

**City Council
Budget Work Session**

7:30 pm - Greenbelt CARES

**8:30 pm - Planning &
Community Development**

**Monday
May 1, 2017**

Council Chambers

Suggested Work Session Agenda:

- I. Welcome & Introductions
- II. Departmental Accomplishments - Director
- III. Departmental Issues - Director
- IV. Management Objectives – Council/Staff
- V. Line Item Budget Highlights
- VI. Other
- VII. Information Items

LOCAL GOVERNMENT FEE COMPARISON - APRIL 6, 2017

Location	Multi-family Rental	Single Family Rental	Other
Greenbelt	110/unit	150/unit	
Rockville	100/unit	200/unit	\$300 fee for investigation of unlicensed rental
New Carrollton	150/unit	200/unit	
College Park	125-207/unit	150/unit/condo	
		244/unit/	
		townhouse &	
		single-family	
Bowie	100	100	
Hyattsville	225	225	
Riverdale Park	200	200	
Laurel	25	25	
Berwyn Heights	300	300	
PG County	50/unit/bi-annually	115/bi-annually	

PLANNING WORK PROGRAM
April 26, 2017

Planning Projects

1. Program Open Space (TH) – Staff submitted final reimbursement for GAFC pool roof project and is working on reimbursement for Community Center HVAC project.
2. Greenbrook Trails (CWC) – Pending city manager.
3. Maryland State Consolidated Transportation Program (TH) – No activity,
4. GHI right-of-way procedures (TH) – Staff has submitted all required documents to M-NCPPC and they are under review.
5. Bus Stop Safety and Accessibility Study/Issues (TH) – Staff is preparing to schedule the next transit City Council work session with DPW&T and WMATA. Staff is developing a bus ridership database to assist in prioritizing projects.
6. GIS (TH) – Staff completed a map of properties for potential acquisition.
7. Signage recommendations by FPAB (CWC) – All signs approved. First identification sign installed for North preserve. Signage and regulatory signs need to be installed. Needs to be checked by staff.
8. Greenbelt Lake/Dam (JB) – Phase 1 of Greenbelt Lake Dams repair is currently under construction with heavy delays from the original construction time frame. The City has appended request to MDE for extension of consent order deadlines, alterations to the consent agreement, and request for technical and financial assistance.
9. Bike Share Feasibility Study (TH) – Staff is monitoring the County's progress in implementing the recommendations of the study.
10. Prepare recommendation(s) for additional dog park sites (CWC) – Awaiting Council
11. Develop master plan of capital improvements for use of Greenbelt West donations (CWC)- Underway *
12. Prepare plan/outline to evaluate cemetery and remains of Hamilton Family home site. (JB) – Staff developing options to guide process and inform decisions. No Action has been taken.
13. Chesapeake Bay Trust Grant Technical Assistance grant for greening Cherrywood Lane (JB and TH) – Grant application was submitted for funding to bring plans to final design. Pending award announcement.
14. Ped and Bike trails map Update– Revisions to trail map design have been completed. Waiting for cost estimates from printer.
15. Economic Development Strategy – Staff assisted HCDC with developing the economic development online tools. Staff is working on developing a process for keeping all online data current.
16. South core annexation correction – (CWC) – Pending Council worksession

17. WMATA trail connection (JB/CWC) – The City submitted a jurisdictional sponsor letter and plan set to WMATA for review. Comments are pending from WMATA as of April 21, 2017 and staff is pursuing final design and legal agreement approval. Several meetings are scheduled between WMATA and Staff in the next few weeks.
18. WSSC Sewer Rehabilitation Project – Staff has reviewed and approved permits for various sewer rehabilitation projects. Staff continues to work with WSSC to identify a suitable alternative for the Ridge Road water line replacement project. Staff coordinated review of permits for various projects with GHI.
19. Forest Health Assessment – Underway.
20. Step Clubs request for table/benches – Staff spoke with a Step Club representative this month and is waiting to hear if it is interested in sponsoring the installation of two benches .
21. Roosevelt Center Signs – No activity.
22. County proposed stormwater retrofit projects as part of its NPDES requirements - Staff is working with the County Clean Water Partnership team on a potential project at Greenbrook Lake. Staff is waiting for draft plans and then will schedule meetings with GreenAces and Public Works.(TH)
23. Cleaning of Mother and Child Statue and Bas Reliefs – Staff submitted a grant application requesting funding to complete this project and is awaiting award announcement. Staff has been working with MHT staff on the preparation of an RFP.
24. County Zoning re-write – Staff has reviewed all Modules and submitted formal comments to the County per City Council direction. Staff continues to monitor the project.
25. County Legislation (TH) – Reviewed various zoning bills and provided comments.
26. Parks and Recreation Master Plan (TH)– Staff participated in consultant interviews and attended the kick off meeting as part of the project team.
27. Community Parks and Playground – Staff submits reimbursement requests as needed.

Capital Projects

1. Bus shelters (TH) – Staff has recommended two locations for the installation of bus shelters for FY 2017.
2. Gateway Sign (TH) – Staff received a grant to assist in funding the project. The grant agreement will go to City Council for approval in May and staff will brief Council on the final designs.
3. Buddy Attick Park Parking Lot Redesign (JB/TH) – Final project design was delayed so that the consultant could provide value engineering to bring this project closer to the allotted budget. This item is scheduled for final Council review and approval of the concept plan at its upcoming regular meeting on March 22, 2017. Staff is scheduled to meet with funding partners in April,

2017 to provide them an update on the project. Bid and advertisement of implementation is being prepared pending Council approval of the concept design.

Development Review

1. Greenbelt Station (CWC/JB) –
 - a. The Stream Valley Trail is currently under construction with an estimated completion date of late June/July 2017.
 - b. North Core development agreement has been revised.
 - c. South Core- Staff provided development review of several resins to detailed site plans for the south core. There are no pending revisions.
 - d. Central Park (JB) – Central park is under construction and near completion. The park is currently open to public use on a limited basis. Staff recommends the City not accept the park until construction is complete in Phase 1 of the South Core to ensure the park is accepted in its final form without potential damage caused by construction equipment.
 - e. North Core – Staff reviewed the Infrastructure DSP for the North Core and will present Council conditions of approval to the Planning Board on April 27, 2017.
 - f. South Core – Staff coordinated intervention to address illegal and unsafe parking at Greenbelt Station. Police effort has been coordinated.

2. Greenbelt Station Verde (JB) – Major Construction complete. Pending final walk-through and close out of bonds/permits to maintenance bonds.
3. Erosion and Sediment Control – Staff oversees consultant GPI inspection. Routine monitoring of E and S and issuance of necessary permits.
4. Variances/Departures (TH) – No activity.
5. Greenbelt Station bridge and road maintenance – MOU between the County, City, Woodlawn, and Greenbelt HOA has been reviewed by all agencies and their legal councils. Pending final review and signature.
6. Hotel at Greenway Shopping Center – DSP was approved with conditions. No activity since certification of plans.

Traffic/Safety Improvements

1. Traffic Calming Requests (JB)
 - a. SHA coordination of Bike and Ped plan improvements (JB) – No activity, Staff has identified several grant programs to coordinate with SHA identified areas of the Master Bike and Ped plan.
 - b. Island medians in Co-op parking lot – site visit conducted, no issues found, curbs meet standards
 - c. Lastner Lane and Ridge Road intersection. – No activity

- d. Greenhill Road and Hillside Road Traffic speeds –speed sentry data collected in summer 2015. Report submitted and letter sent to HOA. No action recommended. – Complete Staff will monitor as part of Speed Sentry Program
 - e. Kenilworth Ave and Ridge Road Intersection – Staff discussed with SHA in Fall 2014, no action taken. Under review by SHA for possible improvements. No activity
 - f. Ridge Road at Court 12 – 16: Data collected, processing and drafting response. Staff completed review and submitted recommendation memo to City Manager in Dec. 2015. Public Works installed three midblock crosswalk signs per staff recommendations.
2. Speed Sentry (JB) – Continue to collect and analyze data, and make recommendations as appropriate. Staff is troubleshooting issues with the new speed sentry online platform. One of the sentrys will not log on and requires adjustment. New placement calendar will be developed Summer 2017 pending resolution to this issue.
 3. Pedestrian and Bicycle Mast Plan (TH/JB) – Staff met with Jim Sterling to discuss short term recommended projects and FY 2015 monies. Staff recommended \$20,000 for FY 2016 budget. No activity on implementing FY 2015 improvements, drawings need to go to PW showing recommended line painting. Study of School bus traffic on Hanover needs to happen prior to closure of school. Staff is working on obtaining a cost estimate for a raised crosswalk at Greenbelt Elementary School. New bike lane markings were placed on Ivy Lane and Cherrywood Lane. Pending final design and installation of raised crosswalk at Greenbelt Elementary. Staff has identified improvements to Hanover Parkway for FY 2018.

Code Enforcement

1. Franklin Park – Working on 2017 annual inspection at this time.
2. Resolve access and maintenance issues for unimproved Ridge Road adjacent to 300 Ridge Road (CWC) – Not feasible.
3. Maintain list of foreclosures and monitor properties (CWC). Enrolled in state foreclosure registry. Forwarded status memo to MPM.
4. Incorporate routine windshields in weekly schedule. - Complete
5. Prepare report re. noise and handbill enforcement.

Animal Control

1. Pet Expo 2017 – June, 2017. – Planning underway.
2. Develop disaster preparedness plan for animal control (CWC) –Awaiting Council work session
3. Develop information pieces on wildlife in the community (i.e., coyotes, raccoons, foxes, etc.).

4. Draft Animal Control policy for surrenders/intakes; behavioral assessment and feral cats. – TNR starting year 8. Births down 90%.
5. Develop “what to do” pieces if squirrels, snakes, bats, birds, etc. get into a home.
6. Develop objective process to breed identify “pit bull” dogs; need to work with area wide agencies on problem of abandoned pit bulls due to court ruling. - Complete
7. Coordinate with shelter landscape committee. - Underway
8. No-Cost Spay/Neuter Grant -Complete

Administration

1. APB, Board of Appeals & FPAB liaison (Planning Staff) – Current assignments are APB – Jessica; FPAB – Celia; BOA – Terri. Garden club added - Celia
2. Need to revise chapter 18 re. street designs and cross sections.
3. Regular update of department webpage (CWC) – changes submitted mid-March.
4. Modify plan review procedures to require electronic plans. (JB) – Incorporated into all new submissions, electronic plans submitted on CDs. Staff also uploads plans to R-drive for extra storage/access. Require all revisions to also highlight changes in electronic forms. - Complete
5. Code changes (CWC) **Worksession on chapter 4 set..**
6. **Community Development Software – Staff has been working on converting City Code to Excel format so that inspectors can prepare violation notices in the field.**
7. Department efficiency initiatives (CWC) – Working with IT to implement on-line scheduling. Evaluated electronic devices for use by inspectors.
8. Evaluate establishing a \$1000 fine for failure to obtain occupancy license, as does College Park (CWC). – Recommendations drafted and forwarded to City Manager.
9. Address security at department offices and animal control facility – Planning and Community development offices have new security controls with key pad entries. Security complete at main offices. No security at animal shelter.
10. **False Alarm Database – Staff provided data to the consultant as they prepare to get the database up and running. Proposing that the program is moved to an annual billing cycle.**
11. Finances – Staff has been processing invoices for payments, including tracking capital projects and the Animal Control grant for spay and neutering services.
12. Legislation to clarify responsibility for inspection costs – Pending with City Manager
13. **Lock Box – Administrative staff has initiated use of a Lock Box as requested/coordinated by finance.**

Complete

1. Franklin Park Detailed Site Plan for Signage (TH) –Complete.
2. Building Permit for Step Club – Approved with conditions.
3. Beltway Plaza sign permits (TH) – Staff worked with Beltway Plaza management to have all illegal signs removed.
4. Strathcona Apartments – Attended Planning Board hearing on Certified Non-Conforming Use application on April 16, 2015 where the Board voted to approve
5. Complete final edits to 85 club petition. – Complete. Sent to MPM.
6. Spreadsheet of construction permits (JB) – Complete
7. Pedestrian Safety Springhill Lake Elementary School (JB) – Complete
8. National Safe Routes to School Grant Program, Improvements to Springhill Drive (TH) – Complete.
9. Modify plan/development review procedures (JB) – complete
10. Install Crosswalks on Metro Access Drive (JB) - Complete
11. Cherrywood Lane roundabout (JB) – permit closed. Complete.

Inactive/incomplete

1. Development review guidelines/handbook (CWC) – Inactive.
2. CPTED evaluation of neighborhoods (CWC) – Inactive.
3. Roosevelt Center Merchants' Association (TH) – No activity
4. Baltimore-Washington Rail Intermodal Facility Site Selection (JF) – Completed.
5. Stavrou proposal for senior housing on Trinity Assembly of God property (CWC) – no activity.
6. Bi-County Transitway/Purple Line Liaison (JB) – No activity
7. Beltway Plaza Conceptual Site Plan (CWC) – No activity
9. Proposed Federal Capital Improvements Program for the National Capital Region(TH) – Inactive.

(*) – indicates Council management objective

Yellow and Teal highlights indicate changes since last report.