

STRATEGIC PLAN

Mission

The Department of Planning and Community Development is charged with the responsibility to preserve and protect the health, safety, welfare, integrity and ideals upon which Greenbelt was founded. Through creativity, collaboration, thoughtful planning, guided growth and change, and the enforcement of city codes, the department works to preserve and enhance the existing community and ensure the quality of Greenbelt in the future.

Value Statements

- Every task, assignment and project undertaken by the department serves the needs of the public, and it is the goal of this department to serve the needs of the public with professionalism, integrity and courtesy.
- Be fair, consistent and effective in taking enforcement actions. Utilize enforcement tools for the purpose of obtaining compliance and not as an end unto itself.
- Plan and serve all residents of the city – present and future. Represent the interests of all segments of the community, recognizing that everyone is entitled to a safe, healthy and well planned place to live, work, attend school and recreate.
- Respect the opinions of everyone.

Goals

- Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.
- Improve transportation opportunities.
- Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.
- Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.
- Preserve and enhance Greenbelt's legacy of a planned community.
- Participate in state, county and regional activities to represent and promote city interests.

- Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.
- Invest in the professional development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation organizations and bodies.

Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.

Accomplishments

- Established weekend enforcement to address illegal signs.
- Achieved compliance with new smoke alarm and window guard regulations.
- Established professional relationship with Prince George's County Department of the Environment.
- Established a relationship with Prince George's County low income housing personnel at Franklin Park at Greenbelt Station.
- Ensured commercial compliance with Prince George's County Use and Occupancy permit requirements.
- Ensured compliance with new state lead free certification requirements for all rental properties in the city.
- Coordinated the licensing of short-term rentals with Prince George's County Department of Permitting, Inspections and Enforcement.
- Created permitting process for construction in the right-of-way permits associated with the Memorandum of Understanding that was executed with Greenbelt Homes, Inc. for yards that conflict with city right-of-way.
- Received renewal of the City Sediment and Erosion Control Authority.
- Completed annual update to the Greenbelt Lake Dam Emergency Action Plan.
- Oversaw the updates to Chapter 4 of the City Code and presented to City Council for adoption.
- Continued to work with IT on the implementation of the field based inspection system.
- On a daily basis, responded to telephone inquiries, logged new complaints and court ordered inspections, scheduled inspection appointments and managed community development database and files.
- Conducted over 1,500 property maintenance inspections, including residential rental, non-residential and complaint inspections.

- Logged, reviewed and approved over 525 building permits for compliance with applicable codes.
- Responded to over 300 property maintenance complaints.
- Issued over 300 rental licenses.
- Participated in an inter-municipal code enforcement working group with the Town of Berwyn Heights, City of College Park and City of Hyattsville.
- Maintained relationship with State of Maryland Fire Marshal's Office.
- Developed a virtual inspection process to address concerns associated with COVID-19 to allow rental inspections to continue on schedule.
- Assisted with the preparation and distribution of COVID-19 informational materials.

Action Steps/Management Objectives

- Fully implement field based inspection system. Retrofit vehicles with computers and printers to generate in-field reports and notices.
- Evaluate the need and feasibility of establishing an after-hours on-call program for inspection staff.
- Evaluate the Greenbelt Lake Dam Emergency Action plan and identify needed revisions and updates.
- Oversee the city's sediment and erosion control permitting and inspections program.
- Obtain full compliance for the False Alarm Reduction Program.
- Continue to achieve a 20% total apartment unit inspection rate for Franklin Park at Greenbelt Station.
- Continue to build upon the relationship with inspection staff from neighboring communities.
- Expand the inter-municipal code enforcement working group to include representation from the cities of New Carrollton and Bowie.
- Continue to track and monitor Property Foreclosure Registry System within Greenbelt.
- Work with management companies and homeowner/condominium associations on rental license enforcement.

Improve transportation opportunities.

Accomplishments

- Oversaw the completion of 90 percent engineering plans for Phase 1 of the Cherrywood Lane Complete and Green Street project and closed out the state grant.



- Managed the completion of the Hanover Parkway Bicycle Feasibility Study project.

- Obtained and managed a Metropolitan Washington Council of Governments Transportation Land Use Connections grant for the development of 30 percent engineering plans for Phase 2 of the Cherrywood Lane Complete and Green Street project.

- Worked with the county on the implementation of Phase II of the County’s Bike Share Implementation Plan that includes installing multiple stations in Greenbelt.

- Worked with the county on easement agreements required for the county to install bike share stations in city rights-of-way.



- Continued to work with the county and Washington Metropolitan Area Transit Authority (WMATA) to identify opportunities to improve transit services in the city.

- Worked on implementation of the Bus Stop Safety and Accessibility Study.

- Worked with Public Works staff to construct two new bus shelters.

- Worked with WMATA on the installation of “Next Bus” signs at the Roosevelt Center bus stops.

- Worked with Public Works and the Advisory Planning Board on updates and implementation of the Pedestrian and Bicycle Master Plan.

- Conducted speed studies using the city’s two Speed Sentry units and new speed detection equipment acquired by the Police Department, and prepared recommendations to respond to citizen traffic calming requests.

- Reviewed and commented on the State Consolidated Transportation Program.

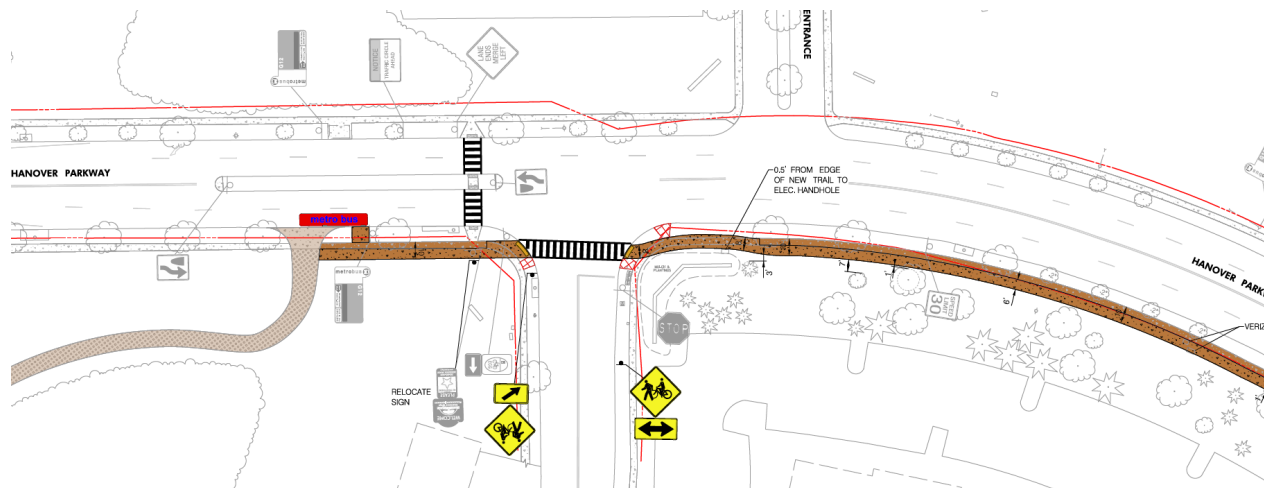
- Participated in the review of studies related to the I-495/I-270 Managed Lane Study.

- Attended Inter-Municipal Bikeways Working Group meetings.

Action Steps/Management Objectives

- Work with the county on the installation of at least five bike share stations in city rights-of-way.
- Work with State Highway Administration and neighboring jurisdictions on improvements to the Route 193 Corridor.
- Continue to work with county transit staff, WMATA and Transit Riders United of Greenbelt (TRUG) to maintain high quality bus services.

- Evaluate and respond to citizen requests for traffic calming measures.
- Continue to work with Public Works on the implementation of the Pedestrian and Bicycle Master Plan recommendations.
- Continue to implement the recommendations of the Bus Stop Safety and Accessibility study.
- Work with Public Works on the identification and installation of two bus shelters and bus stop pads, and ADA improvements.
- Continue to manage the speed sentry program.
- Review and comment on the State Consolidated Transportation Program and advocate for city road improvement projects.
- Pursue grant funding for the implementation of the recommendations of the Pedestrian and Bicycle Master Plan.
- Continue to attend Inter-Municipal Bikeways Working Group meetings.
- Monitor and comment as appropriate on state roadway projects including the I-495/I-270 Managed Lane Study project.
- Participate in the review of the Maglev and Loop projects.



Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.

Accomplishments

- Oversaw the completion of Phase 1 of the Gateway Sign project. Obtained State Highway approval for the installation of “Welcome” signs and worked with the Maryland Historical Trust to obtain require approvals and permits.

- Worked with WSSC and Public Works on the completion of the Ridge Road Water Line Replacement project.
- Worked with Public Works Director on the project management for the completion of the Greenbelt Lake Dam Improvement project.
- Worked with Recreation and Public Works staff to undertake the restoration of the Mother and Child Statue and bas reliefs.
- Managed Program Open Space funding for the 2 Court Research Road Playground Improvement project and tennis court improvement project.
- Worked on a design for improvements to the existing Dog Park, and worked with Recreation staff on revising registration and licensing processes/requirements.
- Worked with IT Department and Public Information and Communications Coordinator on implementation of the city's small cell ordinance.
- Worked with the county on the completion of an outfall/stream restoration project in the vicinity of University Square Apartments.
- Worked with the Prince George's County Clean Water Partnership and Public Works on improvements to Greenbrook Lake.
- Submitted FY 2021 Program Open Space (POS) Annual Program.
- Oversaw the construction of the Buddy Attick Park parking lot project, and managed grant funds.



Action Steps/Management Objectives

- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- Manage Program Open Space projects.
- Work with Public Works on the implementation of the city's Complete and Green Street policy.
- Pursue grant funding for the implementation of the recommendations of the Pedestrian and Bicycle Master Plan.
- Work with the Clean Water Partnership Program to identify and implement stormwater management projects in the city.

- Continue to study the feasibility of a second dog park in the city.
- Pursue funding for the completion of 90 percent engineering plans for Phase 2 of the Cherrywood Lane Complete and Green Street project.

Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.

Accomplishments

- Monitored development of Greenbelt Station South Core to ensure compliance with development agreement requirements and timely installation of public improvements.
- Oversaw completion and conveyance of public streets in Greenbelt Station South Core.
- Oversaw the final build-out of Phase 3 of the South Core townhouse development.
- Analyzed the parking situation in Greenbelt Station South Core and provided recommendations for City Council consideration.
- Continued to coordinate the design and permitting of the WMATA connection trail.
- Managed the review of the Preliminary Plan of Subdivision and Detailed Site Plan for the Greenbelt Metro/NRP Multi-family project near the Greenbelt Federal Courthouse.
- Managed the city's review of a Preliminary Plan of Subdivision for the proposed redevelopment of Beltway Plaza.
- Managed construction in the right-of-way permits and bonding for public infrastructure improvements associated with Greenbelt Station South Core and the Greenbelt Metro/NRP multi-family project.



Action Steps/Management Objectives

- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Secure funding for the WMATA connection trail.
- Manage the review of construction plans and permits for the Greenbelt Metro/NRP multi-family project.
- Continue to advocate for improvements to the Greenbelt Road corridor, and participate in meetings as appropriate.

- Continue to represent the city’s interests in the I-495 full interchange at Greenbelt Metro Station and proposed development of the North Core.
- Continue to manage the design and engineering of the Cherrywood Lane Complete and Green Street project and pursue funding opportunities.

Preserve and enhance Greenbelt’s legacy of a planned community.

Accomplishments

- Worked with the county, GHI and other property owners in historic Greenbelt on the drafting of a Neighborhood Conservation Overlay Zone.
- Reviewed and commented on the county’s Countywide Map Amendment.
- Achieved recertification as a Sustainable Community.
- Negotiated a Memorandum of Understanding with Greenbelt Homes, Inc. for addressing yard conflicts.
- Served as liaison to the Advisory Planning Board and the Board of Appeals.
- Facilitated approval of a resident’s request for an electric vehicle charging station in city right-of-way in Historic Greenbelt.
- Performed development review of private development proposals throughout the city. Staff provided technical development review, presented projects to the City Council and public, represented the city at Prince George’s County Planning Board hearings, and successfully advocated for inclusion of city priorities within private development projects.
- Reviewed and commented on county zoning legislation.
- Reviewed and approved multiple construction in the right-of-way permits for various public infrastructure improvements.
- Assisted with creating the framework for the application submittal, review and approval of small cell right-of-way permits.



Action Steps/Management Objectives

- Continue to identify grant funding sources for greening/sustainability projects.
- Continue to review all development plans to evaluate potential impacts on the community and environment.

- Monitor state and county planning and zoning legislation to ensure new regulations accomplish desired change.
- Identify appropriate treatments for the Hamilton family home site and cemetery.
- Work with stakeholders and the county on the adoption of the Greenbelt Neighborhood Conservation Overlay Zone.

Participate in state, county and regional activities to represent and promote city interests.

Accomplishments

- Reviewed and provided comments on the Federal Capital Improvements Program for FY 2020-2024, and the State of Maryland Consolidated Transportation Program for FY 2020-2024.
- Participated in meetings and reviewed and commented on reports associated with the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- Participated with the county’s Census 2020 Complete Count Committee.
- Worked with the Public Information Office and other city departments to plan Census 2020 outreach events and distribute 2020 Census information.
- Completed the city’s review of the 2020 Census Bureau’s Local Update on Census Addresses and City boundaries.
- Attended monthly Inter-Municipal Bikeways Working Group to promote trail connectivity within the Anacostia Trails Heritage Area.
- Reviewed and provided comments on various county zoning legislation proposals.
- Reviewed and commented on Countywide Map Amendment.
- Participated in development of a Neighborhood Conservation Overlay Zone for Historic Greenbelt.
- Participated in Maryland Municipal League Planning Director meetings.
- Participated in the review and comment of studies related to state roadway widening projects.
- Coordinated with the county Department of Permitting, Inspections and Enforcement on the administration of the county’s new short-term rental licensing regulations.



- Continued to work with Prince George’s County Department of Permitting, Inspections and Enforcement (DPIE) to ensure all businesses have a Use and Occupancy permit.
- Continued to work with State of Maryland Department of the Environment to ensure all residential property owners register and obtain lead free certification.

Action Steps/Management Objectives

- Review all proposed county zoning legislation for impact on the city before offering comment.
- Monitor the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- Attend the monthly Inter-Municipal Bikeways Working Group meetings to promote trail connectivity within the Anacostia Trails Heritage Area.
- Review and comment on the Federal Capital Improvements Program for FY 2021-2025 and the State of Maryland Consolidated Transportation Program for FY 2021-2025.
- Work with the county and State Highway Administration on undertaking Greenbelt Road corridor improvements, including the recommendations of the ULI TAP corridor study.
- Work with the county on the licensing of short-term rental properties.



Creating a Future for
Greenbelt Road/MD-193

Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.

Accomplishments

- Maintained rental database by subdivision and worked with homeowner associations and community associations on identifying unlicensed rentals.
- Pursued compliance with the city’s building permit requirements.
- Continued to organize archived files and improve storage capacity.
- Implemented the city’s handbill and false alarm reduction programs.
- Continued to reduce the number of businesses on the False Alarm Do Not Respond list.
- Completed a user manual for the Community Development Software.
- Worked with Code Enforcement Inspectors to achieve ICC certifications.

- Administrative staff member obtained certification as a notary.
- Worked with the IT Department to provide all department staff the ability to work remotely.
- Prepared a Continuity of Operations Plan for the department.
- Prepared a Special Standard Operating Procedures Plan in response to COVID-19.

Action Steps/Management Objectives

- Contract with the Utopia software vendor to provide staff training on software capabilities.
- Complete the implementation of the portability of Community Development software to inspectors while in the field.
- Continue converting plans to electronic media.
- Continue to develop a user manual for the Community Development Software.
- Work with homeowner associations to ensure all rental properties are licensed and inspected.
- Work with the county's Department of Permitting, Enforcement and Inspections to ensure all businesses have a Use and Occupancy permit.
- Work with State of Maryland Department of the Environment to ensure all residential property owners register and obtain lead free certification.
- Continue education training for code enforcement officers to achieve ICC certification and Fire Inspector certification.

Invest in the professional development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation or organizations and bodies.

Accomplishments

- The Planning staff obtained sufficient hours of training to satisfy continuing education requirements for AICP certification maintenance.
- Attended the American Planning Association National Conference.
- Participated in several webinars on a variety of planning topics.
- Applied for and received approval to take the American Institute of Certified Planners (AICP) certification exam.

- Attended Annual Mid-Atlantic Life Safety conference with the State Fire Marshal at the Johns Hopkins Applied Physics Lab in Laurel.
- Attended trainings at the University of Maryland Fire and Rescue Institute.
- Attended the following classes/trainings: Plan Examiner II, NFPA Life Safety Code, Fire Inspector III and Fire Instruction for Supervisors.
- Code inspectors attended Code Enforcement and Zoning Official Association meetings at the City of New Carrollton, City of Bowie and Town of Perryville.
- The Supervisory Inspector earned a Bachelor of Science degree in Public Safety Administration.
- Staff completed multiple trainings offered by the Federal Emergency Management Agency (FEMA).

Management Objectives

- Continue to meet AICP certification maintenance requirements.
- Attend APA National Conference.
- Attend the PENN Building Officials Conference.
- Attend local training opportunities on various planning and code enforcement topics.
- Attend American Association of Code Enforcement or ICC EduCode Conference.
- Obtain AICP certification.
- Complete the implementation of the portability of Community Development software to inspectors while in the field and coordinate training with software vendor.

OVERVIEW

As has been the case over the past several budgets, staffing and workload remain issues of great concern for the department. Over the last year, the city has seen an increase in development proposals. While the proposals present economic development opportunities for the city, they also require an extensive amount of staff resources to manage. This increase in development proposals is anticipated to continue in FY 2021. State and county projects are also impacting the department's workload, and can be contributed to the delay of certain planning projects being completed, including the Dog Park and the Gateway Sign Project.

The department has also seen an increase in construction in the right-of-way permits which demands the time of the department's Director and requires close coordination with the Public Works Director. These projects have an impact on staff resources and inspection services. Currently, there is only one staff person (the Director) that has the expertise to review, approve and manage construction in the right-of-way permits. The deployment of small cell is expected to account for a number of construction in the right-of-way permits in FY 2021. It is anticipated that the department will intake small cell applications and coordinate their review adding another permitting program to the department's already robust program.

Community Development also faces work load challenges. Due to a lack of qualified applicants, there has been a delay in the hiring of an Assistant Director of Community Development. This delay has impacted the Directors' and Supervisory Inspectors' workloads. It has also resulted in the continued use of outside inspection services for utility projects and for development projects such as Greenbelt Station South Core, Greenbelt Lake Dam Repair project and the Greenbrook Lake Improvements.

It appears there is a shortage of Code Enforcement Inspectors across the region, and for most of FY 2020 the department has been operating with one vacant Community Development Inspector position. This certainly takes its toll on inspection staff and requires prioritizing the city's code enforcement work program.

CODE ENFORCEMENT

Demand for code enforcement does not decrease over time. While there may be an ebb and flow in complaints, the number of licensed non-commercial and rental properties remains relatively constant. Complaint response remains the department's priority. All other inspections are scheduled based on remaining staff time. Windshield inspections are completed as staff resources permit.

The major difficulty with organizing and assigning staff resources based on the dynamics of code enforcement work is that it is difficult to identify and manage true priorities. The Supervisory Inspector continues to work diligently to identify code enforcement priorities to assist in the assignment of staff resources and department tasks.

COVID-19 PANDEMIC

March 2020 presented a challenge that no one could have predicted, the COVID-19 pandemic. The pandemic required all departments to reassess their standard operating procedures, assess community needs and identify innovative means and methods for meeting those needs. The Planning and Community Development Department developed its first Continuity of Operations Plan (COOP) and drafted Special Operations Procedures during a pandemic. The department successfully revised policies and procedures to allow all staff to work remotely and maintain full operations. The suspension of interior inspections presents challenges for current and future inspection scheduling and licensing, but a virtual inspection program is being developed that should help the department overcome these challenges, while ensuring the safety of staff and residents. Department staff is also capitalizing on training opportunities so it is equipped to assist our residential and business communities in recovery efforts.

TRANSPORTATION

Transportation planning represents a significant portion of the department's work program. Whether its completing a speed study, reviewing a major state road project, implementing a recommendation of the Pedestrian and Bicycle Master Plan, implementing the city's Complete and Green Street policy or implementing the city's Bus Stop Safety and Accessibility Study, all projects have a common goal: To protect and enhance the city's legacy as a walkable/bikable community.

The implementation of the recommendations of the Pedestrian and Bicycle Master Plan and the Bus Stop Safety and Accessibility Study continue to be a priority for the department. In FY 2020, the Hanover Parkway Bicycle Feasibility Study will be completed, and in FY 2021 staff plans to pursue grant funding to move the project to final engineering. Two priority projects for the department in FY 2021 will be the implementation of the city's Complete Green Street Policy and continued engineering and implementation of the Cherrywood Lane Complete and Green Street project.

In the summer of FY 2021, staff anticipates working closely with the county on the deployment of bikesharing in Greenbelt. The county currently has plans to install five bikeshare stations in city rights-of-way, and staff will continue to work with the county to expand the number of stations in the City.

The department has been mobilizing the Speed Sentry units throughout the city, based on resident complaints and traffic calming requests. In an effort to expand on the city's traffic calming program,

department staff will be coordinating with the Police and Public Works Departments on the deployment of new speed detection technology. This technology will be used in addition to the Speed Sentry units to perform speed studies that are used to generate staff recommendations on needed transportation improvement, education and enforcement.

CAPITAL PROJECTS

Capital Projects are often multi-year projects requiring significant coordination amongst several departments. In FY 2020, the Greenbelt Lake Dam Repair and the Buddy Attick Lake Parking Lot projects were completed. These projects were complex in nature and required significant staff resources and project coordination. While certain projects experienced delays in FY 2020, (Gateway Sign, Cleaning and Repairs to Bas Reliefs and Mother and Child Statue, and Dog Park Planning/Improvements) these projects continue to move forward and are anticipated to be completed in FY 2021.

The completion of the Greenbelt Lake Dam Repair project in FY 2020 brought the city into compliance with the Maryland Department of Environment's Consent Order. This marked a major accomplishment for the city and will ensure that the city's dam meets current dam safety standards.

DEVELOPMENT

The construction of the Greenbelt Station South Core is drawing to a close and it is anticipated that all public roads and park areas will be conveyed to the city in FY 2021. Staff continues to be committed to working closely with the developer and WMATA on the design, permitting and construction of a hiker/biker trail connecting South Core residents to the Greenbelt Metro Station. Agency approvals permitting, it is anticipated that this project will go to construction in fall of 2020.

After experiencing a lull in development proposals, the city continues to see an influx in proposals in FY 2020 requiring significant staff time and resources. Staff foresees FY 2021 being an active year for development review as well, and is excited about the opportunities they present for the city, but is concerned about the staff resources required to manage these large scale development projects. The redevelopment of Beltway Plaza, multiple housing projects and potential commercial development will require significant staff resources and may require the reprioritization of the department's work program.

Planning staff looks forward to working closely with the Economic Development Coordinator in the development, implementation and management of economic development initiatives. As the department oversees the review of major development and redevelopment projects there is an important role for the Economic Development Coordinator, and planning staff looks forward to closely working with her in facilitating, reviewing and managing development activities.

PRINCE GEORGE'S COUNTY COUNTYWIDE MAP AMENDMENT (CMA) AND NEIGHBORHOOD CONSERVATION OVERLAY (NCO) ZONE

In FY 2018, Prince George's County passed legislation to enact a new Zoning Ordinance and Subdivision Regulations. Concurrently, the County Council passed a resolution that set in motion the establishment of a Greenbelt Neighborhood Conservation Overlay (NCO) Zone which is anticipated to be passed concurrently with the county's Comprehensive Zoning Map Amendment (CMA) in November 2020.

The implementation of the county's new Zoning Ordinance and Comprehensive Zoning Map Amendment will have implications to the city. Planning staff has reviewed and commented on the draft Comprehensive Zoning Map Amendment and identified potential implications for residential and commercial property owners in the city. For the most part, the CMA represents a one to one conversion of the city's existing Euclidean Zones to the new Zones. A couple of exceptions to this have to do with areas in Greenbelt West that were zoned mixed use. Staff is also advocating for more restrictive zoning for the city's Forest Preserve Areas and Roosevelt Center.

The Greenbelt NCO Zone is critical to protecting and preserving the unique development features and character of Greenbelt. Staff is working closely with county staff and stakeholders within historic Greenbelt to ensure the standards adopted will achieve the goals and purposes of the Greenbelt NCO Zone. A Neighborhood Study and the Greenbelt NCO Zone Standards have been completed by the county and public review of these documents is expected to occur in the spring and summer of 2020.

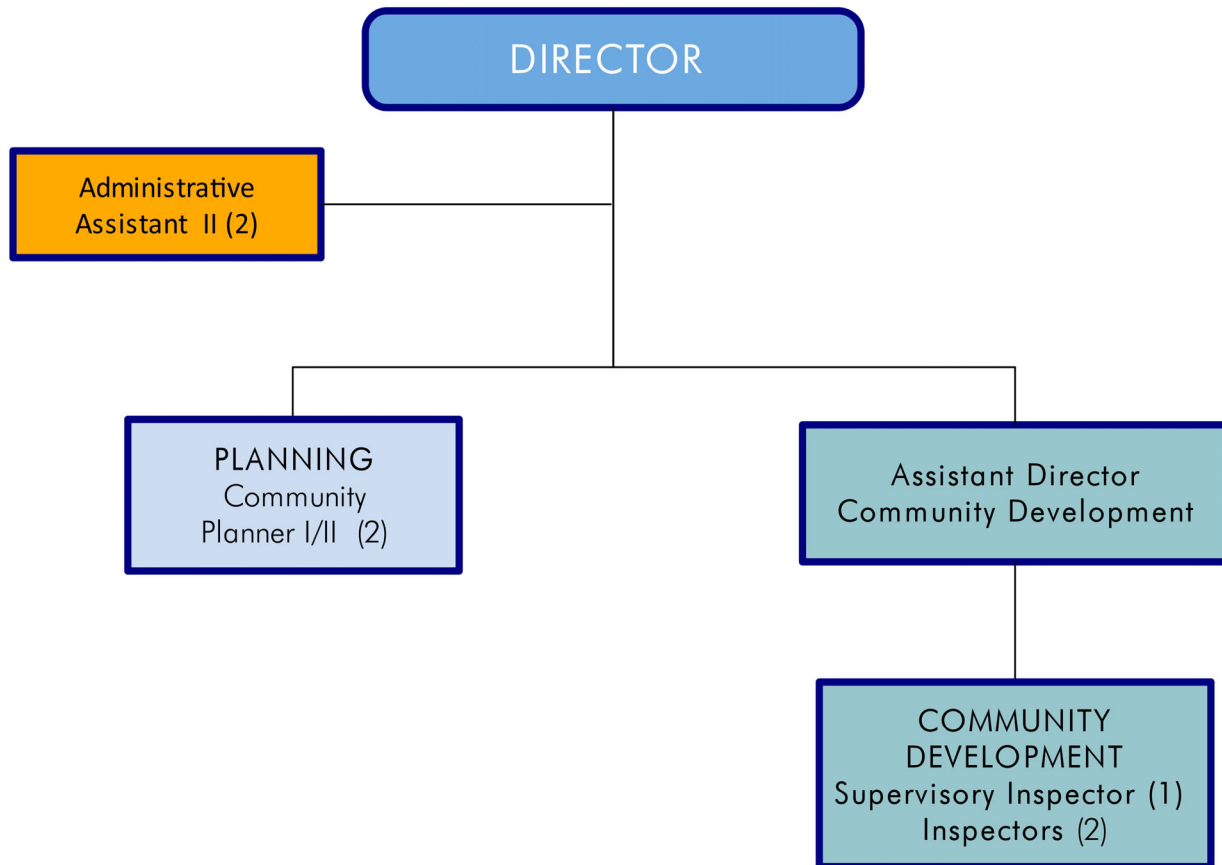
STATE/FEDERAL PROJECTS

A major role of the department is to monitor and assist in the review of county, state and federal projects. There a number of state and federal projects that staff is following closely, including the Maglev, I-495 & I-270 Managed Lane Study and the proposed relocation of the Bureau of Engraving and Printing. The Maryland Department of Transportation State Highway Administration and the Federal Highway Administration are conducting the Environmental Study for the I-495 & I-270 Management Lane Study. In addition to advocating for the city's position of opposition to this project, staff is participating in the review of various documents and studies including evaluation for potential impacts to publicly owned park, recreation areas, wildlife/waterfowl refuges and public or privately-owned historic sites.

The proposed relocation of the Bureau of Engraving and Printing is in the National Environmental Policy Act (NEPA) process with the completion of an environmental study currently ongoing. The department will be monitoring this project closely reviewing relevant studies and advocating the city's position to federal, state and county representatives.

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
210 Planning					
Planning Director	GC-26	1	1	1	1
Assistant Director*	GC-22	0	0	0	0
Community Planner I & II	GC 16 & 18	2	2	2	2
Total FTE		3	3	3	3
220 Community Development					
Assistant Director	GC-22	1	1	1	1
Supervisory Inspector	GC-18	1	1	1	1
Community Development Inspector I & II	GC-12 & 14	2	2	2	2
Administrative Assistant II	GC-13	2	2	2	2
Total FTE		6	6	6	6
Total Planning & Community Development		9	9	9	9

*Can be underfilled





The Planning Department is responsible for overseeing all physical development in the city. Duties include: reviewing development projects for impact on the city, planning, coordinating and managing capital projects, compiling demographic data and the preparation of population and housing projections, coordination of planning and development activities with other public bodies, planning and coordinating environmental enhancement projects, serving as liaison to the Advisory Planning Board

and Board of Appeals, preparing special studies addressing particular issues, drafting legislation and other duties as necessary.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Advisory Planning Board Meetings	13	22	24	24
Other Meetings	450	300	450	300
Development Proposals	5	5	6	5
Grants Administered	5	5	5	4
Full Time Equivalent (FTE)	3	3	3	3

MANAGEMENT OBJECTIVES

- Work with the county on the installation of at least five bikeshare stations in city rights-of-way.
- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Monitor the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.

BUDGET COMMENTS

- 1) Line 01, Salaries, and line 28, Employee Benefits, have fluctuated in recent fiscal years. FY 2021 salaries shows the cost of a fully staffed Planning Department.
- 2) \$30,000 is budgeted in Professional Services, line 30, to contract with an architectural firm to perform a space study.
- 3) The budget for Office Expenses, line 55, has stabilized with the right-sizing of the department.

PLANNING Acct. No. 210	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$149,775	\$215,251	\$246,200	\$223,000	\$257,200	\$227,200
28 Employee Benefits	72,135	72,744	93,000	90,600	103,500	94,500
Total	\$221,910	\$287,995	\$339,200	\$313,600	\$360,700	\$321,700
OTHER OPERATING EXPENSES						
30 Professional Services	\$46,013	\$226	\$30,000	\$30,000	\$30,000	\$0
33 Insurance	1,654	1,610	1,800	1,900	2,100	2,100
45 Membership & Training	3,377	4,887	7,600	7,600	7,600	4,600
55 Office Expenses	123	1,059	1,300	1,700	1,300	1,300
Total	\$51,167	\$7,782	\$40,700	\$41,200	\$41,000	\$8,000
TOTAL PLANNING	\$273,077	\$295,777	\$379,900	\$354,800	\$401,700	\$329,700
REVENUE SOURCES						
Development Review Fees	\$3,000	\$15,364	\$0	\$10,000	\$5,000	\$5,000
Total	\$3,000	\$15,364	\$0	\$10,000	\$5,000	\$5,000

This office is responsible for activities relating to the protection of the health, safety and welfare of the community through the enforcement of housing, building, sediment control and construction codes. This office is also responsible for burglar alarm licensing, handbill and noise ordinance enforcement.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Board of Appeals Meetings	1	1	1	2
Single Family Rental Inspections	200	385	250	340
Apartment Units Inspected	1,019	1,020	1,021	1,021
Rental Licenses (excluding apartments)	297	281	337	350
Construction Permits Issued	25	40	30	40
Building Permits Issued	975	1,033	530	850
Sediment Control Permits Issued	3	5	7	5
Sediment Control Inspections	60	116	130	75
Noise Ordinance Citations	98	9	13	15
Noise Ordinance Complaints	23	97	80	85
Property Violation Complaints	385	444	300	305
Handbill Violations	17	15	14	15
Burglar Alarm Licenses Issued	200	213	215	220
Day Care Businesses Licensed	13	13	11	15
Alarm Companies Registered	32	65	67	70
Commercial Units Licensed	277	246	312	450
Liquor Licenses Issued	18	20	20	20
Residential False Alarm Invoices	n/a	2	5	10
Residential False Alarm Warning Letters	n/a	168	180	185
Non-Residential False Alarm Invoices	30	29	30	35
Non-Residential False Alarm Warning Letters	n/a	106	137	140
Police Non-Response	9	12	6	4
Foreclosed and Vacant Properties	5	51	60	70
Municipal Infractions Issued	110	7	20	30
Full Time Equivalent (FTE)	5.0	6.0	6.0	6.0



MANAGEMENT OBJECTIVES

- Complete the implementation of the portability of Community Development software to inspectors while in the field.
- Evaluate the need and feasibility of establishing an after-hours on-call program for inspection staff.
- Work with the county on the licensing of short-term rental properties.

BUDGET COMMENTS

- 1) Lines 01 and 28, Salaries and Employee Benefits, in FY 2021 show the effect of adding the Assistant Director to oversee Community Development operations.
- 2) Line 30, Professional Services, should become more predictable with the hiring of the Assistant Director and the construction at Greenbelt Station nearly complete.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$223,706	\$274,296	\$390,500	\$250,500	\$408,200	\$294,200
25 Repair/Maintain Vehicles	637	167	1,000	500	1,000	1,000
27 Overtime	0	0	0	1,000	1,000	1,000
28 Employee Benefits	84,721	112,139	157,100	105,100	181,600	144,600
Total	\$309,065	\$386,602	\$548,600	\$357,100	\$591,800	\$440,800
OTHER OPERATING EXPENSES						
30 Professional Services	\$129,456	\$138,786	\$30,000	\$30,000	\$30,000	\$30,000
33 Insurance	1,166	1,333	1,400	1,400	1,600	1,600
34 Other Services	3,629	4,324	4,000	4,000	4,000	4,000
38 Communications	6,593	5,594	6,600	7,500	7,500	7,500
42 Building Rental	35,700	35,700	35,700	35,700	35,700	35,700
45 Membership & Training	965	2,154	6,000	5,400	6,000	3,000
48 Uniforms	1,098	599	1,000	1,000	1,000	1,000
50 Motor Equipment						
Maintenance	3,770	1,922	5,200	2,700	2,800	2,800
Vehicle Fuel	1,144		1,200	1,500	1,500	1,500
52 Departmental Equipment	0	0	0	2,000	3,000	3,000
53 Computer Expenses	8,295	12,505	10,300	13,000	13,000	13,000
55 Office Expenses	14,015	17,221	13,000	13,600	13,700	13,700
Total	\$205,832	\$220,138	\$114,400	\$117,800	\$119,800	\$116,800
TOTAL COMMUNITY DEVELOPMENT	\$514,896	\$606,740	\$663,000	\$474,900	\$711,600	\$557,600
REVENUE SOURCES						
Street Permits	\$145,384	\$69,845	\$50,000	\$13,000	\$10,000	\$10,000
Licenses & Permit Fees	927,592	930,886	915,300	922,800	922,800	921,900
Non-Residential Alarm	33,950	28,550	30,000	5,000	5,000	5,000
Municipal Infractions	12,240	11,665	12,000	12,000	12,000	12,000
False Alarm Fees	7,750	3,075	5,000	4,000	4,000	4,000
Total	\$1,126,916	\$1,044,021	\$1,012,300	\$956,800	\$953,800	\$952,900

