

CALENDAR

< PREVIOUS MONTH

JUNE 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2 7:00 PM Arts Advisory Board	3 5:00 PM FREE Parenting Class 7:30 PM Advisory Planning Board 8:00 PM Work Session - Special Meeting (Virtual)	4	5 Greenbelt Day Weekend	6 Greenbelt Day Weekend
7 Greenbelt Day Weekend 10:00 AM Greenbelt Farmers Market 1:00 PM Greenbelt Virtual Open Studio Tour	8 5:30 PM Youth Advisory Committee 7:00 PM Greenbelt CERT and CART Joint Meeting 8:30 PM Regular Meeting - (Virtual)	9 7:00 PM Advisory Committee on Trees 7:00 PM Pride at PGCMS: R. Eric Thomas on "Here for It"	10 8:00 PM Work Session - Greenbelt Board of Elections (Virtual)	11 7:30 PM Community Relations Advisory Board	12	13
14 10:00 AM Greenbelt Farmers Market 3:00 PM Special Meeting of City Council	15 10:00 AM Emergency Food Distribution 7:00 PM "Who will Write Our History" Documentary on Zoom 8:00 PM Work Session - Refinancing and Long-Range Financial Planning (Virtual)	16 4:00 PM LFFP Advanced Peace Tools and Techniques	17 10:00 AM Emergency Food Distribution 7:00 PM George Matthew Johnson on "All Boys Aren't Blue" 7:30 PM Park and Recreation Advisory Board 7:30 PM Advisory Planning Board 8:00 PM Work Session - Greenbelt East Advisory Coalition (GEAC) Stakeholder (Virtual)	18 4:00 PM Putting Peace Education Into Practice 7:00 PM Virtual Community Meeting w/Greenbelt Police	19	20 7:00 PM Juneteenth Commemoration
21 10:00 AM Greenbelt Farmers Market	22 8:00 PM Regular Meeting - (Virtual - Subject to COVID-19)	23 Americans for the Arts 3:30 PM Senior Citizen Advisory Committee 7:00 PM Advisory Committee on Education	24 Americans for the Arts 1:30 PM Memory Support Group 8:00 PM Work Session - Advisory Boards and Committees Chairs (Virtual)	25 Americans for the Arts 7:00 PM Forest Preserve Advisory Board	26	27 8:00 AM First Annual Chief's Bike Ride
28 10:00 AM Greenbelt Farmers Market	29 MML Summer Conference - Virtual 5:00 PM Teen Anger Zoom Classes 8:00 PM Special Meeting - Closed Meeting (Virtual)	30 MML Summer Conference - Virtual 6:45 PM Former Peace Corps Members Reminisce via Zoom	1	2	3	4

CALENDAR

< PREVIOUS MONTH

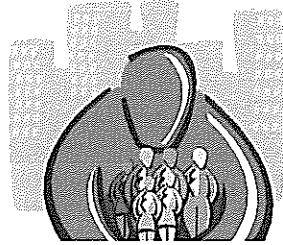
JULY 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 5:00 PM <u>Free Parenting Classes</u> 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Work Session - Roosevelt Center Owner (stakeholder)</u>	2	3	4 <u>4th of July Celebration</u>
5 10:00 AM <u>Greenbelt Farmers Market</u> 3:00 PM <u>Beech Tree Puppets Performance: The Apple Tree</u>	6 8:00 PM <u>Work Session - TBD, (Virtual - Subject to COVID-19)</u>	7	8 8:00 PM <u>Work Session - TBD, (Virtual - Subject to COVID-19)</u>	9	10	11
12 10:00 AM <u>Greenbelt Farmers Market</u>	13 7:20 PM <u>Advisory Board Interviews, (Virtual)</u> 8:00 PM <u>Regular Meeting, (Virtual Subject to COVID-19)</u>	14	15 5:00 PM <u>Free Parenting Classes</u> 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Work Session - Economic Development/Recovery, (Virtual - Subject to COVID-19)</u>	16	17	18
19	20 8:00 PM <u>Work Session - Greenbelt NCO Zone, (Virtual - Subject to COVID-19)</u>	21	22 8:00 PM <u>Work Session - Capital Projects, (Virtual - Subject to COVID-19)</u>	23	24	25
26	27 8:00 PM <u>Work Session - TBD, (Virtual - Subject to COVID-19)</u>	28 7:00 PM <u>Advisory Committee on Trees</u>	29 8:00 PM <u>Work Session - City Manager Updates, (Virtual - Subject to COVID-19)</u>	30	31	1

CITY NOTES

Greenbelt CARES



June 26

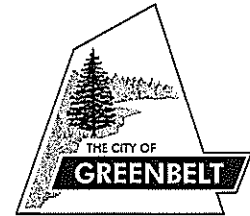
Judye Hering participated in an Adult Learner Online Transition Survey. The purpose of the survey was to connect with other adult education programs and adult learners, and learn about their ability to adapt to on-line classes.

Judye Hering participated in a Webinar called Distance Learning During the Pandemic: Understanding Performance Assessment and Reporting for adult learners.

WEEKLY REPORT

Planning and Community Development

The Week Ending: Friday, June 26, 2020



The following items highlight the various activities of the staff of Planning and Community Development for the past week.

CODE ENFORCEMENT

Commercial Properties:	Roosevelt Center commercial businesses were observed; and Sign enforcement City wide;
Rental Homes (single family, condo and townhouses)	One rental was inspected this week 7800 Hanover Parkway #303;
Complaints:	Three complaints were logged this week regarding no AC, mold in the bedrooms and dampness, and trash not being picked up in trash room which caused the attraction of flies; 7802 Hanover Parkway entire building and all units; and 11 Lakeside Drive;
Windshield Inspections:	10 Hedgewood Drive was observed this week;
Permits:	Six permits were approved and issued; and Forty-four letters were mailed to City residents and commercial property owners for failure to obtain a Greenbelt permit for work performed;
Burglar Alarms:	Eleven alarm warning letters were mailed – ten to businesses and one to a resident;
Construction Sediment Erosion Control:	Attended pre-construction meeting on Lakecrest Drive;
Meetings:	Staff Met With: <i>Public Works Director and Assistant Director to review 30% design plans for the Cherrywood Lane Complete and Green Street Project - Phase 2; and Code Enforcement Inspector;</i> Staff Participated In: <i>Virtual senior staff meeting; Virtual City Council meeting;</i>

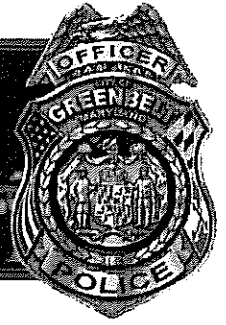
*Webinar on small cell regulations; and
Virtual meeting with Prince George's County Complete Count
Committee;*

Planning Projects: *Processed invoices for payment;
Reviewed comments on proposed Greenbelt NCO Zone;
Worked on RFP for the Greenbelt Lake Parking Lot
Improvement project;
Reviewed City Code Proof;
Reviewed New Deal Café request to temporarily extend
outdoor dining area;
Drafted support letter on New Deal Café request to
temporarily extend outdoor dining;
Drafted Memorandum of Understanding for New Deal Café
request for outdoor dining for the city's solicitor's review;
Approved revised telecommuting schedule for administrative
staff expanding the number of hours they will be in the office;
Scheduled and prepared documents for the pre-construction
meeting on the County's University Square Outfall project;
Reviewed outdoor seating plan for New Deal Café;
Completed review of Sculpture Conservation proposals; and
Continued review of the Royal Farms Detailed Site Plan (DSP);*

Other Items Of Interest: *Continue to monitor Prince George's County Emergency
Operation Center; and
Greenbelt Code Proof review;*

Training: *NFPA webinar;
ICC webinar; and
AACE webinar;*

*GREENBELT
POLICE DEPARTMENT*



WEEKLY ACTIVITY

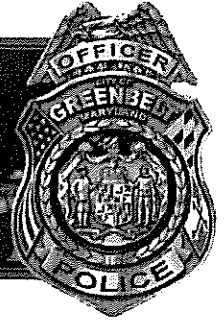
Week Ending June 26, 2020

- Worked with IT and Public Works to complete the installation of the security access system for the Police Department.
 - The system went live on June 24th.
- Continued coordinating training and debugging of the PremierOne CAD system.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



CRIME REPORT TALLY SHEET

WEEK OF JUNE 24, 2020

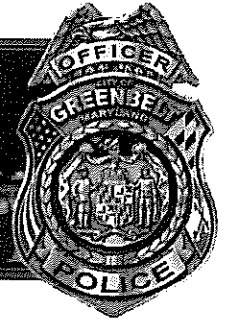
The following list is comprised of the actual numbers of offenses reported during the week. Not all reports are included as narratives, only incidents of interest, unusual or public safety related items are included.

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Rape		Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Transporting a BB Gun	1
Strong Armed Robbery	1	Emergency Commitment Petition	1
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	5
Attempt Burglary		Unattended Death	
Assault (1 domestic related, 1 neighbor dispute)	3	Alcohol Violation	
Domestic	2	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	
Theft	8	Notification for other agency	
Vandalism (One domestic related)	3	Injured Person	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	2
Trespass		Recovered Stolen Vehicles	
Disorderly Conduct		Recovered Stolen Tags	1
Failure to Obey Lawful Order		Theft From Vehicles	4
Credit Card Offense		Attempt Theft From Vehicles	2
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person		Accidents	8



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



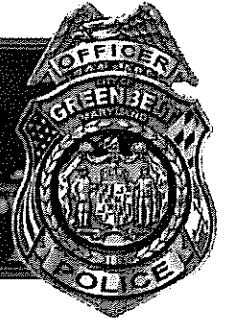
Animal Control Activity

Four deceased animals transported to PG County Animal Shelter for disposal.
Four cats were trapped and vetted. Will be released back outside near Ora Court.
Three kittens were surrendered to the shelter.
Shelter Residents: Four adult cats Ten kittens
One adult cat and her three kittens in a foster home.
Dog bite occurred at 108 Periwinkle Court. Owner known (Occurred last reporting period).
One dog bite, owner address, but the owner has not been contacted (Occurred last reporting period).
Animal Control is holding a fundraiser starting June 25th, throughout the month of July. Chocolate cover strawberries will be sold for \$20. All proceeds will benefit the Animal Shelter.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



CRIME REPORT

JUNE 24, 2020

This activity report is provided as a public service to the community. It is intended to give an overview of the criminal activity within Greenbelt and is not a complete listing of all events and crime reported to the Greenbelt Police Department. The Weekly Activity Report is also available online at:

www.greenbeltmd.gov/police

The Greenbelt Police Department and Crime Solvers are offering a reward of up to \$1,000 for information leading to the arrest and conviction of the person(s) responsible for any of the unsolved crimes reported in this report. Call **1-866-411-TIPS** to report any information you may have. You can remain anonymous.

Additionally, you can anonymously report suspected drug activity in your neighborhood by calling our Drug Tip Line: 240-542-2145.

CENTER CITY

06/19 2:55 A.M.	14 court Hillside. Fraud. Unknown person(s) made unauthorized charges on the victim's credit card.
06/20 12:45 A.M.	7801 Belle Point Drive. Burglary. Officers responded to a report of a commercial breaking and entering in progress. Unknown person(s) broke out a glass window to gain entry. It is unknown if anything was taken. A possible suspect vehicle seen leaving the area is described as a white van bearing Virginia tags.
06/23 11:07 A.M.	23 court Road. Stolen bicycle. A black Crossroad brand bicycle was taken from the yard of a residence.
06/24 9:45 P.M.	21 court Ridge Road. Stolen bicycle. A light purple mountain bike was taken from the yard of a residence.

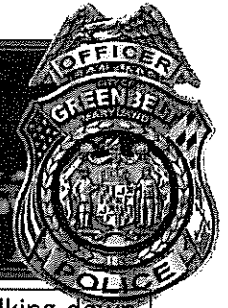
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

06/19 1:38 P.M.	8000 block Greenbelt Station Parkway. Fraud. The victim advised that unknown person(s) opened two credit cards in her name.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



06/21	5700 block Greenbelt Metro Drive. Theft. The victim advised that she was walking down the street when she was approached by the suspect, who grabbed the cellphone from the victim's hand and fled the area. The suspect is described as a black male wearing a green shirt and black pants.
06/21 3:09 P.M.	5911 Cherrywood Lane. Assault. The victim advised that she met the suspect on social media and agreed to meet in person and go out. The suspect and victim then engaged in a verbal altercation that became physical, with the suspect throwing the victim to the ground and kicking her. The suspect then threw a bottle at the victim's vehicle, breaking out a window. The suspect then fled the scene. The victim refused treatment for minor injuries. The suspect is described as a black male wearing a blue and white polo shirt, white and yellow shorts and carrying a black and white checkered bag.
06/22 9:26 P.M.	6000 block Greenbelt Road. Vandalism. A suspect spray painted graffiti on a wall at Beltway Plaza. The suspect is described as a black male wearing a black hooded sweatshirt and blue jeans.
06/23 4:53 P.M.	5809 Cherrywood Lane. Vandalism. The victim advised that he was sleeping in his residence when someone knocked on his door, asking him to come out. The victim refused, when someone threw a rock through his sliding glass door, shattering it. The victim looked outside and observed the suspect, who is known to the victim, holding what appeared to be a shotgun. The suspect then fled the area. The investigation is ongoing.
06/23 6:35 P.M.	6233 Springhill Drive. Burglary. Unknown person(s) used unknown means to enter the residence. A laptop computer, two televisions and a mattress box spring were among the items taken.
06/23 8:12 P.M.	Area of Cherrywood Lane and Breezewood Drive. Transporting a BB gun arrest. Carlos Maurice Wilder, 37, of Riverdale, MD was arrested and charged with Transporting a BB gun by officers responding to a report of a fight. The suspect was released on citation pending trial.

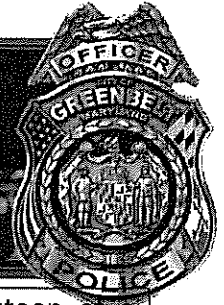
GREENBELT EAST/GREENWAY SHOPPING CENTER

06/18 10:40 A.M.	7806 Hanover Parkway. Fraud. The victim advised that she received a phone call from the suspect, claiming to be with the Social Security Administration. The suspect advised that the victim's social security number had been used during a crime committed in Texas and that she would have to pay money in order to clear her name. The victim used a phone app to send money to the suspect and later discovered that she had been defrauded.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



06/22 11:24 P.M.	7813 Mandan Road. Theft. A parcel package was taken from the front stoop of a residence.
06/23 4:20 P.M.	7500 block Greenbelt Road. Strong arm robbery. The victim advised that he was walking down the street when he was approached by the suspect, who punched him in the face, knocking him unconscious and taking money. The victim was transported to a local hospital for treatment of a fractured jaw. The suspect is described only as wearing a burgundy jacket, possibly fleeing the area in a vehicle described as a black 4-door.

Automotive Crime - City Wide

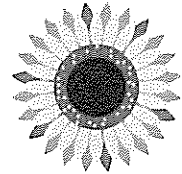
06/19	7800 block Lakeside Drive. Stolen auto. A silver 2017 Subaru WRX 4-door, Arizona tags CEK5264.
06/20	7907 Mandan Road. Theft from auto. Unknown person(s) broke out the driver's window and removed the driver's side airbag.
06/20	7600 Ora Glen Drive. Theft from auto. Unknown person(s) broke out the passenger window and removed a purse.
06/20	7815 Mandan Road. Theft from auto. Unknown person(s) broke out the driver's window and removed the driver's side airbag.
06/20	7815 Mandan Road. Theft from auto. Unknown person(s) broke out the driver's window and removed the driver's side airbag.
06/21	6126 Breezewood Drive. Vandalism to auto. Unknown person(s) broke the sunroof on a vehicle and scratched graffiti and a slur on the vehicle.
06/24	6205 Springhill Drive. Attempt theft from auto. Unknown person(s) broke out the driver's window and rummaged through the vehicle.
06/24	5803 Cherrywood Lane. Attempt theft from auto. Unknown person(s) broke out the driver's window and rummaged through the vehicle.
06/24	157 Westway. Stolen golf cart. A cream colored golf cart with the words Lerner on the front.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works Weekly

Report for June 26, 2020



ADMINISTRATION

- Participated in Microsoft Team virtual Senior Staff meeting.
- Met with the Theater Operator regarding re-opening.
- Met with Planning Staff to review Cherrywood Lane Phase II plans.
- Participated in Microsoft Team virtual meeting with the City Manager and HR Director regarding facility improvements.
- Organized and interviewed Summer Help candidates.
- Continued Emergency Action Plan (EAP) scheduling and monitoring COVID-19 response inventory.

STREET MAINTENANCE/SPECIAL DETAILS

- Pushed yard debris at the Northway Fields compost site.
- Picked up unwanted signs and checked for graffiti.
- Fixed two damaged banners.
- Continued repairing asphalt at the Roosevelt Center parking lot.

HORTICULTURE/PARKS

- Serviced citizens' chipper requests.
- Performed landscape maintenance throughout the City.
- Performed maintenance on beds around Roosevelt Center, Aquatic and Fitness Center, Rock Wall, Municipal Building and Museum.
- Removed downed limb behind St. Hugh's Church.
- Removed dead pine at group picnic area at Buddy Attick Park and on Crescent Road.
- Trimmed trees and bushes from property line on at Greensprings Park.
- Planted memorial tree behind the Library.
- Pruned dead out of an oak on Hedgewood Drive and Springhill Drive.
- Installed hand sanitizer stations at all playgrounds.
- Reopened playgrounds for public use.

REFUSE/RECYCLING/SUSTAINABILITY/ENVIRONMENTAL

- Collected 30.40 tons of refuse ton and 12.79 tons of recycling material.
- Performed daily SWPPP inspections.
- Attended Council Meeting.
- Finished Food Scraps Drop Off Program design on City Website.
- Coordinated with intern to perform GIS Volunteer Responsibilities.
- Reached out to 3 potential GIS Prospects.
- Attended Pollinator WebEx seminar provided by the Chesapeake Bay Trust.
- Began searching for new contractor to provide paper and cardboard recycling.

- Completed and Uploaded Natural Resources and Planning and Land Use Sections of SMC.
- Attended weekly phone conference on SMC recertification.

BUILDING MAINTENANCE

- Reinstalled toilets after floor renovations at Schrom Hills Park.
- Replaced carpet with tile in three areas at Community Center.
- Serviced rooftop exhaust fans at Community Center
- Repaired toilets at women's locker at Greenbelt Aquatic and Fitness Center.
- Continued work on the Youth Center LED light installation project.

FLEET MAINTENANCE

- Completed tune-up and replaced the coils in vehicle #100.
- Replaced bad pins on backhoe #129.
- Replaced broken turn signal light brackets on case loader #145.
- Replaced and repaired front brake hoses and the calipers on bus #502.
- Replaced the A-pillar front windshield molding on vehicle #613.
- Completed preventative maintenance on vehicle #614.
- Replaced left rear tire on vehicle #858.
- Completed preventative maintenance, repaired the spot light, and installed a gun rack on vehicle 862.

Greenbelt Recreation Department

Weekly Report

Week Ending June 26, 2020

ADMINISTRATION:

- Held Park Ranger meeting to review park conditions and issues.
- July 4th fireworks and activities at Buddy Attick Lake Park have been cancelled this year. Staff attended Council meeting to review strategies for managing anticipated crowds and proposed re-openings of some areas such as playgrounds and restrooms. The requirement for wearing a face covering will remain in place until further notice at Buddy Attick Lake Park.
- Attended Department Head meeting.
- Held Recreation Facilities reopening plan meeting.
- Held Department staff meeting
- Met with GAFC Supervisor to review progress and consider challenges related to reopening the facility.
- Attended MRPA Director's meeting.
- Attended Forest Preserve Advisory Board meeting to provide briefing on the Park Ranger program.
- Attended City Council's Work Session with Advisory Board Chairs.
- Met with staff to plan for outdoor summer classes.
- Recreation Director will serve on MML's 2021 Convention Planning Committee representing the Recreation and Parks Department.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS/GREENBELT KIDS:

- Staff continue to work remotely and implement plans to provide programs and services during facility closures.
- Continued training and orientation of new staff member Taylor Hardy.
- Registration for Summer Classes and Summer Connect Camp Programs continue this week.
- Virtual summer classes continue this week.
- Held Camp Planning meetings. Staff are busy finalizing camp program plans, completing staff on-boarding and orientation programs. Several rehearsals were held to prepare staff to deliver programs online.
- Creative Kids Camp, Circus Camp, and Camp Encore all began session one on Monday! Congratulations go out to staff for transforming camp programs to a virtual format!
- Kinder Camp, Camp Pine Tree, and Camp YOGO are all scheduled to begin on July 6. Staff are recording activity sessions, loading up supply bags, and rehearsing for live zoom sessions.
- Coordinated with Administration staff to share Zoom accounts for city meetings.
- Continued planning for Outdoor Movie Program.

- Completed assembly of free Summer Activity Kits. An assortment of art, fitness, educational, and summer fun supplies will be provided to our young residents this summer. Kits will be distributed next week, in collaboration with the PGCPS summer meal program. Initial promotion of the program was launched on social media.
- Staff assisted with distribution of senior meals.
- Continued to develop plans for a July 4th weekend virtual special event. Virtual fireworks, tours of historic sites, national anthem performances by local vocalists, a puppet show featuring Beech Tree Puppets, and much more is planned to celebrate the holiday this year.
- Attended All Staff meeting via zoom.
- Continue to promote Virtual Recreation Center, Summer Classes & Camps, and upcoming special events through daily engagement on social media.
- Staff continue to add new content to Virtual Recreation Center. Our next virtual special event will celebrate America's independence, with a full weekend of events and activities on July 3-5.
- Developed plan to begin outdoor adult sports and fitness classes, commencing in late July.
- Staff are planning a celebration of Parks & Recreation month in July.
- New flooring was installed in office spaces at the Youth Center.
- Continued to plan for reopening of both the Youth Center and Springhill Lake Recreation Center.
- Staff continue to collaborate with Public Information colleagues to update the Virtual Recreation Center. Sincere thanks are extended to Bev Palau and Jen Sterling!
- Two new videos with our dance program instructors were provided this week to enhance program content on city website and Facebook pages. Both tap and contemporary dance were featured this week, as part of a series of original Greenbelt Recreation productions, guiding participants through movement activities to simple musical rhythms.
- Planned and participated in Fox 5 feature on Greenbelt's response to COVID-19. Staff presented information on our Virtual Recreation Center, Virtual Summer Classes, Summer Connect-Virtual Camps & Summer Fun Activity Kits.

AQUATICS:

- Staff continued cleaning the outdoor pool and baby pool to prepare for reopening.
- Participated in weekly department zoom meeting.
- Staff completed American Red Cross online training - "Returning to Work During COVID-19: Safe Work Practices Online."
- Part-time staff continued working on completing online training to expedite in water/class portions when deemed safe.
- Participated in zoom meeting with GAFC staff to discuss return to work staff training.

Community Center:

- Staff continues to field inquiries about facility operations.
- Staff provided access to a tenant to maintain equipment.
- Coordinated with PW in regard to schedule for the Gym window restoration project.
- Administrative Assistant will be providing filing support to the Finance Department.
- Continued registration for virtual camps and virtual summer classes.
- Staff met with locksmith contractor to investigate an exterior door concern.

- The weekly Center Leader Connection Zoom meeting was Thursday evening with a discussion about books! There were 8 staffer who participated.
- Continued virtual training and onboarding for new staff.
- Staff participated in a Parks and Recreation Month Mini-Committee meeting. July is Parks and Recreation Month and the mini-committee is coordinating the department's involvement.
- Staff participated in a Zoom re-opening planning meeting.
- Staff participated in a Zoom department meeting.
- Staff met with the Museum Curator about participation in the virtual Labor Day Festival.
- Continued preparing for facility re-opening.
- Staff complete the following training: Bloodborne Pathogens Training and American Red Cross Returning to Work During COVID-19: Safe Work Practices.

Therapeutic Recreation:

- Supervisor continues to research and provide content for Virtual Recreation Center.
- Supervisor posted to Social Media (Greenbelt Recreation)
 - Scheduled several daily posts for the week
 - SHLES Summer Fun Activity Kits photos
 - Summer Classes
 - Blood Drive- July 10
- Supervisor participated in weekly department staff Zoom meeting.
- Supervisor held 1st SCAC Zoom meeting. We had 7 committee members participate, Council Liaison Silke Pope, and City Staff Liaison Rebekah Sutfin.
 - We have a few kinks to work out, but it went rather well
 - Plans to meet in July were discussed, as well as a virtual Open Forum in September.
- Supervisor participated in City Council- Advisory Boards Work Session
- Supervisor participated in ICAA Webinar: Stress less: Finding calm in your life
- Supervisor assisted with putting together Summer Fun Activity Kits for distribution at Springhill Lake Recreation Center.
- Supervisor participated in Zoom meeting for Park & Recreation Month Mini-Committee meeting.
- Supervisor worked with Prince George's County- Department of Aging- Nutrition Program to receive a week's worth of frozen meals for the Food & Friendship program and home-bound seniors; 36 seniors received meals this week. Thanks to Brian Butler for assisting with delivery.
 - Seniors also received crossword puzzles for the week.

Park Rangers:

- Grill use continues, despite efforts to close by wrapping with caution tape.
- Playground use continues, despite efforts to close by wrapping with caution tape.
- Two unpermitted soccer groups continue to use fields at Schrom Hills Park on a weekly basis. Rangers are attempting to intercept the groups before they begin to play.
- Attended Meet & Greet at the Forest Preserve Advisory Board meeting.
- Rainy weather kept park attendance lower than average for the week

City of Greenbelt
City Manager's Report
Week Ending June 26, 2020

1. Attached please find a copy of the Executive Order.
2. The City renewed its Workers Compensation Insurance for FY21 with Key Risk. The estimated renewal cost is \$666,740 which is \$47,540 higher than budgeted. This is a 7.7% increase above what is budgeted. This renewal policy includes new coverage for Terrorism which accounts for \$13,767 of this increase. While higher than budgeted and recent years, this cost is lower than the FY18 cost of \$689,925. The City's broker checked with Chesapeake Employers Insurance (formerly IWIF) and their estimate was significantly higher at \$1,163,700.
3. Attached please find the draft business relief program guidelines from Ms. Charise Liggins.
4. Attached please find a copy of the draft MOU. If no Council comments are received, staff will distribute the letter to the New Deal Café representatives.
5. Attached please find a report on the Green Ridge House inspections. Reinforcements have been made to some units to address the potential for reoccurrence of drywall issues experienced earlier in the week.
6. Attached is a hard copy of GHI's recommendations and comments regarding the Neighborhood Conservation Overlay Zone.
7. Attached please find a request for a letter of City support from Holy Cross Lutheran Church. Holy Cross Lutheran is applying for tax credits to support affordable housing development on Church property. Attached is a sample letter provided by the Church.
8. Met with staff and ICMA-RC regarding virtual sessions for employees.
9. Met with staff regarding insurance matters.
10. Met with Restoration Church and multiple departments. The Pastor confirmed that Restoration Church will be distributing various goods donated to the community via WorldVision. The invitations will be coordinated with Ms. Christal Batey and GAIL staff, in order to reach CARES clients and other low income individuals in need. Police will meet onsite with church representatives' next week to further review logistics.
11. As noted in the daily updates to Council and staff, participated in meetings and/or correspondence regarding COVID-19 recovery efforts.
12. An employee message will be sent today.
13. Consulting with staff and City Solicitor on personnel matters.
14. Participated in the City Council Special Meeting and Executive Session on Collective Bargaining, Regular Meeting, the Council Work Session with Advisory Board and Committee Chairs.
15. **Assistant City Manager**
 - a. Served as Acting City Treasurer

- b. Emergency management due to COVID-19.
- c. Held a weekly call with the Museum Director.
- d. Virtually attended the Regular Meeting on June 22.
- e. Met virtually and collaborated with members of the Zero Waste Circle and Public Works staff to submit the USDA Composting Grant.

16. City Treasurer/Finance

- a. Processed purchase orders, payments and employee payroll.
- b. In coordination with Human Resources, reviewed and approved workers compensation insurance renewal documents.
- c. Renewed the City's LGIT Insurance.
- d. Worked on Treasurer position transition matters.
- e. Signed and transmitted the engagement letters for the FY 2020 Audit.

17. Information Technology

- a. Attend Public Safety Workgroup meeting – Zoom
- b. CAD cutover wrap up
- c. Training on PD door security system
- d. Council meeting Zoom assistance

18. Economic Development

a. COVID19 Outreach

- i. Local bank
- ii. Local medical office
- iii. Local professional services
- iv. Local retail

b. Meetings & Webinars

- i. Attended regular city council meeting
- ii. Greater Washington Board of Trade COVID-19 Briefing
- iii. International Council of Shopping Centers (ICSC) Webinar: Understanding Tenant Risk
- iv. Greater Washington Board of Trade: Working for Economic Equity

c. Economic Development Admin

- i. Outreach to businesses to touch base about covid19, concerns and plans.
- ii. Working with staff to coordinate communications about covid19 to the community.

cc: Department Heads

David Moran, Assistant City Manager

Mary Johnson, Human Resources Officer

Bonita Anderson, City Clerk



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

EXECUTIVE ORDER

No. 15-2020
June 25, 2020

JUNE 29, 2020 CONTINUED DECLARATION OF A LOCAL STATE OF EMERGENCY FOR PRINCE GEORGE'S COUNTY, MARYLAND

WHEREAS, Section 14-111 of the Public Safety Article of the Annotated Code of Maryland provides for the declaration of a Local State of Emergency; and

WHEREAS, Section 6-134, et seq., of the Prince George's County Code provides for the declaration of a Local State of Emergency; and

WHEREAS, the President of the United States proclaimed that the COVID-19 outbreak in the United States constituted a national emergency beginning March 1, 2020; and

WHEREAS, on March 5, 2020, the Governor of the State of Maryland declared a state of emergency and a catastrophic health emergency for the State of Maryland to control and prevent the spread of COVID-19 and these emergency declarations continue; and

WHEREAS, the World Health Organization, on March 11, 2020, announced that the COVID-19 outbreak can be characterized as a pandemic; and

WHEREAS, Prince George's County, Maryland previously issued the following emergency declarations: Executive Order Number 6-2020 dated March 16, 2020; Executive Order Number 7-2020 dated April 13, 2020; CR-31-2020 adopted May 11, 2020; Executive Order Number 8-2020 dated May 14, 2020; Executive Order Number 10-2020 dated May 28, 2020; CR-51-2020 adopted June 9, 2020 and Executive Order Number 13-2020 dated June 12, 2020.

WHEREAS, Prince George's County, Maryland, with more than 18,640 confirmed positive cases of COVID-19 continues to have the highest number of confirmed cases in the State of Maryland; and

WHEREAS, Prince George's County, Maryland has been and continues to be severely impacted by the COVID-19 outbreak; and

WHEREAS, the Order of the Governor of the State of Maryland Number 20-06-10-01, issued June 10, 2020, specifically authorized political subdivisions to issue more restrictive orders than issued by the Governor including requiring any businesses, organizations, establishments, or facilities to close or modify their operations; and/or requiring individuals to remain indoors or to refrain from congregating; and

WHEREAS, Prince George's County Maryland's has continued to show a downward trend in the number of new positive cases (thus decreasing the positivity rate), the number of COVID-19 related hospitalizations and deaths and there continues to be an increase in Prince George's County, Maryland's testing capacity, contact tracing and supply of personal protective equipment to support moving to a full Phase 2 reopening; and

Wayne K. Curry Administration Building • 1301 McCormick Drive, Largo, MD 20774
(301) 952-4131 • www.princegeorgescountymd.gov

WHEREAS, consistent with Governor Larry Hogan's Roadmap to Recovery plan, the following are essential pillars in assessing the efforts to combat COVID-19: expanded testing, improved contact tracing, increased hospital surge capacity, and increased supply of personal protective equipment; and

WHEREAS CR-51-2020 authorizes the County Executive to amend the County's emergency declaration; now, therefore

IT IS HEREBY ORDERED, on this 25th day of June, 2020, that I, Angela D. Alsobrooks, County Executive for Prince George's County, Maryland, hereby proclaim that a Local State of Emergency continues to exist in Prince George's County, Maryland. It is necessary and reasonable to save lives and to protect the public safety and welfare of all Prince Georgians during this pandemic, by controlling and preventing the further spread of COVID- 19, to issue the following orders, which shall take effect June 29, 2020 at 5:00 p.m.:

- I. Stay-at-Home Order remains rescinded, unless specifically stated otherwise in this Order. However, all residents are still encouraged to stay in their homes or place of residences as much as possible, continue to practice appropriate personal hygiene like regular hand-washing and exercising appropriate social distancing when coming into contact with persons outside their home or residence.
- II. Face Covering. "Face Covering" means a covering that fully covers a person's nose and mouth. The term "Face Covering" includes, without limitation, scarves and bandanas. The following rules apply to Face Coverings:
 - A. All riders and operators on "The Bus", Prince George's County's bus transit system, are required to wear;
 - B. All customers in the enclosed area of a retail or restaurant establishment over the age of nine are required to wear; however, adult customers accompanying children age two through nine shall use reasonable efforts to cause those children to wear Face Coverings while inside the enclosed area of any retail or restaurant;
 - C. All retail establishments shall require staff to wear, and those staff shall wear, Face Coverings while working in areas open to the general public and areas in which interactions with other staff are likely; and
 - D. All restaurants shall require staff who interact with customers (including, without limitation, delivery personnel) to wear, and those staff shall wear, Face Coverings while working.
 - E. Single-use Face Coverings shall be properly discarded in trash receptacles. It is recommended that all reusable Face Coverings be cleaned frequently (at least once per day).
 - F. Face Coverings are required by persons while inside County owned and operated buildings.
 - G. Additional specific rules may apply as further set forth in this Executive Order.
- III. Except as otherwise provided in this Order, Non-essential businesses shall remain closed to the general public. Non-essential businesses are defined as businesses, establishments, organizations and facilities that are not part of the critical infrastructure sectors identified by the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (current described at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>).

IV. Closure of Certain Specific Businesses, Organizations and Facilities

- A. Senior Centers. All senior citizen activities centers (as defined in Section 10- 501 (i) of the Human Services Article of the Maryland Code) shall remain closed.
- B. Theaters
Theaters in Prince George’s County, Maryland at which live performances occur or motion pictures are shown, shall remain closed to the general public, however, live-streaming or broadcasting is allowed. (See below for drive-in movie theaters).
- C. Establishments may not resume nightclub or adult entertainment functions.
- D. Concert Venues: Remain closed to the general public.

V. Businesses, Organizations, Establishment and Facilities That May Open

- A. Retail Establishments (including shopping malls) may open with the following safeguards and capacity limits: maximum of 1 person per 100 square feet of sales space, not to exceed 50% maximum capacity as defined by the State of Maryland.
 - 1. Maintain physical distancing (greater than 6'), wherever possible, between employees and customers at curbside and in-store operations
 - 2. Use of appropriate personal protective equipment by all employees
 - 3. Adherence to Face Covering provision in Section II of this Order for employees and customers
 - 4. Physical distancing markers for staff and customers required
 - 5. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with Centers for Disease Control and Prevention (“CDC”) and Environment Protection Agency (“EPA”) approved disinfectant at least every 2 hours
 - 6. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working
 - 7. Online shopping and payment via digital platforms should be encouraged as much as possible.

B. Restaurants

Restaurants and other similar establishments that sell food or beverages for consumption in Prince George’s County, Maryland (“Restaurants”) may open to the general public, in accordance with any social-distancing recommendations of the CDC and the Maryland Department of Health (“MDH”), and subject to the following conditions:

- 1. Food or beverages are promptly taken from the premises, i.e., on a carry-out or drive-through basis; or
- 2. Delivered to customers off the premises; or
- 3. Outdoor dining at Restaurants and Bars will be permitted if there is adherence the following rules:
 - a. Establishment has current approval for outdoor dining or receives a Restaurant Temporary Outdoor Seating Area permit;
 - b. Adherence to Face Covering provision in Section II of this Order, except that customers, while eating or drinking during outdoor dining, may remove face covering;
 - c. Ensure tables are seated at least six feet away from each other, except for households seated together;
 - d. Not allow groups larger than six persons to be seated together, except members of the same household;

- e. Maximum of 50 patrons will be allowed at any outdoor dining regardless of space;
 - f. All employees must receive health screenings prior to their shifts;
 - g. Customers, while eating or drinking at outdoor dining, may remove face covering;
 - h. No food service in a buffet format;
 - i. Clean and disinfect each tables and chairs between each seating in accordance with CDC and MDH guidelines, using cleaning products that meet the criteria of the EPA guidelines for use against COVID-19;
 - j. Hand sanitizer and appropriate hand washing facilities must be available;
 - k. Use of single-use disposable paper menus or sanitize reusable menus between each seating;
 - l. Payment via digital platforms should be encouraged; and
 - m. Any other applicable laws or regulations.
4. Indoor dining permissible at 50% maximum capacity (as allowed by the State of Maryland) and adherence to the regulations that apply to outdoor dining (with the exception of the maximum of 50 patrons). Social and fraternal clubs, permissible via applicable laws or regulations, may offer indoor dining in accordance with Sections V.B.3 and V.B.4 of this Order.

C. Manufacturing. The following rules must be adhered to:

1. Maintain physical distancing (greater than 6'), wherever possible
2. Use of appropriate personal protective equipment ("PPE"), including face coverings, by all staff
3. Physical distancing markers for staff
4. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with CDC and EPA- approved disinfectant at least every 2 hours
5. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working
6. Guidance: CDC Guidance for Manufacturing Workers and Employers

D. Fitness Centers

1. This Executive Order controls the occupancy and use of fitness centers, health clubs, gyms, outdoor aquatic centers, and self-defense schools in Prince George's County, Maryland ("Fitness Centers").
2. Fitness Centers are limited to 1 patron per 200 square feet of fitness space, not to exceed 50% maximum capacity.
3. Maintain physical distancing (greater than 6'), wherever possible
4. Use of appropriate personal protective equipment ("PPE"), including face coverings, by all staff
5. Physical distancing markers for staff
6. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with CDC and EPA- approved disinfectant at least every 2 hours
7. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working

- E. Farmers Markets will be able to open. Maintaining proper social distancing (greater than 6') is required, wherever possible. Face coverings are required for vendors and customers and CDC and EPA guidelines for cleaning high use surfaces must be followed.
- F. Childcare Programs. All licensed and authorized childcare programs are allowed to open per the following rules:
 - 1. Capacity limits will follow State regulations
 - 2. Maintain physical distancing (greater than 6'), wherever possible
 - 3. Use of PPE, including face coverings and gloves, by all employees
 - 4. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with CDC and EPA- approved disinfectant at least every 2 hours
 - 5. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working
 - 6. Daily symptom screenings for employees and children
 - 7. Staggered drop-offs and pick-ups of children
 - 8. Temporary exclusion for employees and children, following CDC and MDH guidelines, in the event of positive cases
 - 9. All other applicable State and local regulations for operation of a must be followed.
 - 10. Rules and other guidance can be found in following sources: MSDE COVID-19 FAQ for Child Care Settings; Maryland Family Network COVID-19 Guidance for Childcare Providers; CDC COVID-19 Guidance for Childcare Providers
- G. Fully Automatic Car Washes will remain allowed to open.
 - 1. Customers must be able to remain in their cars while obtaining service, except when establishment employees are cleaning interior of the vehicle. Employees must wear face coverings and gloves. There should be no physical contact between employees and customer.
 - 2. Customers must wear face coverings that cover mouth and nose.
 - 3. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working.
- H. Self-Service Car Washing will remain allowed to open.
 - 1. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with CDC and EPA- approved disinfectant at least every 2 hours.
 - 2. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working.
 - 3. Employees and customers must wear face coverings that cover the nose and mouth.
- I. Barbershops and Beauty Salons. The following rules must also be adhered to:
 - 1. Customers must be served via appointment only
 - 2. Customers are not allowed to congregate in common sitting area waiting to be served
 - 3. Adherence to Face Covering provision in Section II of this Order, except that all customers over the age of two (2) must wear face coverings unless doing so makes it impossible to provide service.
 - 4. Maintain physical distancing (greater than 6'), wherever possible

5. Use of PPE, including face coverings and gloves, by all employees
6. Physical distancing markers to create adequate social distancing
7. Service is limited to 50% maximum capacity for the service delivery space
8. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with CDC and EPA- approved disinfectant at least every 2 hours
9. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working
10. Digital payment methods should be encouraged
11. Restroom sanitation on a frequent schedule

J. Other Personal Services

1. Other personal services allowed including esthetic and nail services, tattoo services, massages, hot tub and sauna services.
2. The following rules apply:
 - a. Customers must be served via appointment only
 - b. Limited to 1 person per 200 square feet of service area, up to 50% of maximum capacity
 - c. Maintain physical distancing (greater than 6 feet) wherever possible
 - d. Physical distancing markers for staff and customers required
 - e. Customers must wear face coverings, unless face coverings make it impossible to provide service
 - f. Use of PPE, including face coverings and gloves, by all employees. Gloves must be changed between each customer and paper/plastic coverings over tables/service chairs must be changed between each customer
 - g. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with CDC and EPA- approved disinfectant at least every 2 hours
 - h. All employees must receive training on CDC COVID-19 guidance appropriate to their workplace prior to working
 - i. Digital payment methods should be encouraged
 - j. Restroom sanitation on a frequent schedule
 - k. Guidance: MD Best Practices for Reopening Personal Services

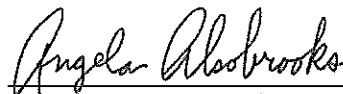
K. Recreational or Entertainment Establishment of a Commercial Nature

1. Amusement Parks
 - a. May open at 40% of maximum capacity
 - b. Must follow all requirements given by the County Office of Emergency Management and/or Health Department
 - c. For establishments with one amusement ride, may open at 50% of maximum capacity
 - d. Guidance: Industry Guidance
2. Bingo Halls
 - a. May open at 50% of maximum capacity
 - b. Must also follow rules set forth in Section V.J.2 of this Order (“Other Personal Services”)
3. Bowling Alleys
 - a. May open at 50% of maximum capacity
 - b. Must also follow rules set forth in Section V.J.2 of this Order (“Other Personal Services”)

4. Pool Halls
 - a. May open at 50% of maximum capacity
 - b. Must also follow rules set forth in Section V.J.2 of this Order (“Other personal services”)
 5. Gaming facilities and casinos such as MGM National Harbor and simulcast betting facilities (outside of horse racing establishments) may operate at 50% of maximum capacity. Use of appropriate personal protective equipment, including face coverings, by employees and patrons. Maintain physical distancing (greater than 6’), wherever possible. Adherence to other State directives is required, unless further amended by the County Health Officer and/or County Office of Emergency Management.
 6. Tour Boats
 - a. May resume at 50% of maximum capacity.
 - b. Must follow all applicable rules while operating in the County.
 - c. Staff and patrons upon disembarking the vessel, must wear face coverings, maintain social distance and follow other applicable rules.
 7. Horse racing establishments and any other establishment not listed above that is subject to the admission and amusement tax under Title 4 of the Tax-General Article of the Maryland Code **will remain closed to the general public** (including members, in the case of private clubs).
- L. Social and fraternal clubs, including without limitation, American Legion posts, VFW posts, and Elks Clubs may re-open for indoor recreation up to 50% of maximum capacity. Adherence to MDH and CDC guidelines is required unless further amended by County Health Officer.
- M. Places of Worship: The following rules apply:
1. May open for gatherings that do not exceed 50% of maximum capacity
 - a. Maintain physical distancing (greater than 6’), wherever possible
 - b. High contact surfaces (those with hourly or greater contact frequency) will be cleaned with CDC and EPA- approved disinfectant at least every 2 hours
 - c. Hand sanitizers OR hand washing facilities must be available and frequent use should be encouraged
 - d. Face Coverings are required
 - e. No live vocals unless via remote or streaming service
 - f. Avoid physical contact
 2. May maintain online and drive-in services
 3. May have outdoor services of 250 persons or less, if maintain appropriate social distancing and have access to hand washing/hand sanitizers. Frequent use encouraged.
 4. Guidance is also provided in the following sources: CDC Business and Workplace Toolkit; CDC COVID-19 FAQ for Businesses
- N. Maximum Occupancy. For purposes of this Order, Maximum Occupancy means the maximum occupancy load under the applicable fire code, as set forth on the certificate issued for the establishment by a local fire code official. If no such certificate has been issued, the maximum occupancy is as determined by applicable laws, regulations and permits.

- VI. The following activities are specifically allowed when done in compliance with applicable CDC and MDH social distancing guidance and other applicable directives issued by the State Secretary of Health or County Health Officer:
- A. Outdoor exercise activities, such as walking, hiking, running, biking, or individual and small group sports such as golfing, tennis, and similar activities
 - B. Miniature golf establishments are allowed to open up to 50% of maximum capacity
 - C. Outdoor fitness instruction
 - D. Parks are open for personal fitness and fitness classes. This includes all parks, fields, tennis courts, tracks and golf courses. Low contact sports are also allowed.
 - E. Summer/day camps: Open for 10 or fewer participants (including leaders) with capacity constraints of 10 people per room for indoor activities; maximum of 50 persons indoors if maximum of 10 per group is maintained. Outdoor activities may have a maximum of 100 persons, if maximum of 10 per group is maintained.
 - F. Playgrounds can open.
 - G. Outdoor swimming pools, both public and private, up to a maximum capacity of 50%. Guidance is provided in MD Directive & Order for Swimming Pools and MD Guidance & Best Practices for Swimming Pools. Indoor pools (both public and private) remain closed.
 - H. Indoor Skating Rinks (roller and ice skating) may open. Limited to 50% of maximum capacity.
 - I. Recreational facilities may open up to 50% of maximum capacity.
 - J. Youth Sports
 1. Only low-contact sports allowed at this time.
 2. May resume in small groups, no more than 9 children and 1 coach—maximum of 100 people in any area while maintaining small group size. Allowed if facility can accommodate group size and spacing requirements.
 3. Limited, low-contact sports, indoor and outdoor practices, focused on individual skill building versus competition.
 4. Limited touching of shared equipment and gear.
 5. There must be physical distancing for players while not actively engaged in play.
 6. There must also be physical distancing of spectators.
 7. To the extent possible, individuals engaged in the sport and spectators at the venue shall wear a face covering, especially when social distancing is not feasible. *Face coverings are not recommended when outside on very hot days due to the risk of heat injury.*
 - K. Other Recreational Establishments: The following may open at 50% maximum capacity:
 1. Recreational fishing
 2. Recreational hunting
 3. Shooting ranges
 4. Outdoor archery
 5. Recreational boating
 6. Horse boarding and riding facilities
 7. Marinas and watercraft rental businesses
 8. Campgrounds
 - L. Visiting Cemeteries

- VII. Unless specifically otherwise stated in this Executive Order, social, community, spiritual, religious, recreational, leisure, and sporting gatherings and events ("large gatherings and events") are limited to one person/family unit per 200 square feet, or a maximum of 100 persons—whichever is lower- at all locations and venues, including but not limited to parades, festivals, conventions, and fundraisers. Planned larger gatherings and events must be canceled or postponed. CDC and MDH social distancing protocols must be followed.
- VIII. All retail and restaurant establishments allowed to open are required to promote social distancing inside and outside of these establishments while customers wait to enter the premises.
- IX. For avoidance of doubt, this Order does not require the closure of, or prohibit the movement of any staff or volunteer traveling to, from, or in connection with their duties at any:
- A. Federal, State, or local government unit, building, or facility
 - B. Newspaper, television, radio, or other media service; or
 - C. Non-profit organization or facility providing essential services to low-income persons, including, without limitation, homeless shelters, food banks, and soup kitchens.
- X. This Executive Order shall remain in effect through July 9, 2020, unless amended or terminated earlier.
- XI. This Executive Order will be enforced by the Prince George's County Health Department with the assistance of Prince George's County law enforcement as needed.
- XII. This Executive Order supersedes any inconsistent provision of CR-51-2020.
- XIII. If any provision of this Executive Order or its application to any person, entity, or circumstance is held invalid by any court of competent jurisdiction, all other provisions or applications of the Order shall remain in effect to the extent possible without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are severable.



Angela D. Alsobrooks
County Executive

**City of Greenbelt, Maryland
Memorandum**

TO: Nicole Ard, City Manager

FROM: Charise Liggins, Economic Development Coordinator

Date: June 24, 2020

SUBJECT: Greenbelt Business Improvement and Recovery Fund – Draft Application

Background

A request was made by Greenbelt City Council to assess the feasibility of creating a relief fund to support local nonprofit organizations and small businesses that have experienced disruptions and closures related to the Covid19 pandemic. Staff worked to explore resources available to create a fund and as a result, the Greenbelt Business Improvement and Recovery Fund is being proposed. This proposed fund is a \$300,000 grant program to help local nonprofit and small businesses that have been impacted by the Covid19 pandemic.

Greenbelt Business Improvement and Recovery Fund Overview

The Greenbelt Business Improvement and Recovery Fund was established to offer immediate financial assistance to local small businesses, sole proprietorships, self-employed individuals, independent contractors, cooperative businesses and 501(c)3 nonprofit organizations whose operations have been impacted by the Covid19 pandemic. This program will provide businesses with a working capital grant of \$5,000. These funds can be used to support operating expenses related to business interruption, improvements and continuity. Applicants must meet eligibility guidelines and provide evidence of financial impact due to the COVID-19 pandemic.

Greenbelt Business Improvement and Recovery Fund Documents

The following items are attached to this memo for review:

- **Greenbelt Business Improvement and Recovery Fund Overview** – this is an overview of the grant program that includes eligibility criteria; outlines the application criteria and required documentation.
- **GBIRF DRFT Application** – this application will be reformatted upon receipt of any additional feedback. Staff is also exploring whether or not the application can be made into an online application.
- **GBIRF Recovery and Reopening Plan** – this is a short questionnaire requested to be completed by the applicant to outline the steps that they have taken to reopen, adhere to safety and social distancing guidelines, and provide insights on how they will plan for the possibility of future disruptions.
- **GBIRF Draft Flyer**- this will be posted online as well as distributed to businesses to help promote fund.

Next Steps

The following outline the steps needed to launch the Greenbelt Business Improvement and Recovery Fund and begin accepting applications:

1. Review all application documentation to provide additional feedback or comments to staff.
2. Identify an Application Review & Selection Committee. Staff recommends that an independent review committee of 3-4 participants be selected to review and make a determination on all applications. Staff is recommending that the review committee consist of:

- a. 1 City of Greenbelt Staff
 - b. 1 Individual from Local Financial Institution
 - c. 1 Local Business (who is not eligible for grant program)
 - d. 1 Member of Prince George's County Economic Development Corporation (subject to their availability)
3. Establish a process for processing funds with City of Greenbelt Administration and Finance departments.
 4. Upload all application information to the City of Greenbelt website and begin promoting relief fund to local businesses and organizations.

Staff is requesting that review and approval of the program materials is provided before launching the relief fund.



Greenbelt Business Improvement and Recovery Fund Business Recovery and Reopening Plan Worksheet

The business recovery and reopening plan helps document the set of procedures that helps businesses eventually restore normal operations after a significant emergency or disruption (e.g. disasters and pandemics). It aids the business owner(s) in identifying the necessary measures to help reopen all the key business functions and ensure the safe use of facilities for employees and customers. The *Business Recovery and Reopening Plan Worksheet* is a required form to be submitted as part of your application request for funding.

1. What systems or processes did you have to put in place to effectively reopen your business or transition employees back to work?
2. What trainings, if any, did your employees complete in order to return to work prepared to adhere to safety and social distancing guidelines?
3. What communication tools and platforms does your business use to communicate with, customers, clients and other key stakeholders? (i.e. websites, email or print newsletters, social media, signs, virtual meetings, etc.)
4. What are some strategies that you plan to implement, permanently, to help position your business to better respond to a significant emergency or disruption? (i.e. natural disaster, pandemic, etc.)



Greenbelt Business Improvement and Recovery Fund Overview

The Greenbelt Business Improvement and Recovery Fund was established to offer immediate financial assistance to local small businesses, sole proprietorships, self-employed individuals, independent contractors, cooperative businesses and 501(c)3 nonprofit organizations whose operations have been impacted by the Covid19 pandemic. This program will provide businesses with a working capital grant of \$5,000. These funds can be used to support operating expenses related to business interruption, improvements and continuity. Applicants must meet eligibility guidelines and provide evidence of financial impact due to the COVID-19 pandemic.

Application Process:

The application process has been streamlined to expedite the review, selection and disbursement of grant funds. The process is as follows:

1. Businesses would be required to provide the following documentation:
 - a. Completed application.
 - b. W-9 (only list the number you file your business taxes under)
 - c. Proof of business address (i.e copy of a utility bill power, gas, cable, phone or water-sewer dated within the past two months showing the business address)
 - d. 2019 Income Statement or Business Tax Return (Form 4506-T)
 - e. 2020 Year to Date Income Statement (January – May)
 - f. Completed Business Recovery and Reopening Plan to outline how the funds will be used to not only reopen, but support long-term planning and business continuity.
2. Applications will be reviewed on a rolling basis starting <insert start date upon confirmation> until available funds have been allocated or by December 31, 2020.
3. Applications will be regularly reviewed and approved by a committee of key stakeholders to ensure that the process is fair and equitable.
4. Approved businesses would then be issued a grant for \$5,000.
5. Businesses receiving funding would be encouraged via the Grant Award Letter to:
 - a. Adopt Federal, State and County guidance for operating their businesses (i.e. social distancing, clean down procedures, limiting in-store occupancy, etc).
 - b. Prioritize delivery and designate special hours for the purchase of food and services to seniors, economically vulnerable populations.

Informational materials about the program have been created in English and Spanish. Application forms and information will be available on the City of Greenbelt website and sent directly to businesses through a variety of outreach methods including newsletters and partnering organizations.

City of Greenbelt

Business Improvement and Recovery Fund

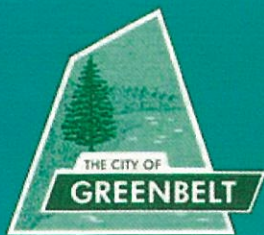
The **Greenbelt Business Improvement and Recovery Fund** was established to offer immediate financial assistance to local small businesses, sole proprietorships, self-employed individuals, independent contractors, cooperative businesses and 501(c)3 nonprofit organizations whose operations have been impacted by the Covid19 pandemic. This program will provide businesses with a working capital grant of \$5,000. These funds can be used to support operating expenses related to business interruption, improvements and continuity. Applicants must meet eligibility guidelines and provide evidence of financial impact due to the COVID-19 pandemic.

**Grant
Amount
\$5,000**

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 - Completed application
 - W-9
 - Proof of business address
 - 2019 Income Statement or Business Tax Return (Form 4506-T)
 - 2020 Year to Date Income Statement (January – May)
 - Completed Business Recovery and Reopening



To apply, visit:
www.greenbeltmd.gov/recovery-fund



Greenbelt Business Improvement and Recovery Fund Application – DRAFT

I. Eligibility

- Be a 501(c)3 nonprofit organization, for-profit business, cooperative business
- Demonstrate a loss of at least 40 percent of revenues since the Maryland Stay-at-Home Order (PDF) began on March 30
- Certify that they have not received Prince George’s County COVID-19 assistance or relief at the time of application**
- Have been in operation for at least one year as of January 1, 2020
- Be in good standing with the State of Maryland, and registered with the state, if required to do so by law
- Not currently be in default on any loans from Prince George’s County or delinquent on any taxes owed Prince George’s County

II. Contact Information

- Your Name
- Business Name
- Doing Business As (DBA)
- Phone
- Website
- Email
- Primary Business Address

III. Your Business

- Entity Type
 - Sole Proprietorship
 - Limited Liability Corporation (LLC)
 - Single-Member LLC
 - Partnership
 - S-Corporation
 - 501c3 nonprofit
 - Cooperative
- Year Established
- Number of W2 Employees (Full Time)
- Number of W2 Employees (Part Time)
- Taxpayer Identification Numbers (TIN)
- Is your company recognized as any of the following?
 - Small Business
 - Minority Owned
 - Woman Owned
 - Veteran Owned
 - Disabled Owned



Greenbelt Business Improvement and Recovery Fund Application – DRAFT

- Check all that apply.
- What is the sector or industry for your business?
 - Agriculture/Mining/Utilities
 - Business Services
 - Communications
 - Computers/Data Processing
 - Engineers/Architects
 - Financial Institutions
 - Government
 - Insurance
 - Law Firms
 - Manufacturing
 - Medical
 - Personal Services
 - Real Estate
 - Retail/Wholesale
 - Transportation

IV. Business Details

- Are you a home-based business?
 - Yes
 - No
- Is the city of Greenbelt the primary location or headquarter location for your business?
 - Yes
 - No

COVID19 Impact

- Were you deemed an Essential Business as defined by Governor Hogan's Executive Order?
 - Yes
 - No
- Have you been able to remain open or reopen since March 30th, 2020?
 - Yes
 - No
- To what capacity have you been open?
 - Less than 10%
 - 25%
 - 50%
 - 75%
 - 100%
- Revenues (March, April, May 2019)
- Revenues (March, April, May, 2020)



Greenbelt Business Improvement and Recovery Fund Application – DRAFT

Other Covid19 Assistance

Have you applied for and received Covid19 assistance through any of the following programs?

- Prince George’s County Covid19 Business Relief Fund
- Maryland Covid19 Small Business Emergency Relief Fund
- Federal Paycheck Protection Program
- Small Business Administration Economic Injury Disaster Loan (EIDL)
- Small Business Administration Economic Injury Disaster Loan (EIDL) Cash Advance
- Another program through any other state or local municipality
- Check all that apply.

V. CERTIFICATIONS

I certify that I have not received emergency relief funding from the Prince George’s County Covid19 Business Relief Fund.

I certify that the business has been negatively impacted by the Covid19 declared state of emergency (i.e. has been temporarily shut down, has been required to reduce hours, has had at least a 20% drop in revenue, has been materially impacted by employees who cannot work due to the outbreak, or has a supply chain that has materially been disrupted and therefore slowed business-level production).

I certify that the business has a material financial need that cannot be overcome without the grant of emergency relief funds at this time (i.e. does not have significant cash reserves that can support the firm during this period of economic disruption).

By signing below, I certify that the above statements/information provided are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from relief funds. I have read the information provided in this application and acknowledge that I understand that funding is provided on a needs basis up to \$5,000 per business. I also certify that I will provide W-9 and all required forms to be submitted with this application for tax verification purposes. I understand this to be important for receiving payment.

Signature

Date

Memorandum of Understanding

This Memorandum of Understanding entered into this ____ day of July, 2020 by and between the New Deal Café, LLC (hereinafter referenced to as the New Deal Café) located at 113 Centerway, Greenbelt, MD and the City of Greenbelt, Maryland (hereinafter referenced to as “the City”) and the parties hereby agree as follows

Whereas, the New Deal Cafe located at 125 Centerway, Greenbelt MD desires to temporarily expand its outdoor seating area, as shown on Exhibit A, to address the challenges associated with being required to limit its indoor dining capacity as a result of COVID-19 and the State’s and Prince George’s County Executives Orders restricting the operations of restaurants.

Whereas Prince George’s County has established a Temporary Outdoor Seating Permit process for which New Deal Café has submitted an application for, and which requires the New Deal Café to submit a letter of support from the City authorizing the use of City property.

Whereas a portion of the outdoor seating area will extend two feet onto property owned by the City within Roosevelt Center.

Whereas the City has a façade easement that also requires City approval for any exterior alterations of the subject property.

Whereas the Greenbelt City Council considered the New Deal Café’s request for temporarily expanding its outdoor seating area at its regular meeting on June 22, 2020 and voted unanimously to support the request, subject to the following conditions:

1. Alcohol sales and consumption will be limited to inside the formally demarcated outdoor sitting areas and as permitted by the Prince George’s County Liquor Board.
2. Outdoor sitting areas will operate within the New Deal Café’s established operating hours and the areas should be maintained in good order and negate a nuisance situations.
3. The improvements are to be removed at the time the New Deal Cafe is allowed to resume 100 percent capacity of its indoor dining space or at the time Prince George’s County revokes the Temporary Outdoor Dining Permit, whichever comes first.
4. All Federal, State and County health and safety precautions will be observed to reduce the spread of COVID-19.
5. The New Deal Café agrees to submit a copy of the approved Prince George’s County Temporary Outdoor Seating Permit to the Greenbelt Department of Planning and Community Development.

Whereas, the New Deal Café understands and agrees to comply with the City's conditions of support.

Now therefore in consideration which as hereby acknowledged and sufficient between the parties the parties further agree as follows:

1. Recitals – The parties hereby adopt by reference the above recitals as if they were stated herein.
2. The New Café will temporarily be expanding its outdoor seating area as shown on Exhibit A and the New Deal Café will be responsible for the installation, maintenance and removal of the expanded seating areas per the terms of this agreement.
3. Assignability. This Agreement may not be assigned without the consent of all parties.
4. Governing Law. This Agreement shall be construed under the laws of the State of Maryland and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, assigns, and personal representatives.
5. Headings. The headings preceding the text of the paragraph and subheadings thereof are inserted solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.
6. Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
7. Exhibits. All exhibits which are referred to herein and which are attached hereto or bound separately and initiated by the parties are expressly made and constitute part of the Agreement.
8. Entire Agreement; Amendments. This Agreement and the exhibits hereto shall set forth all of the promises, covenants, agreements, conditions and undertaking between the parties hereto with respect to the subject matter hereof, and supersede all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as contained herein. This Agreement may not be changed orally but only by an agreement in writing, duly executed by or on behalf of the party or parties against whom enforcement of any waiver, change, modification, consent, or discharge is sought.
9. Confidentiality. The provisions of this Agreement and the contents and substance of all documents referenced herein shall remain confidential and shall not be disclosed to any third party without the prior consent of all parties to the Agreement.

IN WITNESS HEREOF, the parties have executed and delivered this Agreement, under seal as of the date above written.

WITNESS:

By: _____

New Deal Café, LLC
Representative

By: _____

Nicole Ard, City Manager
City of Greenbelt

Greenbelt Shopping Center Management

*6409 Vale Street
Alexandria, Virginia 22312*

16 December 2019

Andrea Anderson
Redevelopment Authority of Prince George's County
9200 Basil Court, Suite 504
Largo, MD 20774

Dear Ms. Anderson,

I am pleased to send this letter of support for the Friends of Greenbelt Theatre's (FGT) application for a Community Impact Grant which will be used to build a Media Arts Literacy Lab for educational workshops, classes, and field trips, exhibits to promote historic tourism, and a screening room.

As the owner of the property, I understand that my consent is required for this project to be considered for the CIG grant program. I hereby give my consent for the project to commence in February of 2020. I also confirm that FGT holds a fifteen year lease on the property with the option to renew.

The Old Greenbelt Theatre is also a strong partner in promoting Greenbelt as a destination for historic tourism and community engagement. This project will help them further their mission to be a center for film culture and education in the region.

I hope that you will give favorable consideration to FGT's application and will support this worthwhile project.

Sincerely,



Lisa Christacos

Greenbelt Neighborhood Conservation Overlay Zone Development Standards Discussion Draft – March 2020

[Note: Language changes proposed by GHI are shown bold, italicized.]

Purpose

The Greenbelt Neighborhood Conservation Overlay (NCO) Zone is established and intended to protect and preserve unique development features and the character of the *City of Greenbelt, the core of which was originally developed during the New Deal as one of the first planned communities in the country.* As required by the adopted Zoning Ordinance (CB-13-2018 DR-2, adopted by the County Council on October 23, 2018), a neighborhood study has been prepared. That study identified goals for the NCO Zone and informs the development standards proposed in this document.

This document is a discussion draft of potential development standards for the Greenbelt NCO Zone and is provided for stakeholder review and comment. Community input will inform the next draft, which Planning Department staff anticipate will appear in a proposed County Council Resolution in June 2020. Final approval of the Greenbelt NCO Zone development standards is anticipated in early November 2020.

All references to the “Zoning Ordinance” below are references to the adopted Zoning Ordinance, not the current ordinance.

Goals

As expressed in the neighborhood study, the Greenbelt NCO Zone is intended to

1. Preserve the development characteristics of the New Deal community, including the superblock concept, garden city character, walkability, internal green spaces, sustainable development practices, and the “green belt.”
2. Restrict the residential density allowed by the new zones of the Zoning Ordinance so that new development does not overwhelm or negatively impact the character of the community.
3. Clarify the applicability of development standards for properties that were never subdivided.
4. Ensure new buildings and structures and additions to existing dwellings, accessory structures, and nonresidential buildings are appropriate in size and scale with existing buildings.
5. Minimize impacts to or restrictions on existing *and appropriate future* nonresidential uses to ensure they have every opportunity to continue to serve the community.
6. Minimize the provision of new parking spaces to limit expansion of impervious surfaces and preserve open space.

General Provisions

1. The boundaries of the Greenbelt NCO Zone are identified on the Official Zoning Map.
2. Pursuant to Section 27-4403(a)(4)(C) of the Zoning Ordinance, in the case of conflicts with any standards of the Zoning Ordinance, the Greenbelt NCO Zone development standards shall control.
3. As stated by Section 27-4403(a)(4)(B), no permit for any new construction or expansion of an existing structure resulting in an increase in the gross square footage of the *dwelling unit* of 15 percent or more may be issued until the Planning Director determines that the proposal complies

with all development standards (as may be applicable to the proposed development) established below.

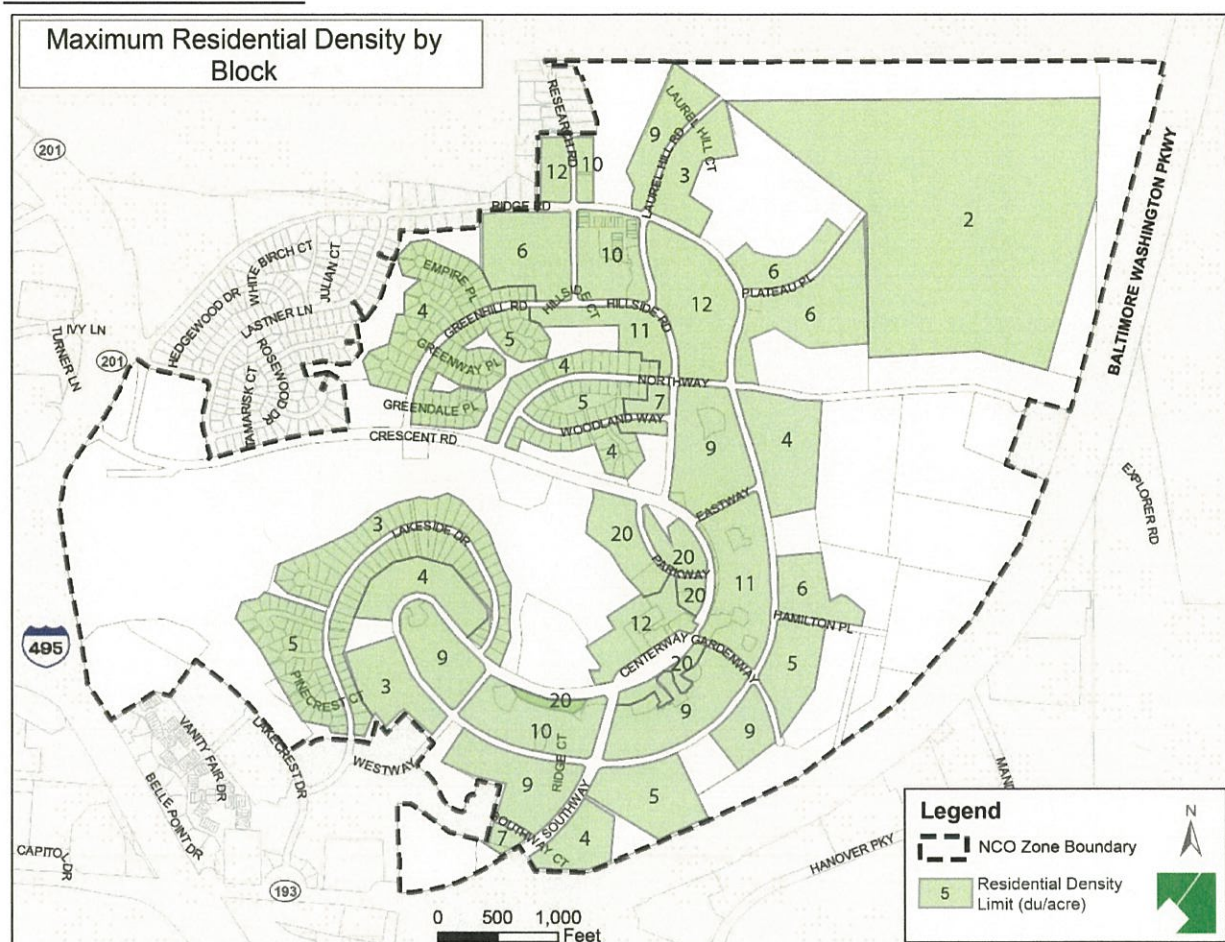
4. Alterations or modifications made to previously constructed dwelling unit additions that existed as of the effective date of the Zoning Ordinance that do not further expand the gross square footage shall be exempt from these development standards except that any such alteration or modification shall maintain the roof line of the existing structure.

Development Standards

All development within the Greenbelt NCO Zone shall demonstrate compliance with the following development standards (as may be applicable):

1. *Density [GHI proposes this item be deleted in its entirety.]*
2. The maximum dwelling unit density for each property or assemblage of properties that is the subject of a development application within the Greenbelt NCO Zone shall not exceed the density shown in Figure 1: Greenbelt NCO Zone Maximum Density for Residential Blocks. Where a maximum density is not shown, the maximum density shall not exceed the maximum density permitted by the underlying zone.

Figure 1: Greenbelt NCO Zone Maximum Density for Residential Blocks.



2

Dimensional and Intensity Standards

Single-family, attached dwellings, and dwelling units (other than multifamily dwellings) and any alterations, expansions, enlargements, or extensions thereto located within the Greenbelt NCOZ shall not be subject to the individual lot dimensional and intensity standards as set forth in Part 27-4: Zones and Zone Regulations for the zone in which they are located.

Multiple Principal Dwellings on Same Lot or Parcel

Notwithstanding Section 27-5101(b)(2), multiple single-family detached, townhouse, two-family, three-family, artists’ residential studios, and/or live-work dwellings may be permitted on any lot or parcel in the RSF-A base zone within the Greenbelt NCOZ. This provision shall not be interpreted to permit accessory dwelling units and shall only apply to multiple principal dwellings on the same lot or parcel.

Alterations, Expansions, Enlargements, or Extensions

1. Additions or expansions to existing single-family detached, townhouse, two-family, or three-family residential dwelling units shall not exceed a cumulative sum of **100** percent of the gross

floor area of the original dwelling unit as it existed when construction was initially complete. No alteration, expansion, enlargement, or extension shall exceed the height of the existing dwelling unit. Alterations, expansions, enlargements, or extensions *should* maintain the roofline of the existing dwelling unit.

2. Multifamily dwelling buildings constructed before November 29, 1949, *should* retain their character-defining architectural features to the maximum extent practicable. Such features may include but are not limited to concrete block exterior walls, casement windows, flat roofs, open porches, glass block walls, and exterior courses of decorative brick. Original exterior doors and exterior lighting fixtures *should* be preserved wherever possible. Alterations, expansions, enlargements, or extensions *should* maintain the roofline of the existing multifamily building.
3. Additions or expansions to commercial buildings shall reflect the massing and architectural character of existing commercial structures located in Roosevelt Center *and the immediate vicinity*. Alterations, expansions, enlargements, or extensions shall not exceed 40 feet in height.
4. Garages may only be used for vehicle parking or general storage (not residential or any other uses). When present, original garage doors should be repaired rather than replaced. If replacement is necessary, new garage doors shall be compatible in appearance and function with original garage doors *to the extent practicable*. Garage additions shall not be permitted, nor shall garage doors or garage openings be sealed shut or blocked by walls or similar structures.

New Development

1. New dwellings in the Household Living Uses or Group Living Uses use categories in the RSF-A, RMF-20, and CGO zones shall be designed to maintain the general form and massing of the existing dwellings in these zones. High-quality, durable exterior materials shall be used.
2. New dwellings shall not exceed 50 feet in height for multifamily dwellings or 40 feet in height for any other dwelling.
3. New commercial or mixed-use buildings shall not exceed 40 feet in height.

Block Design

1. Section 27-6206(k)(1), Block Length, shall not apply. Instead, block length shall be at least 400 feet on a side.
2. Notwithstanding Section 27-6206(k)(3), any new development in the RSF-A Zone shall provide sidewalks or multi-use paths through the block regardless of block face length.

Parking

1. The minimum number of off-street parking spaces required for any new development in the Household Living Uses Principal Use Category shall be 1.5 spaces per dwelling unit.

2. Pervious or semi-pervious parking lot surfacing shall be required for any new required or proposed surface parking spaces to the maximum extent practicable. Any pervious or semi-pervious surfacing shall be certified by a licensed civil engineer as capable of accommodating anticipated traffic loading stresses and maintenance impacts. Where possible, such materials should be used in areas proximate to and in combination with on-site stormwater control devices.

Accessory Structures

Residential accessory structures including but not limited to sheds, fences, and porches shall be permitted. ***For accessory structures located within the RSF-A Zone, such structures should generally be located on the garden side or end of residential units, but they may be located on the service side if facts or circumstances are presented by the applicant to justify this location.*** Nonresidential accessory structures may be permitted pursuant to the regulations of the Zoning Ordinance.



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



Memo to: Nicole Ard, Manager, City of Greenbelt (for distribution to City Council)
Terri Hruby, Director of Planning and Development, City of Greenbelt
Chad Williams, Project Manager, Maryland-National Capital Park and Planning Commission

Cc: GHI Board of Directors
GHI Zoning Task Force
GHI Audit Committee
Eldon Ralph, GHI General Manager

Date: June 23, 2020

I am writing on behalf of the more than 1,600 member-owners of Greenbelt Homes Incorporated (GHI) to ask that the City of Greenbelt Council and Planning Staff (City) support GHI's position on a number of issues in the draft of the proposed Greenbelt Neighborhood Conservation Overlay Zone (NCOZ) Development Standards. An important aspect of GHI's mission is to provide affordable housing; our members include persons of all ages and varying housing needs, from first-time buyers with growing families to retirees downsizing into affordable homes where they can age in place. We feel strongly that the new zoning ordinance and embedded NCOZ not diminish GHI's ability to fulfill this important mission goal. Specifically, GHI urges the City to support the following:

1. That an addition to a GHI home shall not exceed a cumulative sum of 100 percent of the gross floor area of the original structure, an existing policy that GHI has enforced for decades. This would replace the proposed 40 percent ceiling in the draft Greenbelt NCOZ Development Standards, and more adequately meet the needs of many GHI members who seek to remain in the cooperative as they grow families, care for an aging family member, or age in place themselves by remodeling their homes to meet needs appropriate to the changing stages of life.
2. That GHI continue to work with its members to determine the optimal placement of an addition or accessory structure, such as a shed, deck, or enclosed porch. GHI has a three-step process for approval of additions and accessory structures. At the initial review, staff works with each member to determine the best placement for the structure. The decision is reviewed by GHI's Architectural Review Committee, and, if any issues are identified, the GHI Board of Directors reviews and either grants or rejects final approval. The draft Greenbelt NCOZ Development Standards propose that these structures be limited to the service-side, but continuing the current system of flexibility in placement subject to GHI's three-step internal review process better protects the original community design that situated the homes with respect to city

streets and inner green spaces in a way to promote a sense of community. We further note that buried utility lines are almost universally located on the service-side, making siting of accessory structures problematic.

3. We note errors on the figure titled “Maximum Residential Density by Block”, in the area of the upper right corner of the map, between Laurel Hill Road and Plateau Place, and urge these be corrected and checked for accuracy.
4. Current non-residential uses in GHI should be grandfathered, and not considered as nonconforming.
5. GHI has long held the position that our designated woodlands are not to be developed. We want to continue this protection in the new zoning regulations.
6. We note that the calculation of percentage of developed land for the area included in the proposed NCOZ may fall below the threshold required under the existing regulations. GHI urges City and Planning staff to address this issue so as to assure the adoption of the proposed NCOZ into the zoning law.
7. For specific changes to the draft “Greenbelt Conservation Overlay Zone Development Standards”, please refer to Attachment No. 1 to this letter.

GHI believes that greater flexibility on addition sizes recognizes that members may need to retrofit their GHI homes for energy efficiency, sustainability, aging in place, accommodation of growing families or caregiving, or the ability to effectively telework. The greater flexibility on addition size recognizes that GHI homes are smaller than typical suburban houses, even those built in the 1950s and 1960s. The footprint of an addition adding 100 percent gross floor area will look very different on a home that is 900-square feet—the size of a typical two-bedroom frame house—than one that is 2,000- to 3000-square feet, typical of more modern residential home sizes. The SAGE report, commissioned by the City of Greenbelt a few years ago, noted that GHI homes will need updates to bring them into the 21st century. Retaining the current addition size limitation will allow members to renovate their homes and keep our historic yet living community viable for many more decades; the rules and procedures that GHI already has in place guarantee that other interests, such as preserving green space, air, and light, are also considered in the design of alterations. Also, very few GHI members now opt to place two-story additions on their homes. A recent survey of additions reveals that, of (911) total additions in GHI, the average size of an addition is (191) sq.ft. Though the 100 percent rule has existed for many decades, only 13 percent, or (115) additions out of the (911), have added more than (40) percent (367 sq.ft.) to the home.

GHI believes that the terms “garden-side” and “service-side” do not align well with the more common concepts of suburban front yards and back yards. A more appropriate way to conceptualize the garden-side is to consider it the individual or family-oriented side and view the service-side as the public-facing side. Therefore, the placement of additions, which may contain sleeping quarters, and accessory structures such as garden sheds and decks on the private side of the dwelling, as GHI rules now specify, makes more sense. Another compelling reason for maintaining the current GHI rules governing addition and accessory structure placement is that WSSC easements and buried utility infrastructure are almost universally located on the service-side, which would conflict with the placement of additions or accessory structures. We recognize that the NCOZ may need to retain and define the terms garden-side

and service-side, and add the concept of end-side, to account for GHI's unique situation. The key point about placement is that GHI employs a time-tested process to adequately ensure that an addition or accessory structure is compatible with GHI's historical and unique plan, and that the NCOZ should recognize the efficacy of the current system.

GHI wishes the City and Planning Staff to consider these points. We believe that overly strict provisions on addition sizes in GHI and the placement of additions and other accessory structures to GHI homes could have the unintended consequences of diminishing GHI property values and making our community less appealing to new members, and thereby causing the harm—the destruction of our community—that the NCOZ is supposed to prevent.

Existing longstanding GHI rules and procedures prescribing how GHI members can modify our homes have served our community well for decades, striking a balance between GHI members desiring to add living space to their homes and those wishing to preserve our historic community design. We recognize that both imperatives are important, and our rules and procedures reflect a common-sense approach to making changes to our homes. We recognize that GHI members in the second decade of the 21st century often have different needs and priorities than members in the mid-20th century: aging in place, telecommuting, accommodating disabilities or caregiving, or creating extra space for a growing family. In arguing for a relaxation of the restrictions on addition size and placement of additions and accessory structures proposed in the draft NCOZ, GHI urges an approach that allows for self-governance, flexibility, local control, and a balance of individual and common needs. The unique significance of our community lies in the boldness of the original historic experiment to create a planned community with involved residents, and the subsequent decision in the early 1950s to create a cooperative association of members who are directly involved in managing the community. An argument can perhaps be made that rigid design rules contribute to preserving the integrity and historic nature of GHI, but we believe that the best approach is to rely on our members to exercise sound judgment and common sense to determine how to shape our property for the present, and meet the challenges of the future. To preserve this vitality—and increase diversity among our membership—zoning regulations as applied to GHI should be flexible to meet the current and future needs of our community.

We urge City and Planning Staff to support and trust GHI's many years of experience as the best starting point for an overlay zone that will affect GHI members for decades to come.

Please feel free to reach out to me with your thoughts and questions.



Respectfully submitted,
Steve Skolnik
President, Greenbelt Homes, Inc.

Attachment: 1 – GHI's proposed changes to the draft "Greenbelt Conservation Overlay Zone Development Standards"

O'Malley, Miles, Nysten & Gilmore, P.A.

Attorneys & Counselors at Law

7850 Walker Drive, Suite 310
Greenbelt, MD 20770
www.omng.com
(301) 572-7900 • (301) 572-6655 (f)

Peter F. O'Malley
(1939-2011)

John R. Miles
(1935-2017)

Edward W. Nysten
(1922-2010)

John D. Gilmore, Jr.
(1921-1999)

William M. Shipp
Nancy L. Slepicka
Nathaniel A. Forman

Matthew D. Osnos
Lynn Loughlin Skerpon
Eddie L. Pounds

Lawrence N. Taub
Kate P. Pruitt

Leonard L. Lucchi
Stephanie P. Anderson

June 26, 2020

The Hon. Colin A. Byrd
Mayor, City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Re: Proposed Affordable Senior Housing at Holy Cross Lutheran Church

Dear Mayor Byrd:

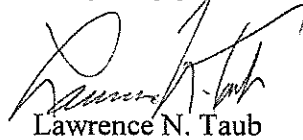
I represent the Holy Cross Lutheran Church ("Church"), which, as you know, has been located at 6905 Greenbelt Road for over 50 years. The Church is working with The Ingerman Group, a developer of affordable senior housing throughout the Mid-Atlantic region, including the State of Maryland, to develop an affordable senior housing project on a portion of the Church property. Within Prince George's County, the Ingerman Group has developed and operated the affordable senior housing development known as Birchwood at Newton Green, which has been in existence for over 10 years. My client believes there is a need for quality affordable senior housing in the Greenbelt community, and is seeking to help address that need. The development proposal would include 60 apartment homes in a secure building within the wooded setting on the Church's property, which, as you know, has convenient access to retail uses, commercial offices, and medical services. The apartments are proposed to be fully accessible, and the building will include full-time property management, as well as a variety of social, recreational and wellness programs.

Since this is proposed as an affordable senior community, however, this will only be possible if the developer (Ingerman) receives certain tax credits from the State of Maryland, in particular the Maryland Department of Housing & Community Development ("DHCD"). As you may know, the issuance of tax credits by the State for this purpose is competitive, and support from the City of Greenbelt will be critically important to the ability of Ingerman to obtain those required tax credits. For this reason, we are respectfully requesting that the City of Greenbelt send a letter to the Hon. Kenneth C. Holt, Secretary of DHCD, in support of the issuance of tax credits to the Ingerman Group for this proposed affordable senior housing at this location, which would be known as Birchwood at Greenbelt. Since the decision regarding the issuance of tax credits for this purpose will be considered this Summer, we would greatly appreciate it if this request could be considered by the City Council as soon as possible.

The Hon. Colin Byrd
Mayor, City of Greenbelt
June 26, 2020
Page 2

I would also note that from a local land use perspective, the proposed housing will require District Council approval of a special exception, so the City and its citizens will have ample opportunity to review and comment upon the specific design plans for this housing. Thank you for your kind attention to this matter. If you have any questions, or require any additional information, please let me know. We look forward to your response. With best regards, I remain

Very truly yours,



Lawrence N. Taub

cc: Ms. Nicole Ard
City Manager
City of Greenbelt

Ms. Terri Hruby
Director of Planning and Community Development
City of Greenbelt

Ms. Charisse Liggins
Economic Development Coordinator
City of Greenbelt

Pastor Stephen Mentz
Mr. Jeff Burt
Holy Cross Lutheran Church

Mr. David Holden
The Ingerman Group

June 18, 2020

The Honorable Kenneth C. Holt
Office of the Secretary
Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

RE: Letter of Support for Birchwood at Greenbelt
Low Income Housing Tax Credit Application
6905 Greenbelt Road, Greenbelt, MD

Secretary Holt

We are pleased to submit this letter of support for the application for Low Income Housing Tax Credits for Birchwood at Greenbelt.

Birchwood at Greenbelt represents an opportunity to address the critical need for quality affordable senior housing in the Greenbelt community. Thanks to the inspiration of Holy Cross Lutheran Church this unique proposal came to life. The development will include 60 apartment homes in a secure building located in a wooded setting but convenient to retail and commercial services. The apartments will be fully accessible, and the building will include full-time property management as well as a variety of social, recreational and wellness programs. Residents will have access to both indoor and outdoor spaces for these activities.

Many seniors wish to remain in the communities where they pursued their careers and/or raised their families. Unfortunately, the financial or physical requirements of the available housing in our communities eliminate this option. Birchwood at Greenbelt will provide an alternative for low-and moderate-income seniors to remain in the Greenbelt community.

We look forward to your favorable review of this application and creation of this senior community which will be an enduring asset for our community.

Sincerely,