Sponsor(s):**

At the Request of the City Administrator

#### **Co-Sponsor(s):**

N/A

#### **ATTACHMENTS**

[Arbor_Day_2018.docx](#)

#### **Summary Background:**

April 27 is Arbor Day.

#### **Next Steps:**

Proclaim April 27 as Arbor Day in the City of Hyattsville.

#### **Fiscal Impact:**

N/A

#### **City Administrator Comments:**

Recommend Approval

#### **Community Engagement:**

Public events have been planned and promoted for Arbor Day.

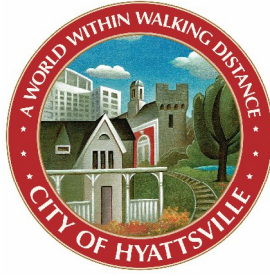
#### **Strategic Goals:**

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

#### **Legal Review Required?**

N/A





## PROCLAMATION IN RECOGNITION OF ARBOR DAY 2018

This proclamation declares April 27 to be Arbor Day in the City of Hyattsville, recognizing and celebrating the important role that trees play in keeping our City beautiful and environmentally sustainable.

WHEREAS, Arbor Day is dedicated to the planting of trees in our community, to support our environment and strengthen our community's quality of life; and

WHEREAS, the City of Hyattsville has been recognized as a Tree City USA by the Arbor Day Foundation for more than two decades; and

WHEREAS, the City takes pride in being environmentally sustainable, in numerous practices and processes, and in encouraging residents to do the same; and

WHEREAS, this year the City will host a celebration of Arbor Day on Saturday, April 28, starting at 10 a.m. in the Emerson Park Food Forest, at 4515 Emerson Street, inviting all to help prepare this community resource for a bountiful harvest of blackberries, blueberries, raspberries, strawberries, and more;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council proclaim Friday, April 27, to be Arbor Day in the City of Hyattsville, celebrating the trees that make our City both beautiful and sustainable.

---

Candace B. Hollingsworth  
Mayor

April 2, 2018



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018  
Submitted by: Laura Reams  
Submitting Department: City Clerk  
Item Type: Legislative  
Agenda Section: Consent Items (9:30 p.m. - 9:35 p.m.)

### SUBJECT

Schedule Special Council Meeting for April 18, 2018

### HCC-278-FY18

#### Recommendation:

I move that the Mayor and Council schedule a Special Council Meeting to be held on Wednesday, April 18 at 8:00 p.m. to discuss the FY-2019 Budget.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[Calendar of Budget Presentations_FY19_REVISED.docx](#)

#### Summary Background:

The intent of the meeting is to provide Council with an opportunity to ask staff questions on the proposed FY-2019 Budget.

An updated FY-2019 budget calendar is attached.

#### Next Steps:

Council budget amendments are due on Thursday, April 26th at 5 PM. Budget amendments should be submitted via PEAK.

#### Fiscal Impact:

N/A

#### City Administrator Comments:

Recommend Support

#### Community Engagement:

Public notice of the meeting will be posted on the City's website and to notify me subscribers.

#### Strategic Goals:

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

#### Legal Review Required?

N/A

## Calendar of Budget Presentations

### Council Budget Work Session

Wednesday, March 28, 2018, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Introduction & Overview of the Draft Budget for Fiscal Year 2019
- FY-19 Budget Review: Legislative & Administrative
- FY-19 Budget Review: Community & Economic Development
- FY-19 Budget Review: Department of Public Works
- FY-19 Budget Review: Capital Improvement Plan (CIP)

### Council Meeting

Monday, April 2, 2018, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- FY-19 Budget Review: Police Department

### Public Hearing on the Real Property Tax Rate for Fiscal Year 2019

Monday, April 16, 2017, 7:30 PM - 8:00 PM @ 3rd Floor Council Chambers

### Council Meeting

Monday, April 16, 2018, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- FY-19 Budget Review: Community Services

### Special Council Meeting

Wednesday, April 18, 2018, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Follow up Discussion: All Departments
- FY-19 Budget Review: Five Year Forecast

Deadline for Submission of Council Budget Amendments: Thursday, April 26, 5 PM.

### Council Meeting

Monday, May 7, 2018, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Discussion/Vote on Submitted Council Budget Amendments

### Council Meeting

Monday, May 21, 2017, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

- Introduction & First Reading: FY-2019 Budget Ordinance

### Council Meeting

Wednesday, June 4, 2018, 8:00 PM - 9:00 PM @ 3rd Floor Council Chambers

- Second Reading & Adoption: FY-2019 Budget Ordinance



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Grant

Agenda Section: Consent Items (9:30 p.m. - 9:35 p.m.)

### SUBJECT

Mobile Communications and Command Vehicle

### HCC-281-FY18

#### Recommendation:

I move that the Mayor and Council accept into the Police Department vehicle fleet one 1993 International LDV Bus VIN# 1HTMGPHL4PH478862 Mobile Communications and Command Vehicle donated at no cost to the City of Hyattsville by the Prince George's County Government.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

### ATTACHMENTS

[Mobile Communications and Command Vehicle - Image.pdf](#)

#### Summary Background:

In January of 2017, Sgt. Hartnett learned that the Prince George's County Office of Public Safety Communications purchased a new state-of-the art Mobile Command Center vehicle, and had plans to retire their previous unit called "PSC-1." PSC-1 is a 1993 International/LDV Custom-built Mobile Communications Unit, configured specifically to allow for police dispatching in the field, as well as acting as a temporary command post at large events and critical incidents. The Hyattsville Police Department has used of the County's Mobile Command Center in the past to support training and exercises.

Sgt. Hartnett, who has been assisting the Office of Public Safety Communications for the past several years with their Computer-Aided Dispatch and Records Management System project, inquired as to what the county had planned to do with the retired vehicle, as it had very low mileage (21,000) and he felt it would be a valuable asset to the Hyattsville Police Department if the cost was not formidable.

Although the county's original plan was to sell the vehicle, after some discussion with the Assistant Director of Prince George's County Public Safety Communications, it was decided that in appreciation of Sgt. Hartnett's contributions to the CAD/RMS project, that they would transfer ownership of the vehicle to the Hyattsville Police Department at no cost.

The acquisition of a Mobile Communications and Command vehicle for the Hyattsville City Police Department is an extremely valuable, and much needed addition to the HCPD vehicle fleet. Not only will this specialized vehicle provide a "base of operation" at large scale police and public events, but will serve as a backup communications center to the Hyattsville Police Department and surrounding municipalities in the event that the main police dispatch facility is suddenly unusable due to a man-made or natural disasters.



The vehicle will be re-covered with colors and logos consistent with the City of Hyattsville Police Department before it is placed into service.

**Next Steps:**

Re-cover the exterior of the vehicle, obtain proper insurance coverage and Maryland registration.

**Fiscal Impact:**

Minimal fiscal impact to be covered with existing vehicle maintenance funding.

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 3 – Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A







Attached is the DOT Safety Inspection Report.  
Below is an MVA Tag Listing:

1993 International LDV Bus  
VIN: 1HTMGPHL4PH478862

### MOTOR VEHICLE ADMINISTRATION

#### Search Summary

Transaction Id: 00000ASMRY  
Report Time: 3/29/2018 5:17:53 PM EDT  
Control Id:  
Tag Number: LG80028

#### Vehicle Information

Tag Number:	LG80028	Sticker Number:		Expiration:	PERM
Class:	EPO	Title Number:	28901150	VIN:	1HTMGPHL4PH478862
Year:	93	Make:	INTE	Body:	TK
Gross Combined Weight:	26000	Gross Vehicle Weight:	00N/A	Exceptions:	N/A
Registration Fee:	\$GGR	Inspection Date:	120400	MVA Use Only:	
Stolen Vehicle:	NO	Administrative Action:		Sub Tags Issued:	NO
Flag:	NO	Soundex Flag:	NO		

#### Previous Information

Prev Class: EMG      Prev Tag: S0107R      Refund: N      Odometer: 020995

**TRUCK OR TRUCK TRACTOR  
PREVENTIVE MAINTENANCE REPORT**  
(MD TR 23-301 — 23-305; COMAR 22.88; FMICSSR 396.17)

Owner's Name PGFD Address 4303A Forestville Rd. Forestville MD, 20747  
Telephone 301-817-3761 Fax 301-817-3760  
Make International Model Bus Year 1993  
Company Name SAME AS ABAE Tag Number LG80028  
Manufacturer's Vehicle ID Number (VIN) 1HTMGPHL4PH478862  
Title Number _____

COMAR 11.22.02	Passed	Failed	Date Repaired*
02 Alignment	✓		
03 Suspension	✓		
04 Steering	✓		
05 Brake Systems — Hydraulic / Vacuum	✓		
06 Brake Systems — Air	✓		
07 Tires	✓		
08 Wheels, Rims, Lock Rings, Studs and Nuts	✓		
09 Accelerator Pedal and Air Throttle	✓		
10 Fuel Storage and Delivery System	✓		
11 Exhaust System	✓		
12 Universal Joints and U-Clamps	✓		
13 Vehicle Frame, Body and Sheet Metal	✓		
14 Lighting	✓		
15 Electrical System	✓		
16 Emergency Equipment	✓		
17 Seats and Seat Belts	✓		
18 Sun Visor	✓		
19 Mirrors	✓		
20 Glazing	✓		
21 Windshield Wipers and Washers	✓		
22 Defroster	✓		
23 Auto Trans Gear Selector / Neutral Safety Switch	✓		
24 Speedometer and Odometer	✓		
25 Brake and Clutch Pedal	✓		
26 Horn	✓		
27 Hitches and Coupling Devices	✓		
28 Tanks and Pressure Vessels	✓		

Inspected: (a) Date March 23, 2018

(b) Vehicle Mileage 341074

Inspected by (Print) John Poloski Jr.

Repaired by (Print) _____

Certified by (Print) John Poloski Jr.

Signature [Signature]

(Owner or Authorized Representative)

* Provide description of repairs and parts used on reverse side of this form.





## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Ordinance

Agenda Section: Action Items (9:35 p.m. - 9:45 p.m.)

### SUBJECT

Hyattsville Ordinance 2018-01: City of Hyattsville City Police Department Police Logo (5 minutes)

### HCC-240-FY18

#### Recommendation:

I move that the Mayor and Council introduce Hyattsville Ordinance 2018-01, a ordinance whereby the City Council of the City of Hyattsville amends Chapter 4 to adopt an additional logo for the use of the City of Hyattsville Police Department (FIRST READING).

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[Ordinance_2018-01_Police_Logo_FINAL.docx](#)

#### Summary Background:

The new police logo was designed to prominently reaffirm the Hyattsville Police Department's commitment to the community; to serve with integrity and respect, and be consistent with its mission and core value statements. The logo also serves as a symbol of identity and pride for the men and women of the City of Hyattsville Police Department. Lastly, its shape complements the shape of the City of Hyattsville's logo. The Police Department began using this logo in May 2017. In accordance with Chapter 4, City Code, the Office of the City Clerk will serve as the custodian of the Seal/logo of the City.

The Council discussed this item on March 19, 2018.

#### Next Steps:

First Reading: April 2, 2018

Second Reading/Adoption: April 16, 2018

Effective Date: May 6, 2018

#### Fiscal Impact:

None

#### City Administrator Comments:

Recommend support and approval. This logo was created by officers in the department and reaffirms their commitment to the community.

#### Community Engagement:

The adopted ordinance will be posted on the City's website. Legal notice of the ordinance will be published in the Prince George's Sentinel.

**Strategic Goals:**

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

**Legal Review Required?**

Complete

**CITY OF HYATTSVILLE  
ORDINANCE 2018-01**

**An Ordinance whereby the City Council of the City of  
Hyattsville amends Chapter 4 to adopts an additional logo for  
the use of the City of Hyattsville Police Department.**

**WHEREAS**, the Local Government Article § 5-202(1), (2) & (5) of the Maryland Code grants to municipalities the power to adopt ordinances to assure the good government of the municipality, preserve the municipality's rights, property and privileges, and to protect the health, comfort, and convenience of the residents of the municipality; and

**WHEREAS**, § C3-1 of Article III of the City Charter grants to the City Council the power to pass all such ordinances, resolutions and laws not contrary to the Constitution and laws of the State of Maryland or this Charter as it may deem necessary for the good government of the City; and

**WHEREAS**, the Local Government Article § 5-207(a)(2) of the Maryland Code grants to municipalities the power to establish and maintain a police force; and

**WHEREAS**, the Local Government Article § 5-204(b) of the Maryland Code Local grants to municipalities the power to have a seal; and

**WHEREAS**, the City of Hyattsville has adopted and already uses a logo for the Police Department; and

**WHEREAS**, it is the sense of the Mayor and Council that addition of a second logo for use by the Officers of the City of Hyattsville Police Department will permit an improvement to and clarification of communication to the public at large of the mission of the City of Hyattsville Police Department, thereby promoting good government of the City.







1  
2       **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the  
3 application thereof to any person or circumstance is held invalid for any reason, such invalidity  
4 shall not affect the other provisions or any other applications of the Ordinance which can be given  
5 effect without the invalid provision or applications, and to this end, all the provisions of this  
6 Ordinance are hereby declared to be severable;

7       **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect twenty (20)  
8 days from the date of its adoption;

9       **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall  
10 forthwith be published twice in a newspaper having general circulation in the City and otherwise  
11 be made available to the public.

12       **INTRODUCED** by the City Council of the City of Hyattsville, Maryland, at a regular  
13 public meeting on April 2, 2018.

1           **ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public  
2 meeting on April 16, 2018.

Adopted: _____

Attest:  
_____  
Laura Reams, City Clerk

_____  
Candace B. Hollingsworth, Mayor

3  
4    [] indicate deletions  
5    Underline indicates additions  
6    Asterisks * * * Indicate matter retained in existing law but omitted herein  
7    Effective Date: May 6, 2018  
8

DRAFT



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section: Action Items (9:35 p.m. - 9:45 p.m.)

### SUBJECT

Zoning Variance Request V-194-17: 3610 Longfellow Street, Hyattsville (5 minutes)

### HCC-276-FY18

#### Recommendation:

I move that the City Council authorize the Mayor to send correspondence to the Prince George's County Board of Zoning Appeals stating the City of Hyattsville's support for Variance Request V-194-17 for a waiver of the front yard depth, net lot coverage and rear line setback for the subject property 3610 Longfellow Street, Hyattsville.

#### Sponsor(s):

At the Request of the City Administrator

#### Co-Sponsor(s):

N/A

#### ATTACHMENTS

[V-194-17_Memo_to_Council.docx](#)

[V-194-17 From County.pdf](#)

[City of Hyattsville Zoning Variance Policy Statement and Variance Process 10 3 11.pdf](#)

#### Summary Background:

Please see attached memo.

#### Next Steps:

The City Council's position for the subject variance request will be provided to the Prince George's County Board of Zoning Appeals for its consideration prior to its April 11, 2018 hearing.

#### Fiscal Impact:

N/A

#### City Administrator Comments:

Recommend Approval

#### Community Engagement:

N/A

#### Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

#### Legal Review Required?

N/A





# Memo

To: Tracey Nicholson, City Administrator  
Jim Chandler, Assistant City Administrator and Director, Community & Economic Development

From: Katie Gerbes, Community Planner

CC: Chris Giunta, Manager, Code & Parking Compliance

Date: March 30, 2018

Re: Zoning Variance Request V-194-17: 3610 Longfellow Street, Hyattsville

Attachments: City of Hyattsville Zoning Variance Policy Statement and Variance Process

---

The purpose of this memorandum is to provide the Director of Community and Economic Development with a briefing on Zoning Variance Request V-194-17, located at 3610 Longfellow Street, Hyattsville, Maryland.

- The applicant is seeking variances of three violations of the Zoning Ordinance:
  - o Variance of 6.8 feet front yard depth;
  - o Variance of 4.3% net lot coverage;
  - o Variance of 7 feet rear lot line setback;
- As of March 30, 2018, the applicant has provided the City with the requested documentation to perform a review of the property and application;
- The features under review for this application, a front porch and back yard shed, are already in existence and do not appear to have a negative impact on the City as a whole or local neighbors;
- Per the City of Hyattsville Zoning Variance Policy, the City Administrator shall draft a letter detailing the City's support for the proposed request for a zoning variance for the Mayor's consideration and signature. The City letter supporting the proposed request for a zoning variance shall be placed on the Action Items agenda for approval by the City Council.

## Summary of Variance Conditions

The applicants, Ricardo and Dora Pacheco, have applied for a zoning variance with Prince George's County to validate existing conditions and obtain a building permit for a covered front porch. The applicant has constructed a 6-foot by 9-foot covered porch over the main entrance to their home without a building permit. They are also seeking a validation of existing conditions for a 63-square foot shed constructed at the rear of the property. They are seeking to retroactively have their front porch and shed approved.

The City received notice from Prince George's County of the variance application on February 13, 2018. The original hearing date was February 28, 2018. In order to review the application and have it presented to the City Council, Staff have requested that the record be held open.

According to the City's Zoning Variance Policy Statement, once a variance application has been received by the City (via Prince George's County), the applicant must provide the City with four things:

1. A current plat of the site with all existing conditions;
2. Photos of all existing site conditions;
3. Scale plans and elevations of existing conditions and proposed changes;
4. A narrative description of the proposed changes, specifics of the zoning variance requirements, and an explanation of how the zoning variance request responds to:
  - a. A unique situation that zoning did not anticipate;
  - b. A significant hardship on the property owner;
  - c. Benefits to the residents and improve the environment of the City

On March 30, 2018, the applicants have provided staff with the necessary documents necessary for review of the application. Although the submitted "scale plan and elevation" is hand drawn instead of coming from an architect or engineer, staff can make out the listed dimensions on the document. Staff have confirmed that the cited features do exist on the property.

For the porch, they are seeking a waiver from the front yard setback of 25 feet in depth. A variance of 6.8 feet is necessary. The porch is adjoining the original structure of the home, and the distance from the porch to the right-of-way surpassed 25 feet. There is a portion of the existing home that is only 18 feet from the right-of-way, which contributes to the structure being violating the setback regulations.

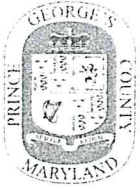
Regarding the backyard shed, the shed has been constructed on the site so that it violates the setback rear lot line setback on 10 feet. The edge of the shed is 3 feet from the rear lot line, resulting in a variance request of 7 feet.

The addition of the shed and covered porch violates the Zoning Ordinance requirement of no more than 30% net lot coverage. With these features constructed, the net lot coverage of the subject property is 34.3%. The applicant is seeking a waiver of 4.3% net lot coverage.

#### Recommendation

Variance requests of this nature are common within the City, as the majority of the homes were constructed before modern zoning regulations. As a result, many homes in the City do not comply and require variance request to build simple and small additions to the property. Staff do not believe the approval of these variance request negatively impacts the City or surrounding residents. As a result, Staff are recommending that the City Council supports variance application V-19417.

Per the City of Hyattsville Zoning Variance Policy, the City Administrator shall draft a letter detailing the City's support for the proposed request for a zoning variance for the Mayor's consideration and signature. The City letter supporting the proposed request for a zoning variance shall be placed on the Action Items agenda for approval by the City Council at the April 2, 2018 Council meeting. The Board of Zoning Appeals has agreed to hold open the record for an opinion from the City of Hyattsville until April 11, 2018.



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF ZONING APPEALS

BOARD OF ADMINISTRATIVE APPEALS

COUNTY ADMINISTRATION BUILDING, UPPER MARLBORO, MARYLAND 20772  
TELEPHONE (301) 952-3220

## NOTICE OF HEARING

Date: February 13, 2018

Petitioners: Ricardo and Dora Pacheco

Appeal No.: V-194-17

Hearing Date: WEDNESDAY, FEBRUARY 28, 2018, AT 6:00 P.M. EVENING

Place: Zoning Hearing Room #2190  
County Administration Building, Upper Marlboro, Md.

Appeal has been made to this Board for permission to validate existing conditions and obtain a building permit for a covered front porch on the premises known as Lot 11, Block 10, Clearwood Subdivision, being 3610 Longfellow Street, Hyattsville, Prince George's County, Maryland, contrary to the requirements of the Zoning Ordinance.

The specific violation resides in the fact that Zoning Ordinance Section 27-442(e)(Table IV) prescribes that each lot shall have a front yard at least 25 feet in depth. Section 27-442(c)(Table II) prescribes that not more than 30% of the net lot area shall be covered by buildings and off-street parking. Section 27-442(i)(Table VIII) prescribes that accessory buildings set back more than 30 feet but less than 60 feet from the side street line shall be 10 feet from the rear lot line. Variances of 6.8 feet front yard depth for the dwelling, 4.3% net lot coverage and 7 feet rear lot line setback for an accessory building are requested.

Public hearing on this Appeal is set for the time and place above stated. **Petitioner, or counsel representing Petitioner, should be present at the hearing. A Petitioner which is a corporation, limited liability company, or other business entity MUST be represented by counsel, licensed to practice in the State of Maryland, at any hearing before the Board. Any non-attorney representative present at the hearing on behalf of the Petitioner (or any other person or entity) shall not be permitted to advocate.**

Adjoining property owners, who are owners of premises either contiguous to or opposite the property involved, are notified of this hearing in order that they may express their views if they so desire. However, their presence is not required unless they have testimony to offer the Board.

If inclement weather exists on hearing date, please contact the office to ascertain if hearing is still scheduled.

BOARD OF ZONING APPEALS

By: Barbara J. Stone  
Barbara J. Stone  
Administrator

cc: Petitioners  
Adjoining Property Owners  
Park and Planning Commission  
City of Hyattsville

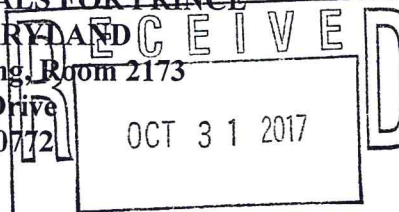


**(USE BLACK INK ONLY)**

**PLEASE READ ALL INSTRUCTIONS**  
**BEFORE FILLING OUT APPLICATION**

**TO:** BOARD OF ZONING APPEALS FOR PRINCE

GEORGE'S COUNTY, MARYLAND  
County Administration Building, Room 2173  
14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland 20772  
(301) 952-3220



\$30.00 Mo#3833049996 for Trans 101  
Filing Fee Paid: \$ 200  
CK/M.O. # 121  
By: Ricardo Pacheco  
3610 Longfellow St  
Hyattsville, MD 20782  
Sign Posting Fee Paid: \$ 60  
CK/M.O. # 122  
By: Ricardo Pacheco  
3610 Longfellow St  
Hyattsville, MD 20782  
APPEAL NO. ✓ 194-17  
(OFFICE USE ONLY)

**APPLICATION FOR A VARIANCE**  
**FROM STRICT APPLICATION OF THE ZONING ORDINANCE**

*(If variance is being applied for due to receipt of a Violation Notice, a copy of the notice is required.)*

Owner(s) of Property Ricardo Pacheco and Dora Pacheco  
(AS SHOWN ON DEED)

Address of Owner(s) 3610 Longfellow St

City Hyattsville State MD Zip Code 20782

Telephone Number (home) 301-233-9584 (cell) _____ (work) _____

E-mail address: benjaminpacheco2408@gmail.com

Attorney/engineer/contractor name, address and telephone number (applicant if different from above): (circle one)  
William Pacheco (same address) (202) 680-2956

For assistance in completing questions below, see corresponding paragraphs on *Instructions to Applicants*, which is designed to help you fill out this form. **SUBMITTED SITE PLANS/PLATS MUST BE DRAWN TO SCALE BY A CERTIFIED ENGINEER, SURVEYOR OR ARCHITECT (WITH OFFICIAL SEAL OR STATE OF MARYLAND REGISTRATION NUMBER SHOWN ON THE SITE PLAN/PLAT) AND MUST SHOW ALL STRUCTURES (TO INCLUDE ALL DIMENSIONS AND NUMBER OF STORIES) AS WELL AS OFF-STREET PARKING AND ANY PROPOSED CONSTRUCTION ON THE PROPERTY. THE PLAN MUST NOTE THE SCALE, THE LOT SIZE, THE LEGAL DESCRIPTION AND A NORTH ARROW.**

Location of Property involved: a) Street Address 3610 Longfellow St  
City Hyattsville

b) Lot(s) 4 Block 10 Parcel _____  
Subdivision Name Clearwood

c) Association Name(s) & Address(es) (Homeowners/Citizens/Civic and/or Community):  
N.A.

d) Municipality (Incorporated City/Town) Name Hyattsville

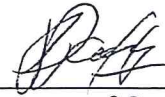
What will be/has been constructed on the property? (Variance(s) Required) _____  
1 requesting a permit for a new cover porch.  
6.33 x 9.25



Do you need the services of a foreign language interpreter at your hearing? (Additional \$30 fee required)

Yes _____ No X

Foreign Language: _____



Signature of Owner/Attorney

Ricardo Pacheco

Printed Name

**IMPORTANT:** Failure to provide complete and accurate information on this application may delay or jeopardize consideration of the request. Applications on which all required information is not furnished will be returned for completion before processing. Filing fees must be made payable to Prince George's County and sign posting fees must be made payable to M-NCPPC. Approval of a variance is not a guarantee that further review will not be necessary by other governmental authorities. For further information regarding Board of Zoning Appeals policies and procedures, see Sections 27-229 through 27-234 of the County Zoning Ordinance and/or the Board's website at <http://pgccouncil.us/>.

## FOR COUNTY USE ONLY

Property Zone: R-35 Overlay Zone: Gateway Art Dist Dist Overlay

Has the property in question ever been subject to previous Board, County Council or Zoning Hearing Examiner action? No If so, give Case No.(s)/Decision Date(s) NA

Is the property subject to any action by the Planning Board? _____

If so, what type of action? _____

Variance(s) requested: frontyard lot cov

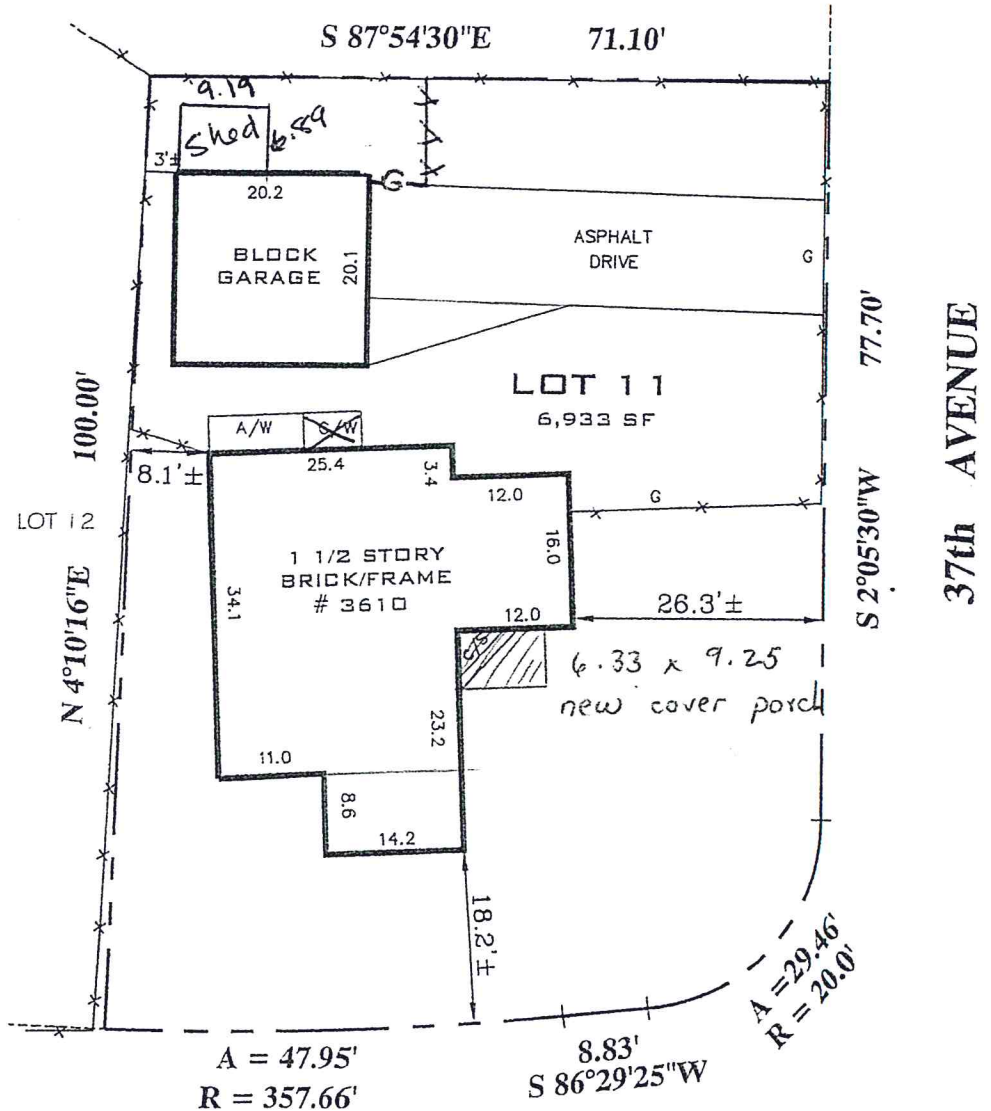
**FOR A LIST OF ALL NAMES AND MAILING ADDRESSES OF ADJOINING PROPERTY OWNERS AND OTHER PARTIES, PLEASE SEE THE PERSONS OF RECORD LIST**

## CONSUMER INFORMATION NOTES:

1. This plan is a benefit to a consumer insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing.
2. This plan is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements.
3. This plan does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or re-financing.
4. Building line and/or Flood Zone information is taken from available sources and is subject to interpretation of originator.

Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 1.0 Foot

Flood Zone "C" per H.U.D. Flood Panel No. 0025C Fences, if shown, have been located by approximate methods.



LOCATION DRAWING  
LOT 11, BLOCK 10  
CLEARWOOD

PRINCE GEORGE'S COUNTY, MARYLAND

## SURVEYOR'S CERTIFICATE

"THE INFORMATION SHOWN HEREON HAS BEEN BASED UPON THE RESULTS OF A FIELD INSPECTION PURSUANT TO THE DEED OR PLAT OF RECORD. EXISTING STRUCTURES SHOWN HAVE BEEN FIELD LOCATED BASED UPON MEASUREMENTS FROM PROPERTY MARKERS FOUND OR FROM EVIDENCE OF LINES OF APPARENT OCCUPATION."

Jeffrey A. Foster  
MARYLAND PROPERTY LINE SURVEYOR REG. NO. 587

## REFERENCES

PLAT BK. 9  
PLAT NO. 84

LIBER  
FOLIO



SNIDER & ASSOCIATES  
SURVEYORS - ENGINEERS  
LAND PLANNING CONSULTANTS  
2 Professional Drive, Suite 216  
Gaithersburg, Maryland 20879  
301/948-5100, Fax 301/948-1286

DATE OF LOCATIONS

WALL CHECK:

HSE. LOC.: 03-31-2005

SCALE: 1"=20'

DRAWN BY: F.A.

JOB NO.: 2005-2141

V-194-17  
RICARDO & DORA PACHECO  
3610 LONGFELLOW STREET  
HYATTSVILLE MD 20782

V-194-17  
WU JIANPING  
3607 LONGFELLOW STREET  
HYATTSVILLE MD 20782

V-194-17  
PATRICIA GREEN  
5701 37TH AVENUE  
HYATTSVILLE MD 20782

V-194-17  
MARIA OLGUIN  
3608 LONGFELLOW STREET  
HYATTSVILLE MD 20782

V-194-17  
REID NELSON  
LILY MCCABE  
5702 37TH AVENUE  
HYATTSVILLE MD 20782

V-194-17  
CITY OF HYATTSVILLE  
ECONOMIC REVIEW  
4310 GALLATIN STREET  
HYATTSVILLE MD 20781

FEB 13 2018 104



## *City of Hyattsville Zoning Variance Policy Statement and Variance Process –*

The Mayor and Council adopted the following City of Hyattsville Policy and Process for Zoning Variance Requests: City of Hyattsville Zoning Variance Policy Statement:

The City of Hyattsville affirms the role of the Prince George's County Planning Board zoning authority and "the purposes, intent, standards and design criteria set forth in the Zoning Ordinance and appropriate County policies."

The City of Hyattsville affirms the current zoning policy within the City limits and as a matter of policy does not support zoning variances as a normal business practice.

The City's support of a zoning variance ordinarily be granted only after the Mayor and City Council acknowledge that the granting of a variance:

1. remedies a unique situation that zoning did not anticipate;
2. remedies that which creates a significant hardship on the property-owner that can be documented and clearly demonstrated;
3. will result in benefits to the residents and improve the quality of the environment of the City.

Citizens requesting such support shall submit:

1. current plat of site with all existing conditions;
2. photos of all existing site conditions;
3. scale plans and elevations of existing conditions and proposed changes
4. narrative description of the proposed changes, specifics of the zoning variance requirements and an explanation of how the zoning variance request responds to:
  - a. a unique situation that zoning did not anticipate;
  - b. a significant hardship on the property owner
  - c. benefits to the residents and improve the environment of the City

The City shall as a matter of policy provide letters of support for residents to document a "non conforming lot" as part of the normal permitting process for projects complying with all other aspects of zoning regulations, unless the matter at hand is the certification of a non-conforming use on a non-conforming lot. The standard for the support of the certification of a non-conforming use on a non-conforming lot would revert to the instant aforementioned requirements for City support of a zoning variance.

The City will not support variance requests for additional lot coverage when the intention of the request is to add off-street parking on the lot, except in extraordinary circumstances

### City of Hyattsville Zoning Variance Process

Requests for zoning variances shall be processed by the Office of Code Enforcement and reviewed by the staff for technical issues. The Office of Code Enforcement shall determine if the request complies with all of the requirements of City of Hyattsville Zoning Variance Policy or to document a "non conforming lot". The Supervisor shall then issue a report for the City Administrator citing one of the following "Actions":



- A. The request for the City's support of the zoning variance does not comply with City's policy, Do Not Recommend Approval
- B. The request for the City's support of the zoning variance does comply with City's policy, Recommend Approval - Zoning Variance
- C. The request for the City's support of the zoning variance does comply with City's policy for "non conforming lots", Recommend Approval - Non Conforming Lot

The City Administrator shall review the Office of Code Enforcement Supervisor's Report and determine which of the following actions is applicable and execute accordingly:

- A. Do Not Recommend Approval - The City Administrator shall draft a letter detailing the City's opposition for the proposed request for a zoning variance for the Mayor's consideration and signature. The City letter opposing the proposed request for a zoning variance shall be placed on the Consent Items Agenda for approval by the City Council.
- B. Recommend Approval - Zoning Variance - The City Administrator shall forward the Office of Code Enforcement Supervisor's Report for the proposed request for a zoning variance to the (Planning Committee for review and comment along with any other City staff comments) the Mayor and City Council for action.
- C. Recommend Approval - Non Conforming Lot - The City Administrator shall draft a letter detailing the City's support for the proposed request for a zoning variance for a "non conforming lot" to the Mayor for his review and signature. The City letter supporting the proposed request for a zoning variance shall be placed on the Consent Items Agenda for approval by the City Council.

**Adopted by the Mayor and Council on February 13, 2006**  
**Amended by the Mayor and Council on October 3, 2011**



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Grant

Agenda Section: Discussion Items (9:45 p.m. - 10:10 p.m.)

### SUBJECT

Maryland DHCD Community Legacy Grant Resolution (10 minutes)

**HCC-275-FY18**

### Recommendation:

### Sponsor(s):

At the Request of the City Administrator

### Co-Sponsor(s):

N/A

### ATTACHMENTS

[Memo_-_Community_Legacy_Grant_Resolution_FY2019_LR.doc](#)

### Summary Background:

The purpose of this memorandum is to provide the Mayor, Council and City Administrator with summary of the State of Maryland's Community Legacy grant program and recommendations on projects that are eligible for funding.

- Maryland DHCD announced the FY2019 Community Legacy funding application cycle with applications due on or before May 16, 2018.
- Staff is recommending funding requests consistent with priorities specified within the '2017-2022 Community Sustainability Plan'
- Staff is requesting feedback from the Mayor and Council and authorization, via resolution on April 16, 2018.

As a State of Maryland designated Sustainable Community, the City is eligible to apply for Community Legacy grant funds as well as other State funding programs authorized under the Sustainable Communities Act of 2010. In order for a project to be eligible for funding it must be located in a geographic area designated by the Governor's Smart Growth Subcabinet and must support the plan that has been approved by the Smart Growth Subcabinet as a Sustainable Community Plan.

### Next Steps:

In order to meet the due date for this year's cycle, Staff is requesting the Mayor and Council authorize staff to proceed with an application and authorize a resolution to be included in the application packet, stating that the governing body has authorized the project and acceptance of awarded funds at the Council meeting scheduled for April 16, 2018.

### Fiscal Impact:

N/A

### City Administrator Comments:

Recommend Approval

**Community Engagement:**

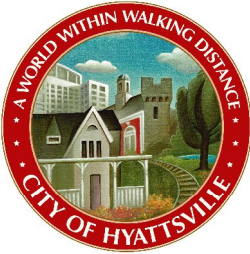
Staff is proposing the following application requests, both of which are consistent with the Community Legacy program and the City's priorities specified within the '2017-2022 Community Sustainability Plan'

**Strategic Goals:**

Goal 4 – Foster Excellence in all City Operations

**Legal Review Required?**

N/A



# Memo

To: Mayor and Council  
Tracey Nicholson, City Administrator

From: Jim Chandler, Director of Community & Economic Development, Assistant City Administrator

Date: March 27, 2018

Re: Maryland DHCD Community Legacy Grant Resolution

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The purpose of this memorandum is to provide the Mayor, Council and City Administrator with summary of the State of Maryland's Community Legacy grant program and recommendations on projects that are eligible for funding.

- Maryland DHCD announced the FY2019 Community Legacy funding application cycle with applications due on or before May 16, 2018.
- Staff is recommending funding requests consistent with priorities specified within the '2017-2022 Community Sustainability Plan'
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## Program Details

The Community Legacy Grant funding is administered by the Maryland Department of Housing & Community Development and provides local governments and community development organizations with funding for projects aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership and commercial revitalization.

The focus of the program is to provide financial assistance with projects that capitalize on the strengths of a community and be part of a larger revitalization strategy, which may include, but are not limited to:

- Mixed-use development consisting of residential, commercial and/or open space



- Business retention, expansion and attraction initiatives
- Streetscape improvements
- Increasing homeownership and home rehabilitation among residents
- Residential and commercial façade improvement programs
- Real estate acquisition, including land banking, and strategic demolition
- Establishing funds to provide loan guarantees and credit enhancement to leverage other public or private financing

As a State of Maryland designated Sustainable Community, the City is eligible to apply for Community Legacy grant funds as well as other State funding programs authorized under the Sustainable Communities Act of 2010. In order for a project to be eligible for funding it must be located in a geographic area designated by the Governor's Smart Growth Subcabinet and must support the plan that has been approved by the Smart Growth Subcabinet as a Sustainable Community Plan.

The City of Hyattsville received Community Legacy grant funds to support a variety of capital improvements projects and programming efforts since the program's inception, including:

Year	Project	Scope of Work	Funding
FY2017	Commercial Façade Improvement Program	Funding for matching grant program to provide façade improvements	\$50,000
FY2016	Commercial Façade Improvement Program	Funding for matching grant program to provide façade improvements	\$50,000
FY2016	Placemaking Project	Funding for community placemaking initiative	\$75,000
FY2015	Commercial Façade Improvement Program	Funding for matching grant program to provide façade improvements	\$50,000
FY2013	Hyattsville Downtown Public Infrastructure	Public infrastructure improvements	\$350,000
FY2011	Neighborhood Sustainability Project	Bicycle infrastructure and pedestrian improvements on City owned roadways and ROW	\$110,000
FY2010	Downtown Hyattsville Development Catalyst Project	Public infrastructure and streetscape improvements.	\$325,000
FY2009	Community Legacy Plan	Development of the City's 2011-2015 Community Sustainability Plan	\$50,000
FY2009	Rehabilitation of 4318 Gallatin Street – Phase II	Construction of interior fire staircase at Arcade Building	\$50,000
FY2008	Rehabilitation of 4318 Gallatin Street – Phase I	Stabilization of Arcade Building including concrete flooring and steel	\$250,000
FY2007	Jefferson Street Demolition	Demolition of former City Building for development of Renaissance Square Artist Housing	\$300,000
FY2007	Hamilton Street Artway	Redevelopment of Hamilton Street from 40 th /41 st to 38 th Avenue	\$60,000
FY2006	Hamilton Street Artway	Redevelopment of Hamilton Street from 40 th /41 st to 38 th Avenue	\$50,000
FY2005	Hamilton Street Artway	Redevelopment of Hamilton Street from 40 th /41 st to 38 th Avenue	\$110,250
FY2004	Street Lighting Project	Purchase and installation of pedestrian street lighting on Hamilton Street and upgrading of overhead street lighting in the residential neighborhood	\$102,442
Total			\$1,982,692

#### Grant Application Initiatives

Staff is proposing the following application requests, both of which are consistent with the Community Legacy program and the City's priorities specified within the '2017-2022 Community Sustainability Plan':

- Commercial Façade Improvement Program
  - o Funding Request: \$100,000
  - o Program: Provides commercial property owners and/or businesses with 50/50 grant match to perform exterior improvements to commercial properties. Improvements include ADA access, lighting, window and/or door replacement, masonry, signage and other related improvements.
- Triple Bottom Line Strategy
  - o Funding Request: \$30,000
  - o Program: Evaluate the impacts of utilizing a Triple Bottom Line scoring policy when evaluating programs, infrastructure and planned development. A TBL is a framework that assesses social, environmental and economic measures as they relate to sustainability. The CL program is unlikely to fund an evaluation of 'procurement' policies, as it is not aligned with revitalization goals.

Earlier this month Maryland DHCD announced the FY2019 Community Legacy funding application cycle with applications due on or before May 16, 2018.

In order to meet the due date for this year's cycle, Staff is requesting the Mayor and Council authorize staff to proceed with an application and authorize a resolution to be included in the application packet, stating that the governing body has authorized the project and acceptance of awarded funds at the Council meeting scheduled for April 16, 2018.

Any funding awarded to the City would be available July 1, 2018 and would be required to be 50% expended by June 30, 2019 and completely expended by June 30, 2020.



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (9:45 p.m. - 10:10 p.m.)

### SUBJECT

FY19 Budget Initiative: Clean & Safe Team (15 minutes)

### HCC-143-FY18

#### Recommendation:

I move that the Mayor and Council allocate \$250,000 to establish a pilot/inaugural "Clean & Safe Team" with an initial focus on the Queens Chapel-Hamilton Street commercial corridor. I further move that the Mayor and Council authorize the City Administrator or her designee to formalize funding or programmatic partnerships necessary to implement the program.

#### Sponsor(s):

Hollingsworth

#### Co-Sponsor(s):

N/A

### ATTACHMENTS

#### Summary Background:

There are several consequential development projects on the horizon that compel us to double our efforts to ensure that the community continues to be a safe, welcoming, and pleasant community in which to live and to visit. The Hyattsville Clean & Safe Teams (real name TBD) is a pilot initiative intended to demonstrate the effectiveness of hyperlocal crews to advancing public health and safety. Not inconsequentially, establishing these crews will create employment opportunities with the City of Hyattsville with potential to grow into other departments within city government.

The team will consist of four (4) full-time and three (3) part-time positions (with benefits, as eligible) supervised by one of our managers in the Department of Public Works. The introductory training (for the specific job functions) will consist of two weeks introduction to the City of Hyattsville, safety standards, reporting systems, geography, and customer service expectations. City of Hyattsville employees are considered probationary for 12 months.

The Director of Public Works anticipates that it will take approximately six (6) months for the new hires to get fully acclimated to the responsibilities of the job. Upon successful completion of the pilot, the City would like to continue these positions and perhaps grow the clean and safe teams and deploy them to other commercial corridors in the City.

We will seek funding partnerships with the Prince George's County Economic Development Corporation - Workforce Services Division to help offset the costs of the initial year of this demonstration.

#### *UPDATE*

The Workforce Services Division is interested in partnering with the City and plans to subsidize the salaries of attendees for a portion of the period under the transitional jobs program.

**Next Steps:**

Discussion for inclusion in the FY-2019 budget

**Fiscal Impact:**

\$250,000 in Year 1

**City Administrator Comments:**

The Staff continues to work with Workforce Services Division to determine level of support and potential costs to the City.

**Community Engagement:**

TBD

**Strategic Goals:**

Goal 3 – Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A





## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Community Notices

Agenda Section: Community Notices and Meetings

### **SUBJECT**

Main City Calendar: April 3, 2018 - April 16, 2018

**HCC-280-FY18**

### **Recommendation:**

### **Sponsor(s):**

At the Request of the City Administrator

### **Co-Sponsor(s):**

### **ATTACHMENTS**

[Main City Calendar_Apr 3 - Apr 16 2018.docx](#)

### **Summary Background:**

N/A

### **Next Steps:**

N/A

### **Fiscal Impact:**

None

### **City Administrator Comments:**

N/A

### **Community Engagement:**

N/A

### **Strategic Goals:**

Goal 1 – Ensure Transparent and Accessible Governance

### **Legal Review Required?**

N/A

Main City Calendar: April 3 – April 16, 2018

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

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

Creative Minds

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

Call-A-Bus Grocery Trips

Our Call-a-Bus takes seniors and residents with disabilities to grocery stores located in the City of Hyattsville each week. Call (301) 985-5000 to join a trip or add yourself to our Call-A-Bus calendar mailing list.

City Calendar: April 3 – April 16, 2018

Board of Supervisors of Elections Meeting

April 3, 4:00 PM @ City Municipal Building, 3rd Floor Inner Conference Room

Hyattsville Environment Committee Meeting

April 3, 7:00 PM @ City Municipal Building, 1st Floor Multipurpose Room

Police and Public Safety Citizens' Advisory Committee Meeting

April 4, 7:30 PM @ TENTATIVE Abundant Life Bible Church, 5405 36th Avenue

Electronics and Paint Recycling Drop-Off

April 7, 7:00 AM – 1:00 PM @ 4633 Arundel Place

Batteries, cameras, cell phones, electrical cords, computers, monitors, keyboards, laptops, microwaves, toasters, toaster ovens, TVs, video games, game consoles, and CD players can be dropped off free of charge. Yuck Old Paint will be on-site to recycle wet paint, in its original container, for \$5 per container. Questions? Call (888) 509-YUCK (9825) or (301) 985-5000.

Hyattsville Safe Streets Initiative Advisory Committee Meeting

April 11, 10:30 AM – 12:00 PM @ City Municipal Building, 2nd Floor Pranglely Room

Trap-Neuter-Return Training

April 14, 2:00 PM @ City Municipal Building

Hyattsville City Council Public Hearing

April 16, 7:30 PM – 8:30 PM @ City Municipal Building, 3rd Floor Council Chambers

Hyattsville City Council Meeting

April 16, 8:00 PM – 10:00 PM @ City Municipal Building, 3rd Floor Council Chambers



## Hyattsville City Council Agenda Item Report

Meeting Date: April 2, 2018

Submitted by: Laura Reams

Submitting Department: Community & Economic Development

Item Type: Legislative

Agenda Section: Motion to Close

### **SUBJECT**

Motion to Close

NOTE: The Council will not return to open session.

### **HCC-259-FY18**

#### **Recommendation:**

I move that the Mayor and Council close the Council Meeting of April 2, 2018 in order to consider the acquisition of real property.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition.

#### **Sponsor(s):**

At the Request of the City Administrator

#### **Co-Sponsor(s):**

N/A

#### **ATTACHMENTS**

#### **Summary Background:**

N/A

#### **Next Steps:**

N/A

#### **Fiscal Impact:**

N/A

#### **City Administrator Comments:**

Recommend Approval

#### **Community Engagement:**

N/A

#### **Strategic Goals:**

N/A

**Legal Review Required?**  
Complete.