

Planning & Community Development



PLANNING & COMMUNITY DEVELOPMENT TEAMS

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PLANNING OVERVIEW

The Department of Planning and Community Development is charged with the responsibility to preserve and protect the health, safety, welfare, integrity and ideals upon which Greenbelt was founded for the city and its residents and visitors through thoughtful planning, the guidance of growth and change, and the enforcement of city codes which define the quality, character and maintenance of all properties, buildings and infrastructure.

FOUNDATIONAL PILLARS



Sustainability



Forward-Thinking
& DEI



Exceptional
Services



Collaboration
& Innovation

Staffing

Planning & Community Development

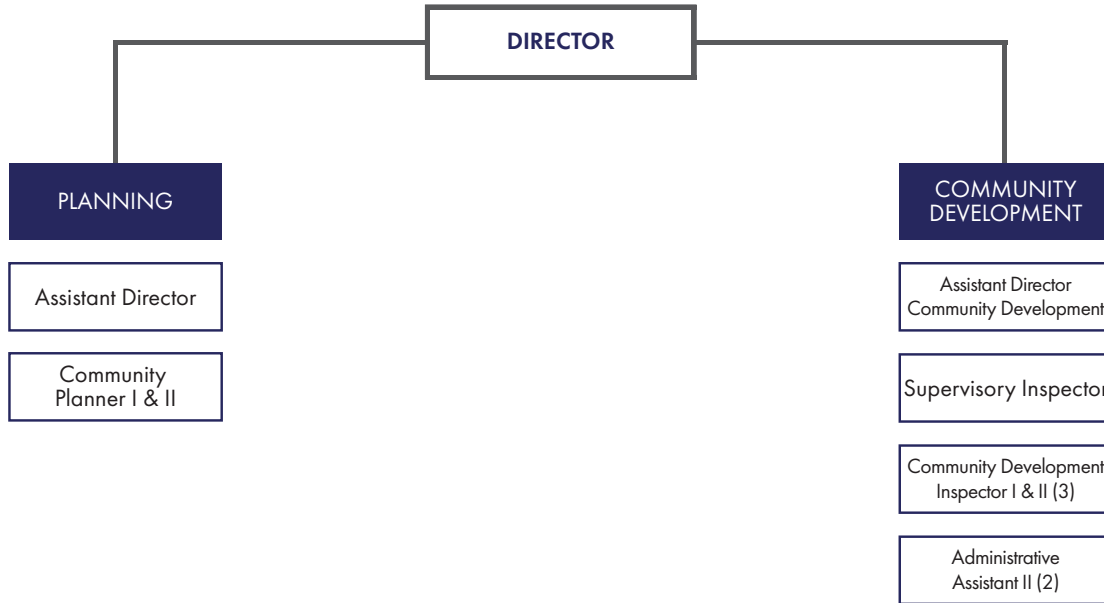
	Grade	Auth. FY 2022	Auth. FY 2023	Prop. FY 2024	Auth. FY 2024	Prop. FY 2025	Auth. FY 2025
210 Planning							
Planning Director	GC-19	1	1	1	1	1	1
Assistant Director	GC-17	0	1	1	1	1	1
Community Planner I	GC-11	2	1	1	1	1	1
Total FTE		3	3	3	3	3	3
220 Community Development							
Assistant Director	GC-17	1	1	1	1	1	1
Supervisory Inspector	GC-14	1	1	1	1	1	1
Community Development Inspector I & II	GC-8 & GC-10	2	3	3	3	3	3
Administrative Assistant I & II	GC-7 & GC-10	2	2	2	2	2	2
Total FTE		6	7	7	7	7	7
Total Planning & Community Development		9	10	10	10	10	10

Value Statements

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

Organizational Chart

Planning & Community Development



Planning

Planning & Community Development



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Phone

(301) 345-5417

The Planning office is charged with the responsibility to enhance the ideals upon which the City of Greenbelt was founded. Through creativity, collaboration, and thoughtful planning, the office works to navigate change and guide the growth of the community using an equity framework. The Planning office provides professional support by making recommendations on development proposals to the Advisory Planning Board and the City Council, and by engaging in numerous environmental, transportation, and historic preservation planning initiatives.

TEAM HIGHLIGHTS

100%

American Institute of Certified Planners
(AICP) certified

\$2M

managed in grant funded projects

50+ years

combined years of experience

PLANNING Acct. No. 210	FY 2022 Actual Trans.	FY 2023 Actual Trans.	FY 2024 Adopted Budget	FY 2024 Estimated Trans.	FY 2025 Proposed Budget	FY 2025 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$259,562	\$194,755	\$330,800	\$330,800	\$370,300	\$370,300
28 Employee Benefits	93,873	82,075	122,100	123,300	159,400	\$159,400
Total	\$353,435	\$276,830	\$452,900	454,100	529,700	\$529,700
OTHER OPERATING EXPENSES						
30 Professional Services	\$0	\$4,536	\$30,000	\$19,300	\$20,000	\$20,000
33 Insurance	2,090	1,674	2,500	2,300	2,700	\$2,700
34 Other Services	195	0	0	0	0	\$0
45 Membership & Training	3,776	3,706	8,700	9,700	9,700	\$9,700
55 Office Expenses	584	327	2,800	2,100	2,300	\$2,300
58 Special Program	0	0	0	500	1,000	\$1,000
Total	\$6,645	\$10,243	\$44,000	33,900	35,700	\$35,700
TOTAL PLANNING	\$360,080	\$287,073	\$496,900	488,000	565,400	\$565,400
REVENUE SOURCES						
Development Review Fees	\$0	\$2,006	\$0	1,000	1,000	\$1,000
Variance Departure Fee		\$0	\$0	1,000	1,000	\$1,000
Total	\$0	\$2,006	\$0	1,000	1,000	\$1,000

Budget Highlights

1. In FY2025, Line 01, Salaries, and line 28, Employee Benefits, show the effect of promoting the Commuter Planner I to the Community Planner II position.
2. Professional Services, Line 30 provides funding for engineering services to assist with the review of development proposals and traffic calming requests.
3. Line 45, Membership & Training, increased in FY2025 to support three American Institute of Certified Planners.

Planning

Planning & Community Development

Performance Measures

Performance Measures	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Estimated
Advisory Planning Board Meetings	24	18	14	14	18
Other Meetings	350	300	280	455	525
Grants Administered	5	6	5	3	4

Accomplishments

- Hired a new Assistant Director of Planning and a new Community Planner.
- Renewed the City's Maryland Sustainable Communities Program designation and updated with accompanying Action Plan.
- Developed a \$300,000 ARPA spending plan for the implementation of the City's Pedestrian and Bicycle Master Plan.
- Developed a \$150,000 ARPA spending plan for the implementation of bus stop safety and accessibility projects.
- Managed the review of a Special Exception application for a daycare center at Beltway Plaza in the Laugh Out Loud space.
- Managed the review of an application for a Departure from Sign Design Standards for Greenbelt Honda.
- Successfully sought renewal of the City's Erosion and Sediment Control delegation from the State.
- Worked with Maryland-National Capital Park and Planning staff on the completion of a strategic wayfinding study, funded through the County's Planning Assistance to Municipalities program.
- Oversaw the installation of the City's first bicycle repair station as part of the Buddy Attick Park Parking Lot improvement project.
- Worked with the National Capital Planning Commission and the Army Corps of Engineers to review the concept site and building plans for the Bureau of Engraving and Printing Currency Production Facility.
- Evaluated and responded to resident requests for traffic calming and bus stop accessibility.
- Submitted an application for a US Department of Transportation Safe Streets and Roads for All (SS4A) grant to develop a citywide Vision Zero Action Plan.
- Worked with WMATA to review and comment on the Draft Better Bus Visionary Network.

Management Objectives

- Incorporate health and equity data into planning processes to better understand community needs, prioritize transportation and land use projects, and analyze potential impacts.
- Manage the implementation of the City's ARPA-funded pedestrian and bicycle improvement projects and bus stop safety and accessibility projects.
- Apply for and receive grant funding for the completion of a Vision Zero Action Plan with a health equity emphasis, and procure and manage consultant services to complete the plan.
- Pursue grant funding to complete 90% engineering of the Hanover Parkway off-road bicycle path.
- Work with the Maryland State Highway Administration and neighboring jurisdictions to move the MD 193/Greenbelt Road Corridor improvement project forward.
- Pursue grant funding for the implementation of the City's Strategic Wayfinding Plan.
- Review and comment on the State Consolidated Transportation Program and advocate for City transportation improvement projects.
- Evaluate and respond to resident requests for traffic calming measures.
- Work with the Department of Public Works on the implementation of the City's Complete and Green Streets policy.
- Monitor State and County planning and zoning legislation to ensure new regulations accomplish desired change.
- Monitor the SCMaglev project.
- Promote the County's expansion of bikeshare stations within the City.
- Review and comment on the State of Maryland Consolidated Transportation Program for FY 2025-2030.
- Complete AICP certification maintenance requirements to maintain AICP licensure.
- Utilize GIS analysis to create project visualizations and maps to share with the community in real-time and to better analyze project data.

Community Development

Planning & Community Development



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(301) 345-5417

The Community Development office is instrumental in upholding the integrity of properties and activities within its jurisdiction, ensuring compliance with a myriad of local, state, and federal codes, regulations, and ordinances. Through an array of responsibilities, including regular property inspections, code violation investigations, public education initiatives, and issuing citations and notices for non-compliance, the office actively enforces building codes, zoning regulations, and property maintenance standards. Additionally, the office plays a pivotal role in conflict resolution, court testimonies, collaboration with other government departments, meticulous record-keeping, follow-up inspections, and community engagement efforts. Overall, our office's commitment contributes significantly to the preservation of community health, safety, and aesthetics by maintaining and enforcing regulations governing property use and maintenance.

TEAM HIGHLIGHTS

100%

inspected 100% of exterior units, 50% of interior units located in Franklin Park at Greenbelt Station

35%

achieved a 35% reduction in paper files by utilizing new community development software

7

all Community Development FTEs are certified in ICC property maintenance and erosion and sediment control

Community Development

Planning & Community Development

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2022 Actual Trans.	FY 2023 Actual Trans.	FY 2024 Adopted Budget	FY 2024 Estimated Trans.	FY 2025 Proposed Budget	FY 2025 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$265,858	\$359,007	\$526,600	\$421,000	\$487,900	\$487,900
25 Repair/Maintain Vehicles	0	0	2,000	0	\$2,000	\$2,000
27 Overtime	0	185	1,000	1,000	\$1,000	\$1,000
28 Employee Benefits	97,887	147,366	239,900	117,900	\$199,900	\$199,900
Total	\$363,745	\$506,558	\$769,500	\$539,900	\$690,800	\$690,800
OTHER OPERATING EXPENSES						
30 Professional Services	\$24,350	\$18,029	\$30,500	\$29,600	\$26,000	\$26,000
33 Insurance	1,862	1,523	2,100	2,500	\$3,500	\$3,500
34 Other Services	1,877	1,239	23,000	7,900	\$23,000	\$23,000
38 Communications	4,285	6,294	8,300	6,300	\$7,300	\$7,300
42 Building Rental	35,700	0	35,700	35,700	\$35,700	\$35,700
45 Membership & Training	109	3,229	4,700	4,000	\$5,200	\$5,200
48 Uniforms	938	1,080	1,200	1,200	\$1,500	\$1,500
49 Hand Tools	629	576	500	0	\$500	\$500
50 Motor Equipment						\$0
Maintenance	680	580	2,000	900	\$2,200	\$2,200
Vehicle Fuel	994	402	1,000	500	\$800	\$800
52 Departmental Equipment	0	170	3,000	3,000	\$0	\$0
53 Computer Expenses	15,185	17,145	15,000	16,900	\$19,000	\$19,000
55 Office Expenses	12,827	11,774	12,100	9,800	\$12,200	\$12,200
Total	\$99,436	\$62,041	\$139,100	\$118,300	\$136,900	\$136,900
TOTAL COMMUNITY DEVELOPMENT	\$463,181	\$568,599	\$908,600	\$658,200	\$827,700	\$827,700
REVENUE SOURCES						
Street Permits	\$9,354	\$28,813	\$3,000	\$1,400	\$3,000	\$3,000
Licenses/Permits	\$787,555	\$687,300	\$920,600	\$940,800	\$934,000	\$934,000
Non-Residential Alarms	33,700	22,775	20,000	20,000	\$20,000	\$20,000
Municipal Infractions	9,645	4,400	7,000	7,000	\$7,000	\$7,000
False Alarms	0	1,100	2,000	2,000	\$2,000	\$2,000
Total	\$840,254	\$744,388	\$952,600	\$971,200	\$966,000	\$966,000

Community Development

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Budget Comments

1. Line 01, Salaries, was adjusted to fund the Supervisory Inspector position for six months in FY2025.
2. Line 34, Other Services, funds property maintenance abatements and bank charges.
3. In FY2025, Membership and Training was increased to fund one Community Development Inspector to attend fire inspector training.
4. Line 53, Computer Expenses, was increased to fund upgrades to GIS software capabilities.
5. In FY2025, revenue from Licenses and Permit Fees was reduced to account for an anticipated decline in construction in the right-of-way permits and building permits.

Performance Measures

Performance Measures	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Estimated
Board of Appeals Meetings	0	1	2	2	2
Single Family Rental Inspections	538	476	863	869	869
Apartment Units Inspected	418	1,087	3,140	3,140	3140
Rental Licenses (excluding apartments)	700	706	663	663	681
Construction Permits Issued	32	22	20	25	25
Building Permits Issued	568	196	160	165	165
Sediment Control Permits Issued	1	3	2	3	2
Sediment Control Inspections	231	128	61	120	70
Noise Ordinance Citations	5	0	1	2	4
Noise Ordinance Complaints	32	13	23	36	35
Property Violation Complaints	205	176	368	400	400
Handbill Violations	4	8	7	8	10
Burglar Alarm Licenses Issued	215	215	194	200	205
Day Care Businesses Licensed	12	16	18	20	20
Alarm Companies Registered	66	65	68	62	65
Commercial Units Licensed	237	399	431	446	450
Liquor Licenses Issued	21	21	17	20	20
Residential False Alarm Invoices	0	0	0	0	2
Residential False Alarm Warning Letters	64	62	88	63	65
Non-Residential False Alarm Invoices	20	17	23	20	25
Non-Residential False Alarm Warning Letters	120	78	72	73	75
Police Non-Response	3	3	3	3	2
Foreclosure Filings	0	15	8	10	10
Municipal Infractions Issued	31	45	84	100	100

Community Development

Planning & Community Development

Accomplishments

- Promoted the Supervisory Inspector to Assistant Director of Community Development.
- Conducted educational outreach to Greenbelt's Homeowner Associations.
- Inspected 100% of the exterior of units Franklin Park at Greenbelt Station and 50% of the interiors.
- Achieved a 35% reduction in paper files by utilizing community development software, electronic files, and modifications to office processes.
- Developed an improved tracking system for right-of-way and erosion and sediment control permits.
- All community development staff are certified in ICC property maintenance and erosion and sediment control.
- Managed complex property management issues at Charlestowne North.
- Conducted an analysis of the City's fee schedule, including fines.
- Identified a preferred vendor for upgrading the City's community development software.
- Received training in conducting erosion and sediment control inspections.

Management Objectives

- Incorporate health and equity data into code enforcement processes to better understand community needs, prioritize inspections and investigations, and analyze potential impacts.
- Fill the vacant Supervisory Inspector position.
- Prepare a resolution to enact proposed revisions to Chapter 4. Review all other chapters as needed.
- Oversee the transition to a new community development software system.
- Develop a report in Utopia software to track Handbills, Residential and Non-Residential False Alarm violations/warning, and all other miscellaneous licenses.
- Inspect and license 100% of commercial and single-family rental properties.
- Conduct annual outreach, at a minimum, to owners of multi-family rental developments.
- Complete training in project management and construction standards.

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