

CITY COUNCIL AGENDA

1. Call To Order

2. Roll Call

3. Meditation And Pledge Of Allegiance To The Flag

4. Consent Agenda - Approval Of Staff Recommendations

*(Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)*

5. Approval Of Agenda And Additions

6. Presentations

7. Petitions And Requests

(Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules)

8. Minutes Of Council Meetings

- o. * Work Session, August 22, 2016

Documents:

[WORK SESSION, AUGUST 22, 2016.PDF](#)

- o. * Work Session, August 24, 2016

Documents:

[WORK SESSION, AUGUST 24, 2016.PDF](#)

- o. * Interview, September 12, 2016

Documents:

[INTERVIEW, SEPTMEBER 12, 2016.PDF](#)

9. Administrative Reports

10. *Committee Reports

11. A Resolution To Repeal And Reenact With Amendment Resolution Number 2012 To Adopt

Standing Rules for the Council of the City of Greenbelt, Maryland
-2nd Reading, Adoption

Reference: Resolution

Council reviewed the Standing Rules document at its work session on December 2, 2015. The resolution included in Council's packet reflects the results of that discussion.

Ms. Davis introduced this resolution for first reading at the last meeting. It is recommended the resolution be introduced for second reading and moved for adoption tonight. (CM)

Documents:

[RESOLUTION.PDF](#)

12. Application From Willy K's To Liquor Control Board For Special Entertainment Permit

Reference: Notice of Public Hearing
Special Entertainment Permit Request Form

Willy K's has submitted an application to the Board of License Commissioners (Liquor Control Board) for a Special Entertainment Permit. The application indicates that Karaoke Entertainment will be provided on Thursday evenings (5:00 p.m. to 12:00 a.m.), and DJ entertainment on Friday (5:00 p.m. to 2:00 a.m.) and Saturday (7:00 p.m. to 2:00 a.m.).

Kobi Manful, Manager of Willy K's, has informed the City that the entertainment schedule is the same as has been in place for many months. However, with the entertainment permit, management will be allowed to card patrons and search bags (if necessary) upon entry to the establishment. Currently, management is only allowed to card purchasers of alcohol.

Willy K's has submitted the required security plan to the Greenbelt Police Department. The Police Department has no objection to this application.

The City can support, oppose or take no position on this application. Mr. Manful will be present at tonight's meeting.

Council direction is sought. (CM)

Documents:

[NOTICE OF PUBLIC HEARING.PDF](#)
[SPECIAL ENTERTAINMENT PERMIT REQUEST FORM.PDF](#)

13. Application For Conversion Of Liquor License - Shell Food Mart

Reference: Notice of Public Hearing

The Shell Food Mart, 5707 Cherrywood Lane, has submitted an application to the Board of License Commissioners (Liquor Control Board) for a conversion of its Class D Beer License to a Class D Beer and Wine License.

The City can support, oppose or take no position on this application. Ms. Linda Carter, representing Shell Food Mart, will be present at tonight's meeting. (CM)

Documents:

[NOTICE OF PUBLIC HEARING.PDF](#)

14. Public Safety Advisory Committee, Report #2016-1 (Prescription Drug Take Back Program)

Reference: PSAC Report #2016-1

At the last meeting, Council accepted the Public Safety Advisory Committee (PSAC) Report #2016-1 on a Prescription Drug Take Back Program. PSAC is recommending the institution of a permanent Drug Collection Program in the City to provide a safe, convenient and responsible means for residents to dispose of prescription drugs and controlled drugs. The program would include: 1) the placement of a permanent drug collection box at the Police Station; and 2) an annual Drug Take Back Day.

The Code of Federal Regulations (CFR) requires that drug collection boxes be located inside a law enforcement facility in an area that is monitored 24 hours a day and has easy access for the public. Commercially made collection boxes are available for purchase and have the advantage of being designed specifically for prescription and controlled drug collections. PSAC and Police Staff have researched commercially available collection boxes and recommend the City purchase an American Security Cabinet #RXD-810 collection box at a cost of \$1,989 plus \$178 shipping.

It is recommended that Council approve the recommendations of PSAC to institute a Drug Take Back Program as proposed and authorize the purchase of an American Security Cabinet #RXD-810 at a total cost of \$2,167.

Laura Kressler, Vice Chair of PSAC, and Capt. Tom Kemp will be present at the meeting. (CM)

Documents:

[PSAC REPORT 2016_1.PDF](#)

**15. Letter To Maryland National Capital Park And Planning Commission -
Zoning Rewrite Module 2 Review**

Reference: Draft Letter
Staff Comments

On August 17, 2016, City Council held a work session for the purpose of reviewing Module 2 and the Public Facilities Adequacy regulations of the Prince George's County Zoning Ordinance Rewrite. City Council identified additional areas of concern and directed that staff prepare a letter to the Maryland National Capital Park and Planning Commission summarizing all comments.

A draft letter is included in Council's packet. It includes the comments presented at the August 17th work session as well as additional concerns of Council, including requirements for public art, provisions for auto dimming lights, consideration of homeowner association and condominium association requirements, and expanding the definition of public facilities to include social services. In addition, the letter suggests that upon the testing of the rewritten zoning ordinance, at least one test location be selected from a municipality and special attention should be paid to the inclusiveness of municipal participation in the process.

It is recommended that Council approve the draft letter. (CC)

Documents:

[CC-MODULE 2 LETTER TO MNCPPC.PDF](#)
[CC-MODULE 2_STAFF COMMENTS - TABULAR FORMAT FOR MODULE 2 APF AND DEFINITIONS.PDF](#)

16. Council Reports

17. * Resignation From Advisory Group

Reference: PRAB Minutes, May 18, 2016

At the May 18, 2016, Park and Recreation Advisory Board meeting, Jeffrey Keenan informed the Board that he would be moving out of the area and was resigning from PRAB. Acceptance of this item on the consent agenda will indicate Council's intent to accept Mr. Keenan's resignation with regret. (CM)

18. * Chesapeake Climate Action Network And The Maryland Sierra Club

[Letter of Support on a Statewide Hydraulic Fracking Ban](#)

Reference: Email, M. Dernoga, 09/13/2016
Minutes, Regular Meeting, 07/11/2016
Letters, District 22 State Delegation, 07/19/2016

Prince George's County Council Member Lehman has been working with the Chesapeake Climate Action Network (CCAN) and the Maryland Sierra Club on a statewide fracking ban. Council Member Lehman has forwarded a request from CCAN and the Sierra Club urging elected officials from Maryland to sign onto a letter asking the General Assembly to pass a fracking ban in the 2017 legislative session.

In response to a petition presented by Lore Rosenthal/Greenbelt Climate Action Network at the July 11, 2016, meeting, Council approved sending a letter of support for a statewide ban on hydraulic fracking to the District 22 State Delegation, Speaker of the State House of Delegates Michael Busch, President of the State Senate Thomas Miller, Jr., and Prince George's County House Delegation Chair Jay Walker.

Approval of this item on the consent agenda will indicate Council's intent to sign onto the CCAN and Sierra Club letter of support asking the General Assembly to pass a hydraulic fracking ban in the 2017 legislative session. (CM)

Documents:

[EMAIL, M. DERNOGA, 09-13-2016.PDF](#)
[MINUTES, REGULAR MEETING, 07-11-16.PDF](#)
[LETTERS, DISTRICT 22 STATE DELEGATION, 07-19-2016.PDF](#)

19. * Letter Of Support – National Endowment For The Arts Grant Application

Reference: Email, E. Jordan, 09/22/2016
Draft Letter

Council has received a request from the Prince George's County Arts and Humanities Council (PGAHC) and Prince George's County Department of the Environment (PGDOE) for a letter of support for their joint grant application to the National Endowment for the Arts for an "Our Town" grant. The purpose of the grant is to support multiple public art initiatives in the County which promote environmental awareness. Ms. Dallas, Executive Director of the PGAHC, has expressed an interest in working with Greenbelt on a project if the funds are secured.

Approval of this item on the consent agenda will indicate Council's approval of sending a letter to the National Endowment for the Arts in support of the PGAHC and PGDOE grant application. (CM)

Documents:

[EMAIL, E. JORDAN, 09-22-2016.PDF](#)
[DRAFT LETTER.PDF](#)

20. MEETINGS

Reference: Chart, Stakeholder/Regular Meetings
 Master Calendar

Regular Meeting	Mon.	9/26	8:00 pm
Work Session – Council Goals /Organizational Assessment (CC)	Wed.	9/28	8:00 pm
No Meeting (Rosh Hashanah)	Mon.	0/03	
Interview for Advisory Group (CC)	Wed.	0/05	7:40 pm
Work Session – M-NCPPC Zoning Rewrite Module 3 (CC)	Wed.	0/05	8:00 pm
Regular Meeting	Mon.	0/10	8:00 pm
MML Fall Conference	Wed.- Sat.	0/12 -15	
Work Session – Economic Development (tentative) (CC)	Mon.	0/17	8:00 pm
Work Session – Voting Age/Mandan Road Basketball Courts (tentative)TBD	Wed.	0/19	8:00 pm
Regular Meeting	Mon.	0/24	8:00 pm
Four Cities Meeting (Greenbelt)	Wed.	0/26	7:30 pm
Advisory Group Appreciation Dinner (CC)	Sun.	0/30	5:00 pm
Work Session – TBD	Mon.	0/31	8:00 pm

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, August 22, 2016, for the purpose of receiving an update on the State Highway Administration I-495/Greenbelt Metro Interchange Project.

Mayor Jordan started the meeting at 8:05 p.m. The meeting was held in the Council Room of the Municipal Building.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Michael McLaughlin, City Manager; Jessica Bellah, Community Planner; and Shaniya Lashley-Mullen, Administrative Assistant.

ALSO PRESENT WERE: Erin Markel, John Webster, and Sean Johnson, State Highway Administration; Garth Beall, Renard Development; Kathleen Gallagher, Greenbelt News Review; Bernard Brown, and Bill Orleans.

Mr. John Webster presented a PowerPoint presentation detailing the State Highway Administration's (SHA) project plans to facilitate planned Transit Oriented Development (TOD) and the potential FBI headquarters in Greenbelt by providing improved access to the Greenbelt Metro Station and I-95/495.

Mr. Webster explained that the project will be split into three phases. Phase 1 (projected to begin in May of 2017) is the section of I-495 between the current Greenbelt Station off-ramp and MD 201. Work will entail reconstruction/new construction of the off/on ramps to create a full interchange as well as sound barriers and some widening of I-495 in this section. Phase 2 (projected to begin in 2025) consists of sound barrier installation and some widening/reconfiguration of I-495 between Route 1 and the Greenbelt Station interchange. Phase 3 (projected to begin in 2030) will consist of sound barrier installation and widening/reconfiguration of I-495 between MD 201 and the Baltimore-Washington Parkway.

Council questioned why noise barriers are proposed on the inner loop of I-95/495 between MD 193 and the Baltimore Washington Parkway for Greenbelt Park but not for the outer loop in the same area which has residential housing units. Sean Johnson explained that noise level studies deemed Greenbelt Park as a "noise sensitive" area but not the residential area. He said he would forward a copy of the report to the City.

Mr. Herling and Mr. Roberts questioned the negative impact the increased number of vehicles (associated with FBI) will have on air quality. Mr. Webster and Ms. Mach both responded that air quality will not be affected. They said that with the widening of the roadways, vehicles will be moving instead of sitting idly in congested traffic.

Erin Markel reviewed the environmental impacts of the project on wetlands, streams, floodplains and forested area. She explained the proposed mitigation, including: 1) Fish passage improvements to 2,470 feet of stream for Paint Branch at I-495; and 2) 5.31 acres of wetland creation and 2,500 feet of stream restoration at Beltsville Agricultural Research Center. Ms. Markel said any excess mitigation will be used for future projects.

In response to a question from Mayor Jordan, Mr. Johnson advised that SHA will hold a public information meeting this fall to obtain input from the public. Ms. Bellah said staff and SHA have met monthly for the past two years regarding the project. She said when the project is underway, it will be important for SHA to keep in contact with City staff regarding daily traffic impacts (road/ramp access closures).

Mr. Webster said that the proposed project will only proceed (be funded) if Greenbelt is selected as the site for the new FBI headquarters. He said if Greenbelt is not selected, then funding for the project would be up to the Governor.

Mr. Beall provided an update on the FBI Headquarters relocation project as well as development plans should the Greenbelt site be selected for the relocation.

Bill Orleans, Greenbelt, asked and was provided answers to several questions.

Informational Items

Mayor Jordan discussed the transportation for Council in the Labor Day Parade.

Ms. Davis, Mayor Jordan and Mr. Putens discussed the Chesapeake Education, Arts & Research Society (CHEARS) Three Sisters Garden at Springhill Lake Recreation Center. Mr. Putens advised that CHEARS was asking for volunteers for an upcoming Clean-up/Green-up Day in October.

Ms. Pope advised a twelve month old had fallen out of a third floor window in Franklin Park Council suggested window guards be discussed with Franklin Park at the work session on Wednesday.

Several other informational items were discussed.

The meeting adjourned at 10:05 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Administrative Assistant*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, August 24, 2016, to meet with Fieldstone Properties/Franklin Park.

Mayor Jordan started the meeting at 8:01 p.m. The meeting was held in the Leasing Office of Franklin Park.

PRESENT WERE: Councilmembers Judith F. Davis, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Konrad E. Herling was ill and unable to attend.

STAFF PRESENT: Michael McLaughlin, City Manager; Celia Craze, Director of Planning and Community Development; and Cindy Murray, City Clerk.

FIELDSTONE PROPERTIES REPRESENTATIVES: Joe Kazarnovsky, Gail Comfort, Lea Garcia, Aaron Martin, Crystal Cornish, Denise Knight and Theresa Hammonds.

ALSO PRESENT WERE: Diane Oberg – Greenbelt News Review, Jillian Davis, Carolyn Lambright-Davis, Ray Raysor, Rene Sewell-Raysor, Ann Wallace and Bill Orleans.

Mr. Kazarnovsky, Owner/Managing Partner of Fieldstone Properties, reported that it will be six years in October since Fieldstone took over the property. He said they had accomplished a great deal in six years and added there was more to be done. Mr. Kazarnovsky noted that they had invested \$2 million in capital improvements this year alone.

Mr. Kazarnovsky reported that Franklin Park now had a 93% occupancy level, and a 68% retention level with approximately 95 units turning over every month. He said Franklin Park had now become a destination/place of choice for renters in the region because it is known to be clean, quality housing at an affordable price. He added that 2,066 units out of 2,877 units had been totally renovated with new kitchens, bathrooms, flooring and plumbing. In response to a question from Ms. Mach, Mr. Kazarnovsky said renovations hadn't been done in the remaining units because residents of those units were not willing to relocate to another unit to allow the renovations to be done. He noted that it was not safe for unit renovations to occur while residents were residing in the unit.

Ms. Craze said that the number of code complaints received by the City for Franklin Park have significantly decreased over the past few years. She reviewed the City's property inspection process. Ms. Craze mentioned on-going problems with the old laundry rooms in the buildings, and recognized Franklin Park's efforts to address these problems.

Ms. Mach asked about shuttle service within Franklin Park for transportation for residents to the laundry center and/or leasing center. Mr. Kazarnovsky said there was no shuttle service in place but added that if any resident had transportation problems due to lack of transportation or a disability, they should contact the Franklin Park Resident Relations and accommodations would be made.

Ms. Pope asked about the incidents involving children falling out of unit windows this year. Mr. Martin said window locks are provided for the windows. He said that in one of the fall incidents, the mother had removed the lock from the window, and in the other instance, the child had fallen through the glass portion of the window. Ms. Pope stressed the need to find a solution to the

problem of children falling from windows. After discussion, Mr. Putens suggested window problem/window locks be included in the lease documents. Ms. Davis suggesting Franklin Park send an email blast to residents explaining the window safety concerns. Celia Craze, Director of Planning & Community Development, said staff is working on drafting language for window safety to be included in the City Code.

Mr. Kazarnovsky said continued improvements are planned for the property including boiler, HVAC and roof replacements. He noted that approximately 23 buildings have new roofs installed each year. Mr. Kazarnovsky mentioned that the water/sewer bill for the property had dramatically decreased following the replacement of the underground water/sewer piping.

Mr. Kazarnovsky said that Franklin Park has an excellent working relationship with the City, especially the Code Enforcement and Police Departments. Mr. McLaughlin thanked Franklin Park for the work on the Affordable Housing Study conducted by Mary Kolar, the City's Maryland Municipal League summer intern.

Ms. Pope suggested Franklin Park consider hosting forums to provide the residents an opportunity to talk through issues with the Police or other City Departments. Ms. Knight mentioned Franklin Park had done this in the past and received very low turnout from the residents. Ms. Davis mentioned the large turnout Greenbriar had experienced when they brought an ice cream truck in to provide free ice cream during community events. Ms. Knight said they would consider that idea. Ms. Lambright-Davis mentioned the need to engage teenagers, especially 12-14 year olds.

Mr. Putens said the City has vacancies on City Advisory Groups and requested Franklin Park advertise these vacancies in their newsletter to residents. Ms. Davis suggested the voting deadline for the General Election be advertised and Ms. Pope suggested the Greenbelt Labor Day Festival be advertised also.

Mr. Martin advised that Franklin Park had just signed a new contract for waste and recycling removal and had requested that more recycling opportunities be provided to make recycling more convenient to all residents.

Ms. Davis asked if Franklin Park accepts Section 8 housing vouchers. Ms. Knight said yes. Mr. Kazarnovsky added that 72 units in Franklin Park are set aside as transitional housing units for Prince George's County.

Ms. Davis said residents had reported that Franklin Park does band aid type repairs. Mr. Martin said no, permanent repairs are done. He noted that on some occasions, depending on the problem, temporary repairs are made until the permanent repairs can be scheduled. Mr. Martin mentioned that Franklin Park maintenance has programs to track all maintenance repairs. In response to a question from Mayor Jordan, Mr. Martin said an average of five maintenance employees are on call after hours and can respond in one hour or less to any type of problem.

Ms. Wallace, 6007 Springhill Drive, reported a problem with the air conditioning in her unit and expressed her dissatisfaction with Franklin Park.

Ms. Pope asked if Franklin Park distributed a newsletter for the residents. Mr. Kazarnovsky said management currently has over 3,200 email addresses and they have found email communications to be the most successful way to communicate with residents.

Mr. Kazarnovsky said over 50% of Franklin Park employees live on the property. Ms. Knight added that Franklin Park is now included on the military housing opportunity list.

Mr. Kazarnovsky stressed the need for better signage for Franklin Park and asked for City support of signage on significant State/County owned roadways such as Kenilworth Avenue, Greenbelt Road and Edmonston Road near the old Greenbelt Middle School. Council indicated he should keep the City apprised of signage plans. Ms. Davis suggested Mr. Kazarnovsky contact Kap Kapastin at Beltway Plaza to see if Franklin Park signage can be placed on Beltway Plaza property.

Council thanked the representatives for hosting the work session.

The meeting ended at 9:35 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, September 12, 2016, for the purpose of interviewing candidates for City Advisory Groups.

The meeting began at 7:23 p.m. It was held in the Library of the Municipal Building.

PRESENT WERE: Councilmembers Konrad E. Herling, Leta M. Mach, Silke I. Pope and Mayor Pro Tem Judith F. Davis. Mayor Emmett V. Jordan and Councilmember Edward V.J. Putens were detained at work and arrived at 7:27 p.m. Councilmember Rodney M. Roberts was detained at work and arrived at 7:48 p.m.

STAFF PRESENT: Cindy Murray, City Clerk.

Patricia Evans was interviewed for appointment to the Arts Advisory Board and the Board of Elections.

Reverend Ray Raysor was interviewed for appointment to the Arts Advisory Board, Community Relations Advisory Board and the Senior Citizens Advisory Committee.

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*

Introduced:
1st Reading:
Passed:
Posted:
Effective:

DRAFT

RESOLUTION NUMBER XXXX

A RESOLUTION TO REPEAL AND REENACT WITH AMENDMENTS RESOLUTION NUMBER 2012 TO ADOPT REVISED STANDING RULES FOR THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the Standing Rules of the City Council, as adopted by Resolution Number 2012, are hereby repealed and reenacted with amendments to read as follows:

(existing language; deletions denoted by ~~strikeout~~;
additions denoted by double underlining)

***STANDING RULES FOR THE COUNCIL
OF THE CITY OF GREENBELT, MARYLAND***

September 26, 2016

I. Council Meetings

1. Regular Council Meetings

- a. In accordance with the City Charter, which prescribes that the City Council shall meet not less frequently than once each month, the following schedule is hereby established for Council to meet in regular session: Regular meetings shall be held on the second and fourth Mondays, except for the months of July, August, and December when Council shall meet on the second Monday only. When any regularly scheduled meeting falls on a declared city or religious holiday the meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion of the City Council. By agreement of a majority, the Council may dispense with or reschedule any regular meeting provided that at least one meeting of Council shall be held in each calendar month. Such action shall be taken by motion at a regular meeting preceding the one to be changed where time permits.
- b. Regular meetings of the Council shall be held at 8:00 p.m. in the Council Room of the Municipal Building unless Council, by motion, designates another time or another public place within the corporate limits of the City of Greenbelt.

2. First Meeting Following Council Election

- a. At 7:30 p.m. on the first Monday following a regular Council election or run-off election, the Council shall meet at the usual place for holding its meetings, and the newly elected members shall, upon taking the oath of office, assume the duties of office. If an emergency meeting needs to be held between the election and the first meeting, the newly elected members shall take the oath of office at this meeting, and assume the duties of the office.
- b. At the organizational meeting following a Council election, the newly elected members shall, before entering upon the duties of their office, take or subscribe to the oath or affirmation prescribed by City Charter. Such oaths or affirmations shall be made before the retiring Mayor or Mayor pro tem, except for the Mayor who, upon being elected, shall take the same oath before the Clerk of the Circuit Court for Prince George's County or before one of the Clerk's sworn deputies
- c. At the organizational meeting following a regular Council election, a majority of the members of Council shall choose one of its members as Mayor and shall also choose one of its members as Mayor pro tem. If a vacancy occurs in the office of Mayor, or in case of the Mayor's absence or disability, the Mayor pro tem shall act as Mayor for the unexpired term or during the continuance of the absence or disability of the Mayor.

3. Committee-of-the-Whole Meetings (Work Sessions)

Committee-of-the-whole meetings (work sessions) of the City Council may be held for the purpose of receiving and discussing information on such matters as deemed desirable and to request staff to obtain such other information as Council may request, provided that no formal actions shall be taken at such meetings and provided further that such meetings shall be open to the public. Work sessions are scheduled at convenient times based upon availability of Councilmembers. Informational items to be discussed at a work session shall be identified at the beginning of the meeting. Councilmembers may report such informational items at the end of the meeting. These informational items shall be recorded in the minutes under Other Business.

4. Executive Sessions

The Council shall have the right to meet in executive sessions, which shall be closed to the public, to consider items of a sensitive nature. Such meetings shall be held in accordance with the applicable provisions of ~~Article 10-508(a) of the Annotated Code of the Public General Laws of Maryland (2009 as amended)~~. the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland.

5. Special Meetings

Special meetings shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council. The City Clerk shall prepare a notice of the special meeting, stating the time and place of the meeting and the subjects to be

considered at the special meeting. No subjects other than stated in the notice shall be considered at the special meeting, except by unanimous consent of all members of Council. Notices of special meetings shall be served upon each member of Council and the City Manager, or left at their usual places of residence, at least two hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a written request for a special meeting, to make diligent effort to notify each member of Council and the City Manager, either by email, text, telephone or otherwise, of such special meeting.

6. Attendance at Meetings

Members shall attend all regular and special meetings of the Council. If a Councilmember cannot attend a regular or special meeting of the Council because of illness or other unavoidable circumstance, the Council shall be so advised. The Council shall have the power to compel the attendance of any absent member by a majority vote of the members present at any meeting.

In the event that a councilmember is unable to physically attend the meeting and desires to participate in the meeting (including voting) by electronic means (telephone, skype, etc.), the councilmember may do so with the approval of a super-majority of the Councilmembers present providing:

- a. The councilmember has all the materials for the meeting in his/her possession;
- b. The councilmember can be clearly heard and understood by all those present at the meeting; and
- c. The councilmember can clearly hear and understand all those present at the meeting.

7. Notice of Meetings of the Council

Written notice of all public meetings of the City Council shall be posted on the bulletin board at the Municipal Building, listed on the city's cable television access channels, and listed on the city Website showing the date, time, place, and topic(s) of such meetings. Notice of regular meetings of the Council, public hearings and, insofar as possible, work sessions and special meetings shall be published in the *Greenbelt News Review* the week preceding the Council meeting and shall include a preliminary agenda or, in the case of work sessions, the topic(s) to be considered.

8. Meetings of Council Open to the Public

All meetings of the Council, with the exception of executive sessions authorized by applicable state law, shall be open to the public. Citizens of the city shall have a reasonable opportunity to be heard on any matter being considered at the meeting. Citizens desiring to speak on a matter being considered by the Council shall raise their hand in front of Council and, after being recognized by the presiding officer, shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any Councilmember's argument or vote or the statements of any other

citizen or person. No citizen shall speak more than once upon any one subject until every other citizen choosing to speak thereon shall have spoken, and no citizen shall speak for a longer time than three minutes at any one time without the consent of Council.

II. Presiding Officer

1. Presiding Officer

The Mayor or, in the Mayor's absence, the Mayor pro tem shall preside at all regular meetings of the Council. At the hour appointed for the Council to meet, the Mayor or, in the Mayor's absence, the Mayor pro tem shall take the chair and immediately call the members to order. At all regular meetings of Council, the roll shall be called by the City Clerk. The City Clerk shall enter in the minutes of all meetings the names of the members present.

2. Temporary Chair

In case of the absence of the Mayor and Mayor pro tem at a regular meeting of Council, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by majority vote of those present, a Chair of the meeting who shall preside until the arrival of the Mayor or Mayor pro tem. The temporary Chair shall not preside beyond the adjournment of the meeting for which he or she was elected.

III. Quorum

A majority of the members elected to the Council shall constitute a quorum to conduct business. However, any number of members present may convene to compel the attendance of absent members.

IV. City Manager and Members of Staff

The City Manager shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

V. Minutes

1. Minutes of Meetings

The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The City Clerk shall keep minutes of all meetings, including special meetings, work sessions and executive sessions,

and not less than three days before a regular meeting shall furnish each member of Council and the City Manager with copies of minutes of preceding meetings. Minutes of regular meetings should be presented for Council's approval within 30 days.

2. Minutes Open to Public Review

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the City Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Approved minutes are also posted on the City website. Minutes of executive sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

3. ~~Distribution and Availability of Copies~~

~~Approved minutes shall be posted on the City website. Distribution of copies of minutes or portions of minutes and mailing of minutes on a regular basis shall be in accordance with such guidelines and subject to such copying costs and postage and handling fees as may be established by the City Manager and as may be amended from time to time.~~

VI. Duties and Privileges of Members

1. Seating Arrangement

Members shall occupy the respective seats at the Council table assigned by the Mayor at the organizational (Charter) meeting. Any two or more members may exchange seats by joining in a written notice to the Mayor to that effect.

2. Right to Floor

a. Before speaking on any matter, a member shall seek the floor by addressing the presiding officer and, once recognized by the chair, shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member of Council shall interrupt another without that member's consent. To obtain such consent, the member shall first address the presiding officer.

b. Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) or Council appointee(s) at a public Council meeting. Any concerns about the conduct or performance of any city employee(s) or Council appointee(s) shall be brought to the attention of the City Manager, or an executive session of Council may be requested to discuss the personnel matter.

c. When possible, members of Council shall not take positions on foreign or national issues that do not affect the City.

3. Right of Appeal

Any member may appeal to the Council for a ruling on a decision of the presiding officer. The member making the appeal may briefly state the reason for the appeal, and the presiding officer may explain the ruling. However, there shall be no debate on the appeal. The presiding officer shall put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise, it is overruled.

4. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak for a longer time than five minutes without consent of Council.

5. Voting

a. When a question is put, every member present or attending remotely by electronic means shall vote either in the affirmative, the negative or abstain. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When to vote would or could be considered improper pursuant to the City and State Ethics Laws.
2. When to vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and the office such member holds.
3. When for any other reason a member is not comfortable voting and has given the Chair a reason for requesting to abstain so long as excused by the Chair or Council by vote as provided for hereinbelow.

Application to be excused from voting shall be made to the Chair before the votes are called for. After the member has briefly stated the reason for the request to be excused, the decision thereon shall be made by a super-majority of councilmembers present without debate. ~~The decision of the Chair may be appealed to the Council.~~

Except as provided in the City Charter or these rules, all voting shall be by voice vote or by such other method as a majority of the Council shall decide for any particular vote.

b. The "yeas" and "nays" (i.e., a vote by roll call) shall be taken upon the passage of all ordinances and resolutions and upon demand of any member made before the negative vote has been called for. Each Councilmember's name shall be called in alphabetical order, except that the presiding officer shall be called to vote last. It shall not be in order for members to explain or comment upon their votes during roll call. A record of the "yeas" and "nays" and not voting on any roll call vote shall be entered upon the minutes of the proceedings of the Council.

6. Personal Privilege

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assailed, questioned, or impugned.

7. Dissents and Protests

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of Council and have the reason therefor entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance or resolution or action objected to.

8. Disorderly Conduct or Violation of Rules

A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present. The Council may, by a vote of not fewer than six members, expel a member from a meeting for disorderly conduct or the violation of Council rules.

9. Demonstration or Disorder Among Bystanders

If any confusion, demonstration or disorder arises in the Council chamber, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person or persons be a spectator, such person or persons may be ejected from the chamber. If any member of Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.

VII. Council Procedure

1. Order of Business

The business of all regular meetings of Council shall be transacted in the following order, with items under "Other Business" to be listed in the order of greatest public interest. For the printed agenda, such determination shall be made by the City Manager, provided that, as an organizational matter, the order of business may be modified at the meeting by the presiding officer, with the consent of Council or by a motion of Council.

2. Agenda

I. Organization

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag

Consent Agenda – Approval of Staff Recommendations

Approval of Agenda and Additions

II. Communications

Presentations

Public Hearings

Petitions and Requests

Minutes of Council Meetings

Administrative Reports

Committee Reports

III. Legislation

Ordinances – Second Reading

Resolutions – Second Reading

Ordinances – First Reading

Resolutions – First Reading

IV. Other Business

Council Reports *

Council Activities *

V. Meetings

* Council Reports and Council Activities will be done at the regular meeting only if time allows. Council Reports and Council Activities may also be done at any Monday work session.

VIII. Agenda

1. The Printed Agenda

- a. The City Manager shall include on the agenda any item at the request of any of the member of Council, provided that the member of Council shall have furnished to the City Manager a description of the item in time for inclusion with the printed agenda.
- b. At least two days before each regular meeting, the City Manager shall provide each member of Council at his or her home a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting. Members of Council who do not wish to have such material delivered to their homes may so inform the City Manager and make other arrangements.
- c. Copies of the agenda and agenda comments shall be posted on the City website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda and agenda comments shall be available to the public at the Council meeting or earlier upon request, as available. If requested by candidates, printed copies of the agenda packet—less any material of a confidential nature but including the agenda, agenda comments, minutes of previous meetings, and background and briefing materials—shall be provided to certified candidates. ~~A reasonable charge for copying and mailing for individuals wishing to receive the agenda and comments (other than certified candidates) on a regular basis shall be assessed as determined by the City Manager.~~

2. Approval of Agenda; Consent Agenda

- a. As an item of business under Section I, Organization, the Council shall review the agenda and the consent agenda. Any member of Council or the City Manager may request the addition of an item to the agenda, or may request the removal of an item from the consent agenda so that it may be considered as a separate item of business. A request for the addition of an item to the agenda, or the removal of an item from the consent agenda, shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- b. Any member of Council who will be absent from a meeting may request that an agenda item or consent agenda item be postponed. Such a request for deferral, giving the reasons for the request, shall be submitted in writing or by telephone to the City Clerk. A request for deferral shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.

- c. The consent agenda shall be used for the group disposition of routine and minor items of business, such as approval of minutes, acceptance of board/committee reports, and such other items as designated by the City Manager. Consent agenda items will be specially identified as such. For each item of the consent agenda, Council will receive a written staff recommendation.
- d. Ordinances and resolutions, matters requiring a roll call vote or the consent of six members of Council, and items added to the agenda at the meeting shall not be placed on the consent agenda.
- e. Unless an item set forth in the consent agenda is requested to be considered separately by any member of Council or is postponed (see above), the Council, by a single motion, shall adopt the recommendations of the City Manager as set forth in writing for each item included in the consent agenda. The approved recommendations for each consent agenda item, however, shall be set forth separately in the minutes of the meeting.

3. Minutes

Reading of the minutes of the preceding meeting shall not be required unless so requested by a member of Council or unless written copies have not been provided each member of Council.

4. Petitions and Requests

Petitions and requests are defined to include any communication addressed to the ~~city, the Mayor or Council, or the City Manager, City, City Manager, Council (as a body) or all individual members of Council,~~ making any specific or general request requiring Council action. Written communications shall be first received by the Council, after which the Council shall receive petitions and requests from citizens present at the meeting. Such petitions and requests shall be heard by the Council as communications and shall not be subject to consideration or deliberations at that time. Each petitioner shall be allowed five minutes in which to state the nature of the petition and may submit such additional written information as the petitioner deems appropriate. Where more than one person is present on behalf of the same petition, one person shall be designated principal spokesperson, and other persons shall be recognized only for the purpose of clarifying the request being made. Upon a petition or request being presented, the Council shall take one of the following actions:

- Refer to city staff for handling and disposition. The petitioner and Council shall be apprised of the disposition made.
- Refer to city staff or to an advisory board or committee for investigation, evaluation, and report to the Council at a future meeting.
- Add to the agenda of a subsequent meeting.
- By motion duly adopted, place the matter on the agenda of the current meeting.

5. Communications Not Requiring Council Action

If a written communication addressed to the Council does not require Council action, the City Clerk shall send copies to the members of Council, together with copies of any replies made to the communication, and the matter shall not be placed on the agenda unless a member of the Council or the City Manager requests that it be considered.

6. Anonymous Communications

Anonymous communications shall not be considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

Ordinances and resolutions shall be introduced in the Council only in printed or in written form. All ordinances—except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances—shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in the title. An ordinance or resolution may be introduced for first reading by the reading of its title by any member of Council and a second is not required.

- a. Resolutions are used to set forth legal decisions and official positions of the City Council, to approve contracts, to set policy and to implement programs.
- b. Ordinances are used to update the City Code and Charter and to adopt measures as required by State law.

2. Distribution of Copies

Copies of all ordinances and resolutions shall be prepared for distribution to all members of Council, the City Manager, and the City Clerk at the meeting at which the ordinance or resolution is introduced. Whenever any member of the Council is absent from such meeting, the City Clerk shall arrange to have copies delivered.

3. First Reading

The first reading of an ordinance or resolution shall be for information. If there is no objection, the proposed ordinance or resolution shall go on the calendar for the next meeting of Council. There will be no public debate or testimony on the first reading of an ordinance or resolution.

4. Review and Referral

- a. All proposed ordinances and resolutions shall be reviewed by the City Manager and/or City Solicitor before being presented for second reading and adoption. The City Manager shall provide a brief digest of the provisions thereof, and, where it is proposed to amend an existing ordinance or resolution, such digest shall indicate the changes sought to be made.
- b. If the Council so desires, any pending ordinance or resolution may be referred to any standing or special committee for study and recommendation or to the City Manager for study, recommendations, redrafting, etc.

5. Amendments

When a proposed ordinance or resolution is substantively amended upon either its first or second reading, the amended ordinance or resolution shall be considered to have had its first reading only and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council, as prescribed by the City Charter (see 8 b.).

6. Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of appropriations. Each proposed ordinance providing for an appropriation shall show fully the purpose of the appropriation and the source from which the funds are to be derived. The City Manager shall submit a written recommendation on each appropriation ordinance showing what effect the ordinance would have on the annual budget.

7. Ordinance to Issue Bonds

Ordinances to issue bonds shall meet all the requirements of the City Charter and applicable statutes.

8. Adoption

- a. After an ordinance or resolution has received a first reading, it shall be placed on the agenda for second reading at the next meeting of Council. When a proposed ordinance or resolution comes up for second reading, it may be deferred for further study, deferred to a future meeting of Council, amended, or adopted. No ordinance or resolution shall be adopted until it has been read on two separate days, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council. The final reading of each ordinance and resolution shall be in full unless a written or printed copy thereof shall have been furnished to each member of Council prior to such reading. The "yeas" and "nays" shall be taken upon the adoption of all ordinances and resolutions and entered in the minutes of the proceedings of the Council.

b. Dispensing of Reading on Separate Days

A roll call of the "yeas" and "nays" shall be taken on a motion to dispense with the requirement of reading an ordinance or resolution on two separate days (Charter ref. Sec. 9). When a motion to suspend the rules to dispense with the requirement for reading of an ordinance or resolution on two separate days fails to receive an affirmative vote of six members, the ordinance or resolution shall go over to the next regular meeting of the Council.

c. Vote on Ordinances Revising Appropriations and Resolutions to Transfer Funds

As required by Maryland law, ordinances revising appropriations and resolutions transferring funds shall require a vote of not fewer than six members of Council.

9. Enacting Clauses

The enacting clause of all ordinances shall be "Be It Ordained by the Council of the City of Greenbelt, Maryland." The enacting clause of all resolutions shall be "Be It Resolved by the Council of the City of Greenbelt, Maryland."

10. Effective Date

All ordinances and resolutions passed by the Council shall take effect at the time indicated therein, but not less than ten days after the date of their adoption, except ordinances and resolutions of an urgent nature, which may by direction of Council become effective on date of adoption.

11. Authentication and Publication

Upon its adoption, each ordinance or resolution shall be authenticated by the signature of the Mayor and the City Clerk and shall be recorded upon a book kept for that purpose. Each ordinance and resolution shall be published as soon as possible after its adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

X. Rules of Order

1. Precedence of Motions

When a question is before the Council, motions shall have the following precedence and no motion of lesser precedence may be addressed until the motion of higher precedence is voted upon. The order is: a) to adjourn which is not debatable; b) to fix the hour of adjournment; c) to lay the question or issue on the table indefinitely or to a time certain; d) to call for the previous question; e) to refer; f) to amend. All motions noted herein shall be addressed to the Mayor (or Chairperson of the meeting if the Mayor is absent) and shall be

voted upon by the Council after discussion by the Council and interested members of the public. Comments by the public regarding the above motions (except a motion to adjourn) shall be limited to three (3) minutes.

2. Motions to Be Stated by Chair

When a motion is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be put in writing.

3. Withdrawal of Motion

A motion may not be withdrawn by the mover without the consent of the member seconding it.

4. Motions Made Out of Order

The Chair may, at any time, with the approval of at least six members of Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

5. Motion to Adjourn - When Not in Order - Not Debatable

A motion to adjourn shall be in order at any time, except as follows: a) when repeated without intervening business or discussion; b) when made as an interruption of a member while speaking; c) when the previous question has been ordered; and d) while a vote is being taken. A motion to adjourn is not debatable.

6. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under other business, at the same or at a subsequent meeting. A motion to table is not debatable.

7. Call the Question

Any member of Council may at any time Call the Question on a motion previously made which has had any number of proposed amendments thereto so long as such motion receives a second. Once a second to this motion is received all debate shall cease regarding any proposed amendments and the Council shall vote on the Call the Question motion without debate. If approved by a majority of a quorum of the Council, then Council shall immediately and without debate or public comment vote on only the motion previously made with the last amendment. All other amendments shall be considered as failed. If such vote passes by a majority, the Council shall move to the next item on its agenda. If the main motion fails, the secondary motion and all subsequent amendments will again be before the Council for debate and possible action. Any motions still pending at this time will be deemed lost.

8. Division of Question

If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

9. Amend - Strike Out, etc.

On an amendment to "strike out and insert," the words to be struck out and those to be inserted shall be read, and finally the sentence or paragraph, as it would stand if so amended, shall be read.

10. Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

11. Motion to Postpone

All motions to postpone to a certain time, excepting a motion to postpone indefinitely, may only be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

12. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move a reconsideration of any action at the same or the next meeting. A motion to reconsider shall require the approval of at least four members of Council. After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent of all members of Council.

13. Suspension of Rules

Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than six members of Council. The vote on any question to suspend the rules shall be by "yeas" and "nays" and shall be entered in the minutes.

A motion to suspend the rule requiring two readings on separate days shall be debatable and, upon such motion, the main question shall be open for debate.

14. Procedure in Absence of Rule

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

15. Special Order

To make any subject a special order of business shall require the consent of the majority of members of Council present.

16. Tie Vote

In case of a tie in the vote on any proposal, the proposal shall be considered lost.

17. Special Committees

a. From time to time, the Council may set up Special Committees to act on special occasions or to perform other duties. Special committees may be created only by adoption of a resolution, which resolution shall clearly outline the function, authority, and responsibility of the committee, the number of persons to be on the committee, method of selection or appointment of members of the committee, reports to be required of committee, expiration date of committee, and any other pertinent information necessary for the proper functioning of the committee. Such Special Committees may also be called Task Forces.

b. Powers

No committee of any kind shall have the power of employing any person for, or on behalf of, the city or incurring any expense without prior authorization of the City Manager. The committee may request the City Manager to furnish information and assistance which may be granted, provided it is pertinent to the matter before the committee and is not in violation of provisions of the Charter or policies established by the Council.

c. Report of Committees

Committees shall submit reports from time to time as requested by the Council or the City Manager. All reports shall be in writing, and sufficient copies shall be made available for each member of Council, the City Manager, and the City Clerk.

XI. Miscellaneous

1. To Amend Rules

These rules may be amended or new rules adopted in the same manner as any other resolution is passed, except that the requirement for reading may not be waived except by unanimous consent, with a recorded vote of all members.

2. Request for Meetings by Other Parties

The Mayor and members of Council often encounter requests for meetings related to City business either with the Mayor, a member of Council, or more than one member of

Council from outside parties (developers, stakeholders, elected officials, etc.). Such requests should be made known to the entire Council prior to any meeting taking place. Notification of such a request can be at a scheduled work session or meeting of the City Council or, in the case of an emergency, by direct communication from the Mayor or member of Council who was requested to meet. Unless agreed upon by a majority of Council, all members of Council may attend any such requested meeting. Further, any such meeting including four or more members of Council shall be open to the public unless an Executive Session has been properly requested.

Nothing herein shall apply to contacts made by outside parties with members of Council at a political or social function. It is understood that contacts of this type need not be reported to the entire City Council at the next regularly scheduled meeting or work session unless a request is made by such party that requires Council action.

3. Council Recognitions

Council may issue Proclamations or Letters in recognition of certain events or causes with local implications, etc. It will be the decision of the Mayor whether to issue a Proclamation or a Letter.

Generally, proclamations are official (formal) declarations by City Council and letters are official recognitions by City Council.

PASSED by the Council of the City of Greenbelt, Maryland, at its Regular Meeting of September 26, 2016.

Emmett V. Jordan, Mayor

ATTEST:

Cindy Murray, City Clerk

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN: That the following establishments have filed for a Special Entertainment Permit pursuant to Section 6-201 of Article 2B of the Annotated Code of Maryland:

**t/a Willy K's
Class B(BH), Beer, Wine and Liquor License
7200 Hanover Drive
Greenbelt, MD 20770**

A Public Hearing will be held on:

**October 12, 2016
7:00 p.m.
9200 Basil Court
Room 410
Largo, Maryland 20774**

Testimony either for or against the request will be accepted at the public hearing. Additional information can be obtained by contacting the Board's Office at 301-583-9980.

**BOARD OF LICENSE COMMISSIONERS
(LIQUOR CONTROL BOARD)**

Attest:
Kelly Markomanolakis
Administrative Assistant
August 11, 2016



STATE OF MARYLAND
SPECIAL ENTERTAINMENT PERMIT REQUEST FORM
BOARD OF LICENSE COMMISSIONERS
 9200 Basil Court, Suite 410
 Largo, Maryland 20774
 301-583-9980
<http://bolc.mypgc.us>



Trade Name: Willy K's

Corporate Name WK management Corporation

Address: 7200 Hanover Drive

City, Zip: Greenbelt MD 20770

Class of License: B,BH

In order to file for a Special Entertainment Permit this application must be submitted to the Board Office with the following attached:

1. Certified check, cashier's check, or money order payable to Prince George's County for the Advertising Fee of \$250.00.
2. A copy of the proposed Security Plan
3. Evidence that the security plan has been submitted to the Prince George's County Chief of Police:

**Office of the Chief
 Prince George's County Police Department
 7600 Barlowe Road
 Landover, Maryland 20785 Phone:
 301-772-4864**

4. In the business is located within a municipality, evidence that the security plan has been submitted to the Police Department for the municipality in which the business is located.

Upon approval of the Special Entertainment Permit the following items will be required to be filed with our office:

- A. Certified check, cashier's check, or money order payable to Prince George's County for the Special Entertainment Permit Fee of \$1,500.00.
- B. Copy of the Use and Occupancy Permit.
- C. Copy of the Dance Permit, if the Board has approved dancing.

Note: If the licensee wants to make any changes to the entertainment described in this form, the changes must first be submitted to the Board for approval prior to implementation of such changes.

RECEIVED
 BOARD OF LICENSE
 COMMISSIONERS
 2016 AUG -8 PM 2:14



**GREENBELT POLICE
DEPARTMENT**

550 Crescent Road
Greenbelt Maryland 20770
(301) 474-7200

To: Kobi Manful

From: A/Captain Thomas Moreland
Commander, Patrol Division

Date: Aug 8, 2016

Re: Willy K's

**I am in receipt of your establishment's security plan and will forward such to
Chief James Craze.**

Cc: James Craze, Chief of Police

Special Entertainment Permit Request Form

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The Special Entertainment permit request must be filed annually.
The Renewal Period for the Special Entertainment Permit is August 15th – September 15th.

Trade Name: Willy K's

Address: 7200 Hanover Drive greenbelt MD 20770

INFORMATION:

Will there be entertainment? Will the licensed premises offer entertainment?

Describe in detail the entertainment. This area should indicate the exact type of entertainers that will be offered, i.e., bands, DJs, comics, exotic dancers, vocalists, instrumentalists, etc. and the exact type of performances that they will provide. The information should include the number of entertainers you expect to use and details about their performances. For example, if bands will be offered, give detailed explanations of the type and genre of music that they will play and the average number of members in the bands.

Hours that the entertainment will be provided. This area will show the approximate hours the entertainment will be provided.

Will the establishment impose a Cover Charge? An indication of yes, will serve as a request for a cover charge.

Hours the cover charge will be imposed. Indicate the specific times that the cover charge will be imposed.

Amount of cover charge. Provide the amount of the cover charge. If the amount of the cover charge varies, provide the different amounts and the reasons for variance (e.g., \$5 men, \$10 women, \$20 everyone after 11:00 p.m.), or the range of the cover charge if the amount fluctuates.

Do you have a Dance Permit? In order to have customer dancing, an establishment must have a County Dance Permit. This permit is not issued by the Board of License Commissioners. Notifying the Board of the County Dance Permit does not authorize patron dancing as the Board must also approve dancing at the licensed premises.

Is there a separate area for diners who do not desire entertainment and who do not want to pay a cover charge? Is there a separate area provided for patron dining without the benefit of entertainment?

Will dancing be allowed? Yes or No.

Special Exemption for Family Oriented Events with Entertainment. This is to be completed by establishments that plan to offer family oriented events. Upon approval of this request, licensees are required to submit the schedule of event not less than ten (10) prior to the event.

Special Entertainment Permit Request Form

The Special Entertainment permit request must be filed annually.
The Renewal Period for the Special Entertainment Permit is August 15th – September 15th.

Trade Name: Willy K's

Address: 7200 Hanover Drive greenbelt MD 20770

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time:				5pm	5pm	7pm	
End Time:				12am	2am	2am	
Is there a cover charge?				No	Yes	Yes	
If yes, what is the amount and times of the cover charge?				No	\$10-20	\$10-20	
Are there drink or food minimums?				Yes	Yes	Yes	
Is there patron dancing?				Yes	Yes	Yes	
If yes, do you have a dance permit?				No	No	No	
Are patrons carded at the entrance?				No	Yes	Yes	
Are patrons under 21 ever restricted from entering?				No	Yes	Yes	
Are patrons searched or patted down at the door?				No	Yes	Yes	
Does the establishment offer VIP seating?				No	No	NO	

Special Entertainment Permit Request Form

Page | 4

The Special Entertainment permit request must be filed annually.
The Renewal Period for the Special Entertainment Permit is August 15th – September 15th.

Trade Name: Willy K's

Address: 7200 Hanover Drive greenbelt MD 20770

List the type of entertainers, e.g. band, DJ, comic, exotic dancer, vocalist, instrumentalist, etc. Describe in detail the type and genre of entertainment provided, include detailed information when known such as the name of entertainer(s), number of entertainers, place where the entertainer(s) is (are) from, etc. Also, indicate the frequency of the described entertainment, e.g. weekly, bi-weekly, monthly, quarterly, semi-annually, annually, etc. If the entertainment is provided by the licensee's regular employees, please indicate; otherwise state that entertainment will be provided through a contract between the licensee and entertainer.

Monday	
Tuesday	
Wednesday	
Thursday	Karaoke
Friday	DJ
Saturday	DJ
Sunday	

Special Entertainment Permit Request Form

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The Special Entertainment permit request must be filed annually.
The Renewal Period for the Special Entertainment Permit is August 15th – September 15th.

Trade Name: Willy K's

Address: 7200 Hanover Drive greenbelt MD 20770

**SPECIAL EXEMPTION FOR AN ESTABLISHMENT WITH
A SPECIAL ENTERTAINMENT PERMIT FOR:**

Does your establishment plan to host any of these types of family oriented events? Please check the appropriate events.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Anniversary Party | <input type="checkbox"/> Family Themed Theatrical |
| <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Performance |
| <input type="checkbox"/> Baptism Reception | <input checked="" type="checkbox"/> Graduation Party |
| <input type="checkbox"/> Bar Mitzvah | <input type="checkbox"/> Political Event |
| <input type="checkbox"/> Bat Mitzvah | <input checked="" type="checkbox"/> Retirement Party |
| <input type="checkbox"/> Beautillion | <input type="checkbox"/> Rights of Passage Event |
| <input checked="" type="checkbox"/> Birthday Party | <input type="checkbox"/> Scholarship Award Ceremony |
| <input checked="" type="checkbox"/> Book Signing | <input type="checkbox"/> School Event |
| <input type="checkbox"/> Church Events | <input type="checkbox"/> Tea Party |
| <input type="checkbox"/> Confirmation Reception | <input type="checkbox"/> Wedding |
| <input checked="" type="checkbox"/> Corporate Reception | <input type="checkbox"/> Wedding Reception |
| <input type="checkbox"/> Cotillion | <input checked="" type="checkbox"/> Wedding Shower |
| <input checked="" type="checkbox"/> Engagement Party | <input type="checkbox"/> Other (Specify): _____ |
| <input type="checkbox"/> Faith Based Events | _____ |
| <input type="checkbox"/> Family Reunion | _____ |

Approximate Number of Events Annually: 50

This form shall be filed annually with the request for a Special Entertainment Permit; the Board will review the information and notify the licensee if approval is granted for the above listed family orientated events. Upon approval the licensee is responsible to notify the Board on a monthly basis of the event type and date of each event scheduled. Failure to notify the Board could result in a violation due to lack of prior authorization for the event pursuant to R.R. 75. Events with entertainment that the Board authorized under the family oriented entertainment exemption will not have to comply with the requirement of a Special Entertainment Permit.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN: That pursuant to Sections 26-601, 26-604, 26-801 and 26-804 of the Alcoholic Beverage Article of the Annotated Code of Maryland. The following businesses have filed an application to convert the current alcoholic beverage license from a Class A, Beer License to a Class D, Beer and Wine License:

**t/a A & J Sun Market
805 Larchmont Avenue
Capitol Heights, Maryland 20743**

And

**t/a Cherry Hill Park
9800 Cherry Hill Road
College Park, Maryland 20740**

And

**Keller's Market
15624 Livingston Road
Accokeek, Maryland 20607**

And

**t/a Urban Market
4836 Kenilworth Avenue
Hyattsville, Maryland 20781**

The following businesses have filed an application to convert the current alcoholic beverage license from a Class A, Beer and Wine License to a Class D, Beer and Wine License:

**t/a Giant
7546 Annapolis Road
Landover Hills, Maryland 20784**

And

**t/a Glenn Dale Min Mart
11002 Lanham Severn Road
Glenn Dale, Maryland 20769**

And

**t/a Sheriff Carry Out
5301 Sheriff Road
Fairmont Heights, Maryland 20743**

The following businesses have filed an application to convert the current alcoholic beverage license from a Class D, Beer License to a Class D, Beer and Wine License:

**t/a 24 Express
4451 Wheeler Road
Oxon Hill, Maryland 20745**

And

**t/a D&S General Store
3507 Enterprise Road
Mitchellville, Maryland 20721**

**t/a Dodge City Market
7409 Marlboro Pike
Forestville, Maryland 20747**

And

**t/a El Taco Azteca
5014 Edmonston Road
Hyattsville, Maryland 20781**

And

**t/a Express Mart
15709 Hall Road
Bowie, Maryland 20721**

And

**t/a Food Zone
12500 Livingston Road
Fort Washington, Maryland 20744**

And

**t/a Lee's Deli Mini Mart
5400 Marlboro Pike
Forestville, Maryland 20747**

And

**t/a Lucky Mart
4201 Bladensburg Road
Colmar Manor, Maryland 20722**

And

**t/a Nottingham Beverages
12300 Croom Road
Upper Marlboro, Maryland 20772**

And

**t/a Paul's
513 Eastern Avenue
Fairmont Heights, Maryland 20743**

And

**t/a Shell Food Mart
5707 Cherrywood Lane
Greenbelt, Maryland 20707**

And

**t/a St. Barnabas Beer and Convenience Store
3664 St. Barnabas Road
Suitland, Maryland 20746**

A Public Hearing will be held on:

**October 5, 2016
7:00 p.m.
9200 Basil Court
Room 410
Largo, Maryland 20774**

Testimony either for or against the request will be accepted at the public hearing. Additional information can be obtained by contacting the Board's Office at 301-583-9980.

**BOARD OF LICENSE COMMISSIONERS
(LIQUOR CONTROL BOARD)**

Regular Session

October 5, 2016

Page | 4

Attest:

Kelly E. Markomanolakis

Administrative Assistant

August 9, 2016

**Public Safety Advisory Committee
Report #2016-1**

DATE: August 8, 2016

TO: Greenbelt City Council

FROM: Laura L. Kressler, Chair
Public Safety Advisory Committee

RE: Prescription Drug Take-Back Program

Prescription drug abuse or non-medical use of a prescription drug is an extremely significant problem in the United States. The Substance Abuse and Mental Health Services Administration (SAMHSA) reported that nearly 4.3 million people 12 years of age and older reported using a prescription drug non-medically in 2014.¹ Non-medical use of a prescription drug is defined by the United Nations Office on Drugs and Crime as taking of a prescription drug, whether obtained by prescription or otherwise, other than in the manner or for the reasons or time period prescribed, or by a person for whom the drug was not prescribed.² Other sources define it more simply as “use without a prescription of the individual’s own or simply for the experience or feeling the drugs cause.” The most commonly abused drugs are opioid (narcotic) pain relievers, central nervous system (CNS) depressants used for sleep disorders and anxiety, and stimulants such as attention-deficit hyperactivity disorder (ADHD) medications. After marijuana and alcohol, prescription drugs are the most commonly abused drugs by Americans 14 years and older.

Fortunately, we have made progress in reducing the rate of prescription drug abuse. The current rate for prescription opioid abuse has declined from 4.1 - 5.0% in 2002-2010 down to 3.3% in 2013. Deaths from prescription opioids also decreased 2% from 2010 to 2013. However, deaths from heroin increased 172% during that same period. Non-medical use of prescription opioids is a strong risk factor for heroin use. It has been shown that approximately 80 % of recent heroin initiates report they first used prescription opioid drugs before progressing to heroin.³ So, while prescription drug and specifically prescription opioid drug abuse has decline in recent years, there is still a strong need to continue to achieve further reductions in prescription drug abuse.

Disposal of prescription medications prior to the Drug Enforcement Administration’s (DEA) Controlled Drug Strategy of 2010 allowed for limited disposal means including destroying (flushing or discarding into the trash), surrendering to law enforcement or seeking the

¹ Center for Behavioral Health Statistics and Quality. Behavioral Health Trends in the United States: Results from the 2014 National Survey on Drug Use and Health (2015). (HHS Publication No. SMA 15-4927, NSDUH Series DH-50)

² United Nations Office on Drugs and Crime. The non-medical use of prescription drugs, Policy direction issues, Discussion Paper. United Nations (September 2011)

³ National Drug Control Strategy 2015

assistance of the DEA. In addition, the discard of unused prescription drugs by flushing or discarding them into the trash is a very significant cause of contamination of our water supply and soil.⁴

These limited disposal options resulted in accumulation of pharmaceutical controlled substances in the household, particularly the medicine cabinet. This made these drugs available for misuse, diversion or accidental ingestion. The majority of abused prescription drugs come from friends or family, often straight out of their medicine cabinets while only a small number are purchased from friends, family or dealers.

The new disposal regulations laid out in the DEA's Disposal of Controlled Substances Final Rule (Oct 2014) now allow for more disposal options for controlled drugs, including take-back events, mail back programs and new collection receptacle locations, including retail pharmacies. To assist in decreasing access to unused prescription medications the Public Safety Advisory Committee is strongly recommending the institution of a Drug Take-back and Collection Program in the City of Greenbelt.

A drug take-back program requires a secure collection box to be installed in a secure, safe and monitored location that is easily accessible to the community. These locations typically include pharmacies, police stations and sheriff's offices. In order to allow for collection of controlled drugs such as narcotics (i.e. Oxycontin, Percocet, Morphine) and illicit drugs (i.e. Cocaine, Marijuana, PCP), the collection box must be installed at a law enforcement facility or a retail pharmacy.

The Public Safety Advisory Committee is recommending that the city collection point be located at the Greenbelt Police Station. Based on the Code of Federal Regulations (CFR)⁵, a drug collection box must be located inside of a law enforcement facility in an area that is monitored 24 hours a day and has easy access for the public. However, there are some inherent risks associated with the location of any box type structure that has public access inside a police station, such as the release of noxious fumes from prohibited substances such as various illicit drugs.

Management of the collection box should then be handled by one primary employee with the assistance of one or more other employees. Collected drugs are sealed in bags with a unique identification number ready to be taken to a disposal site or vendor. The DEA recommends a weekly schedule for emptying the collection box unless the box needs to be emptied more frequently due to volume of use. The Controlled Drug Disposal Act does not specify a specific method of disposal of medications collected in the Drug Collection Box, but they do specify that the method must be render the drug unretrievable. The Greenbelt Police Department already has a method in place for disposal of controlled substances. The collected prescription drugs can be managed in the same manner per the CFR.

⁴ Kolpin, Dana W., et. al. (2002) Pharmaceuticals, Hormones, and Other Organic Wastewater Contaminants in U.S. Streams, 1999-2000: A National Reconnaissance.

⁵ U.S. Code of Federal Regulations, 21 CFR Ch. 11 (4-1-15 Edition) 1317.35 – 1317.55

No specification detailed record-keeping is required by the DEA, however, it is recommended that the identification number of each collection bag is recorded along with the date it is taken for disposal. PSAC would also recommend recording a total weight for each collection bag which will allow the City to calculate the yearly total for drugs collected.

Commercially made collection boxes are available for purchase and have the advantage of being designed specifically for prescription and controlled drug collection. These collection boxes are free-standing, wall mounted or mounted through a wall. All free-standing collection boxes must be secured to the floor or a wall.

PSAC has researched commercially available collection boxes. Boxes vary widely in size, design and cost. After narrowing down the various choices, we have come up with a list of four choices (see attached):

1. American Security Cabinets (ASC) offers both interior and interior/exterior drug drop cabinets constructed of solid, brushed stainless steel with anti-tamper protection. Exterior models are weatherproof. ASC can supply several different models including wall-mounted, thru-wall models, and post mounted. However, within the ASC model choices, PSAC would recommend model #RXD-450-OW which is a solid stainless steel, wall-mounted model with a 6 gallon capacity. The purchase price for the box is \$994.00 without shipping or personalization costs. (Appendix 1)
2. ASC has a second model #RXD-810 which is a heavy duty, brushed stainless steel, ground-mounted cabinet with a 68 gallon capacity. This box is also weatherized with anti-tamper protection. The purchase price for the box is \$1989.00 without shipping or personalization costs. (Appendix 2)
3. ASC has a third model #RXD-450-OC which is an exterior, platform/post-mounted model is also available, but this model has the least capacity of all the ASC models. Purchase price for this box is \$1369.00 without shipping or personalization costs. (Appendix 3)
4. NADDI offers a collection box which is a stand-alone model which is bolted to the floor. This box is made of a powder coated steel. Box dimensions are 20" wide, 25" deep and 48" high. Cost is \$800. (Appendix 4)
5. Interbank offers two main collection boxes: one is a free-standing model and one is mounted through the wall. The cost ranges from \$1840 to \$2400 with the stand-alone box being the most expensive option. Interbank boxes are stainless steel, weatherized and contain a canvas poly liner to catch items. The box will also accommodate a number of different standard sharps containers and plastic totes as well. Dimensions of the free-standing (can be secured to ground or wall) are 21.5" wide x 37.5" tall x 24" deep. (Appendix 5)

6. MedReturn Collection Unit, standard size, is 54” tall x 26” wide x 21’ deep. Box construction is a powder coated steel. The unit comes with a 50 quart plastic collection tote that fits inside the unit. Box must be secured to the floor or the wall. The cost is \$995. (Appendix 6)
7. MedReturn II, the smaller footprint unit, is 54” tall x 22” wide x 17” deep. The volume of the collection area is the same as the standard size unit, but the overall footprint of the unit is reduced. The unit comes with a 50 quart plastic collection tote that fits inside the unit. Box must be secured to the wall or floor. The cost is \$695. (Appendix 7)

After examination of the specifications for these collection boxes, the Committee recommends American Security Cabinets free-standing model, RXD-810, due to its ability to be placed indoors or outdoors, the increased capacity (68 gallons), the anti-tamper protection with an adjustable hopper opening, the heavy-duty, solid stainless steel construction. The construction material is important because some illicit drugs such as PCP can be quite corrosive to plain steel.

A second choice would be the ASC model RXD-450-OW. This model is significantly smaller in capacity (6 gallons) compared to the afore mentioned model, but it is also an interior/exterior box with a solid stainless steel construction including an industrial strength stainless steel hinge, built-in brass lock, lockable hopper, and anti-tamper protection.

Once the drug collection receptacle is in place, PSAC plans to have a kick-off event to advertise the program and educate the community about prescription drug abuse, the risks associated with having out-of-date or unused prescription medications in the home and the proper methods for disposal of prescription medications. We hope that a permanent drug collection site along with an annual Prescription Drug Take-Back Day will encourage all residents to remove all unnecessary, expired or unneeded prescription drugs from their homes.

Respectfully Submitted,

Laura Kressler, Chair
Public Safety Advisory Committee



RXD-450-OW

Interior/Exterior Wall Mounted Security Cabinet with Anti-tamper Protection

Delivery Hopper

- Easy to use tilt-and-slide access
- Weatherized to keep moisture out
- Lockable delivery hopper
- Opening: 12" x 2.75" (width x height)

Depository

- Heavy gauge, brushed stainless steel cabinet
- Heavy duty construction
- Industrial stainless steel hinged door and delivery hopper
- Outside Dimensions: 15" x 10" x 29" tall
- Max Container Size: 11" x 8" x 16" tall
- 1,408 cubic inches
- 6 Gallon Capacity

Security – Double Lock Door Includes:

- Two brass works locks with strong cams and lock covers
- Two double-bitted keys
- Lockable delivery hopper
- Anti-tamper protection

Signs – 4 Customizable Options Including:

- "PLACE PRESCRIPTIONS HERE"
- "PULL TO DROP"
- "THANK YOU!"
- Your organization's name

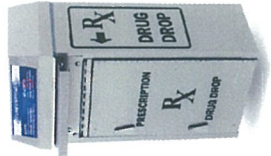
Mounting

- To any interior or exterior walls
- – anchors provided by the owner

Options – Call for more information and pricing

- Custom powder coat colors
- Custom graphics and signs available

Prescription Drug Drop CABINETS



RXD-450-OW PRICE: \$994.00
(plus \$75.00 shipping
ships fully assembled)



Partnering in the
NATIONAL TAKE-BACK Initiative



120 6th Avenue N., St. Cloud, MN 56303 • 1-866-268-4955

www.RxDrugDrops.com



RXD-810

Interior/Exterior Security Cabinet with Anti-tamper Protection

Features and Benefits

- DEA Compliant
- ADA Compliant
- Heavy duty construction
- Ships fully assembled
- Sight Glass can be added for Law Enforcement to keep track of the amount of prescriptions in the box.

Security Features:

- 2 brass works registered locks on access door with strong cams and lock covers
- 1 brass works registered lock above hopper opening
- Double bitted keys (keys that cannot be copied)
- Industrial hinged door
- Anti-tamper Protection: installed behind interior push plate. This virtually closes off access to interior of cabinet when hopper is open.

Key Specs:

- Outside dimensions: 24" x 24" x 54" tall
- Max Container size: 20" x 22" x 36" tall
- 15,840 cubic inches
- 68 gallon capacity
- Brushed stainless steel material

Delivery Hopper:

- Adjustable Hopper Opening: Maximum hopper opening can accommodate a 6" diameter bottle that is 16" tall.
- Easy to use tilt-and-slide access
- Soft Close functionality
- Weatherized to keep moisture out
- Lockable delivery hopper

Signs:

- (YOUR) COUNTY PRESCRIPTION DRUG DROP*
- Place Prescriptions Here decal

Installation:

- 4 1/2" x 3-3/4" long stainless steel wedge anchors included for fastening to concrete

Options:

- Call for more information and pricing
- Custom powder coat colors
- Custom graphics and signs available

Prescription Drug Drop CABINETS



RXD-810 PRICE: \$1989.00
(plus \$178.00 shipping)



Partnering in the
NATIONAL TAKE-BACK Initiative



120 6th Avenue N., St. Cloud, MN 56303 • 1-866-268-4955

www.RxDrugDrops.com



RXD-450-OC

Interior/Exterior, On-concrete Security Cabinet with Anti-tamper Protection

Delivery Hopper

- Easy to use tilt-and-slide access
- Weatherized to keep moisture out
- Lockable delivery hopper
- Opening: 12" x 2.75" (width x height)

Depository

- Brushed stainless steel cabinet
- Heavy duty construction
- Industrial stainless steel hinged door and delivery hopper
- Outside Dimensions: 15" x 10" x 29" tall
- Max Container Size: 11" x 8" x 16" tall
- 1408 cubic inches
- 6 Gallon Capacity

Security – Double Lock Door Includes:

- Two brass works locks with strong cams and lock covers
- Two double-bitted keys
- Lockable delivery hopper
- Anti-tamper protection

Signs – 4 Customizable Options Including:

- PLACE PRESCRIPTIONS HERE
- PULL TO DROP
- THANK YOU
- Your organization's name

Mounting

- 22" platform welded to heavy top and base plate with cover
- Brushed stainless steel construction
- Thick-walled 4" x 4" posts
- Four 1/2" x 3-3/4" stainless steel carriage head fasteners for attaching to cabinet

Options – Call for more information and pricing

- 57" in-ground pedestal mounting
- Custom powder coat colors
- Custom graphics and signs available



Partnering in the
NATIONAL TAKE-BACK Initiative



120 6th Avenue N., St. Cloud, MN 56303 • 1-866-268-4955

www.RxDrugDrops.com



Contact Us

This project is sponsored by the National Association of Drug Diversion Investigators (NADDI)

1810 York Road #435
Lutherville, MD 21093
(410) 321-4600

For additional information or questions email us – rxdropbox@NADDI.org

www.naddi.org

Add Your Agency's Rx Drug Drop Box To Our Map

Apply for Rx Drug Drop Box 3-unit Today

Purchase A Rx Drug Drop Box Today

Contact Us

HOSTING & DESIGN BY REVNET
COPYRIGHT © 2013 LOG IN

RxDrugDropBox.org

About Find a Box Purchase Grants Success Stories Contact Us

Purchase Today

NADDI Drug Drop Boxes are available for purchase for prescription drug take back initiatives. The box is white in color and will have the NADDI logo on the front, however each agency may place additional logos upon the receipt of the box. Total cost of the boxes is \$800 or \$750.00 for 2 or more, which includes shipping.

If you are interested in the purchase of a NADDI Drug Drop Box, please complete the Order Form at the bottom of this page and send to Jennifer Carpenter at jcarpenter@naddi.org. Once this form has been received, the box will be ordered and the designated contact for the invoice will receive an invoice from NADDI Treasurer, Lynne Thompson. Please do not send the Order Form unless you are ready to place the order.

Shipping of the Drug Drop Boxes usually occurs within 10 days of the receipt of the Order Form.

All persons/agencies that purchase a NADDI Drug Drop Box from this site must comply by all DEA Regulations, the Secure and Responsible Drug Disposal Act of 2010 and all sections within title 21 of the CFR. For additional information on 21 CFR, please visit www.Regulations.gov.

NADDI IS NOT RESPONSIBLE FOR THE RX DRUGS THAT ARE COLLECTED IN THE BOX.

The dimensions of the drop box are height 48" x width 20" x depth 25"

Contact NADDI Vice President Jennifer Carpenter for more information – jcarpenter@naddi.org

[Click here to download order form](#)

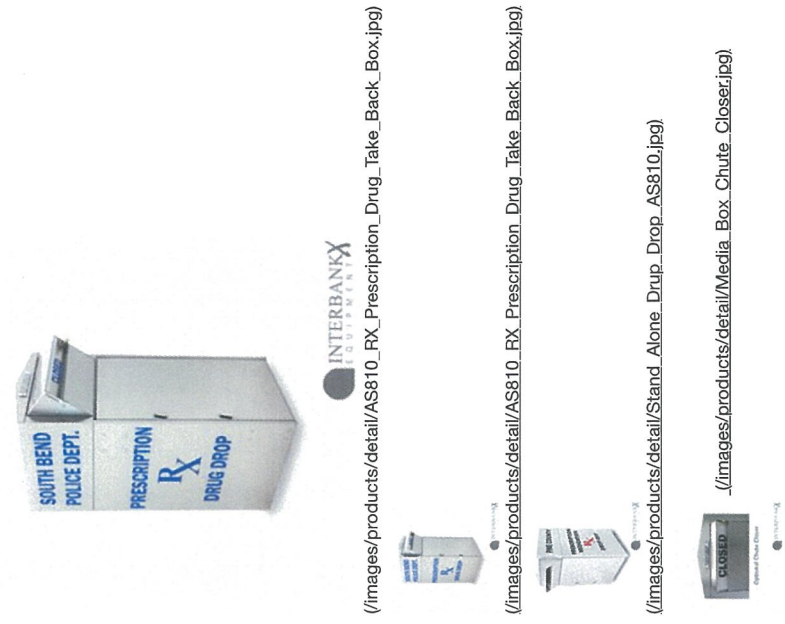
Apply for Rx Drug Drop Box Today

Add Your Agency's Rx Drug Drop Box To Our Map Today

Purchase A Rx Drug Drop Box Today

Contact Us

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/images/products/detail/AS810_RX_Prescription_Drug_Take_Back_Box.jpg

/images/products/detail/AS810_RX_Prescription_Drug_Take_Back_Box.jpg

/images/products/detail/Stand_Alone_Drop_AS810.jpg

/images/products/detail/Media_Box_Chute_Closer.jpg

Stand Alone RX Drug Take Back Drop Box

Part No. / SKU: AS-810 RX

Price: \$2,384.00

Quantity:

[Add to Cart](#)

**Free Shipping Within The Continental U.S. | Ships within 10 days.
Personalization and Product Options**

Chute Closer (+ \$74.00)

Enter your desired "AGENCY NAME"

 [Request a written proposal \(/contact-us.aspx\)](#)

Product Information

The **IBX-810-SA Stand Alone Drop Box** may be used for either interior or exterior applications. Its large capacity makes it ideal for quantities of unused prescription returns, and other uses. The attractive design allows you to place the Drop Box in a convenient location without creating an eyesore.

Features include:

- A heavy gauge stainless steel gable cap
- Stainless Steel Cabinet is 24 x 24 x 54 inches high and has a Lifetime Warranty.
- Two all brass works registered locks are installed on the access door.
- The Access door attaches by industrial stainless hinge along right or left jamb.
- (4) 1/2 x 4 inch long stainless steel anchors included for fastening to concrete.
- Poly-canvas liner that has a snap up/down access. Keeps items off the floor and contained.
- One-hand Chute Installed for walk-up or drive-up service on any side.
- Chute opening is 3.5 x 19.5 inches wide and has a 5.5 inch projection.
- Weatherized to keep moisture out.

- Chest Dimensions: 21.5" (w) x 37.25" (h) x 24" (d)
- Maximum Inner Container Size: 20" (w) x 36" (h) x 22" (d)
- **Signs:** Two black vinyl signs "PRESCRIPTION Rx DRUG DROP" and "Agency Sign" (PINE COUNTY IN THE PHOTO) . Enter your desired "AGENCY NAME" text in the notes section at check out.

CUSTOMERS SAY

"I had great help from Kurt ext.702 and Mr. Jim ext.700. Thanks, fellas!" - David, Perks Coffee & Cafe

[READ ALL >> \(/../../TESTIMONIALS.ASPX\)](#)

WINDOWS

- [Teller/Teller Windows \(/../../Transaction/windows.aspx\)](#)
- [Drive-Thru Windows \(/../../Drive-Thru/element.aspx\)](#)
- [Hurricane Rated Windows \(/../../HurricaneandImpactRated/PassThruWindows.aspx\)](#)

DOORS

- [Security Doors \(/../../Bullet-Resistant-Doors.aspx\)](#)
- [Bullet Resistant Doors \(/../../Bullet-Resistant-Doors.aspx\)](#)

WALL PANELS

- [Bullet Resistant Wall Panels \(/../../Bullet-Resistant-Panels.aspx\)](#)

DRAWERS

- [Walk-Up Transaction Drawers \(/../../Transaction/drawers.aspx\)](#)
- [Drive-Up Transaction Drawers \(/../../Transaction/drawers.aspx\)](#)
- [Bulk Item Drawers \(/../../Transaction/drawers.aspx\)](#)

SAFES

- [Cash Drop Safes \(/../../Cashdrop/safes.aspx\)](#)
- [Fireproof Safes \(/../../Safe/fireproof.aspx\)](#)
- [High Security Safes \(/../../Highsecurity/safes.aspx\)](#)

TELLER CASH LOCKERS

- [Teller Lockers By Fencoc \(/../../Teller_cash_lockers.aspx\)](#)



info@medreturn.com
www.medreturn.com
877-218-0990

The MedReturn Drug Collection Unit provides a safe and easy to use community drug collection device!

Law enforcement agencies can collect unwanted or expired prescription, over-the-counter, and other unused household medication with the *MedReturn Drug Collection Unit*.



side of unit showing locations for 2 locks



one lock included



full color background graphic



Gently flex the plastic cover forward to gain access to the full color background graphic, for 14-7/8" x 9.75" of 8.5" x 11" graphic (c)

UNIT SPECIFICATIONS:

- Fully assembled
- Low maintenance
- Constructed of 14 gauge powder-coated steel
- Measures 54" tall x 26" wide x 21" deep
- Weight 167 lbs
- a** Secure enclosure with included shrouded padlock, has ability to hold 2 locks. Unit can be chained to secure surface through a metal sleeve on the back of the unit or can be bolted through holes from the inside (chain & bolts not included)
- b** Includes one 50-quart plastic tote (additional containers can be purchased at many local retailers)
- c** "Accepted/Not Accepted" medications list can be updated by end user. Graphic size is 14-7/8" x 9.75" (or can be replaced with 8.5" x 11", printed on office computer).
- d** Full color background graphic can be custom designed and printed locally. Plastic cover protects graphic.
- e** Medicine drop opening is 11" wide x 8" high

MADE IN U.S.A.

ORDERING SPECS:

- Price includes order processing, handling and shipping costs to any location in the continental U.S.
- Shipped on pallet, fully assembled (receiving location must have ability to unload 200 lbs)
- Shipped via common carrier truck
- Payment: All major credit cards are accepted
- Purchase Orders also accepted
- Please allow 6-8 weeks for delivery
- Price: \$995

To order the *MedReturn Drug Collection Unit* go to www.medreturn.com for on-line or mailable order form.

info@medreturn.com
877-218-0990

www.medreturn.com
MedReturn Drug Collection Unit is a product of MedReturn, LLC • PO Box 902 • Crafton, WI • 53024



info@medreturn.com
www.medreturn.com
877-218-0990

MedReturn Drug Collection Units provide a safe and easy to use community drug collection device!

Law enforcement agencies can collect unwanted or expired prescription, over-the-counter, and other unused household medication with the *MedReturn Drug Collection Unit*.



- ... same security
- ... same capacity
- ... smaller footprint!

MedReturn II specs:

- Partially assembled - header attached separately
- Constructed of 14 gauge powder-coated steel
- Measures 54" tall x 22" wide x 17" deep
- Weight 120 lbs
- Secure enclosure to be bolted from inside
- Includes one 50-quart plastic tote
- Medicine drop opening is 11" wide x 8" high
- Price includes order processing, handling & shipping costs to any location in the continental U.S.
- Ships via FedEx Ground
- Price: \$695

MADE IN U.S.A.



To order:
email info@medreturn.com
call 877-218-0990
or fax purchase order 262-377-3449

www.medreturn.com
info@medreturn.com

877-218-0990
MedReturn Drug Collection Unit is a product of MedReturn, LLC • PO Box 902 • Crafton, WI • 53024

September 21, 2016

Mr. Chad Williams
Maryland-National Capital Park and Planning Commission
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

Re: Zoning rewrite – Module 2

Dear Mr. Williams:

The Greenbelt City Council has completed its review of Module 2 and the Public Facility Adequacy regulations of the Prince George's County Zoning Ordinance rewrite. Overall we find Module 2 to represent a vast improvement over the voluminous and complicated existing zoning ordinance. The liberal use of tables to summarize requirements greatly simplifies and clarifies the proposed zoning ordinance. The proposed zoning ordinance's language and organization also contributes to a user friendly document.

While we were generally impressed with the proposed document, we do have several questions and comments on Module 2 and the proposed Public Facility Adequacy regulations. Major issues/concerns/questions on Module 2 and the APF procedures include the following:

1. Omission of references to municipal standards, interests, authority and responsibility throughout.
2. Traffic calming should not be part of the zoning process. Traffic calming is implemented on public streets, when decisions on when, where and what traffic calming are made by a public agency with operational and maintenance

responsibility over the individual road(s). If traffic calming becomes part of the development review process, it could result in requirements being placed on municipal streets, without concurrence of the affected municipality. It is questionable whether this would be enforceable. This is one example within Module 2 of zoning provisions being proposed which overlap with existing authority and jurisdiction held by another agency of the government or another government entity. Such requirements should not be part of the zoning ordinance.

3. Recommends stop signs at all intersections as a traffic calming device – As with #2 above, the zoning ordinance seeks to extend authority over the designation of traffic control devices in areas under the authority of another department or another government entity. Further, placement of stop signs at all intersections could be in conflict with the guidance of the Manual of Uniform Traffic Control Devices. The zoning ordinance oversteps its proper authority in this instance.
4. Exempts the requirement for sidewalks for 1 and 2 family developments – Does this relate to developments or infill units? Please clarify.
5. Inclusion of property standards – The proposed regulations includes language requiring the proper maintenance of paved areas. This is a property standard requirement. Overlapping provisions for property maintenance create the opportunity for conflicts between government agencies as well as potential Tillie Frank issues. Finally, in adopting property maintenance regulations as part of the zoning ordinance there is created confusion over the applicability of the city's police power with respect to code enforcement. There is no need for the zoning ordinance to include property maintenance requirements.
6. Exempts the open space set asides for 1 and 2 family developments – This seems to assume that open space is not a necessary element of single-family development. Please clarify.
7. Includes erosion and sediment control requirements – As with #5, this is a governmental authority already addressed within other agencies and levels of government. Including sediment and erosion control raises issues of delegation of authority from the State of Maryland. This is not a zoning ordinance authority.
8. Includes townhouses as a multi-family dwelling – Why are these not considered single-family dwellings?
9. Adequate public facilities (APF) review is to become an administrative process under the proposed APF regulations and procedures. This will deprive the public of a critical opportunity to participate in and be aware of the impact of new development on the community. Exclusion of the public from the development review process is not the way to ensure quality development and to protect

neighborhoods.

10. Adequate public facilities regulation does not address mandatory dedication of park land.
11. The proposed APF regulations do not recognize the independent authority of the City of Greenbelt, nor does it discuss the impact of the Metropolitan District in planning for parks and recreation.
12. The APF regulations ignore municipal police in both the evaluation of adequacy and the mitigation of impacts.
13. Consideration should be given to adding a requirement for public art in new development.
14. Should the public facilities tested in the APF be expanded to include social services?
15. Provision of automatic dimming lights should be included in the sections dealing with lighting.
16. There should be some provision to ensure that the requirements of home owner associations and condominiums are taken into account during development review.
17. During the testing portion of the zoning rewrite process, at least one case location should be in a municipality. Special attention should be paid to the inclusiveness of municipal participation.

We have additional comments and questions which are enclosed with this letter. We greatly appreciate this opportunity to comment on Module 2 and the Public Facilities Adequacy regulations. Should you have any questions on these comments, please contact Celia Craze at 301-474-2760 or by email at ccraze@greenbeltmd.gov.

Sincerely yours,

Emmett V. Jordan, Mayor

Enc.

Section	Item	Comment
27-5.103	Consistency with plans	Should mention be made of coordinating with local plans?
27-5.107	Developer responsibility for on-site street improvements	Does not take into account different standards for municipal streets.
27-5.108.A	Definition of street functional classification	Does not take into account classification based on municipal street standards.
27-5.108.B	Vehicular accessway classifications	How will these be coordinated with specifications and standards for county and municipal roads?
27-5.108.B.3	Vehicular accessway classifications – other streets	Does not take into account classification based on municipal street standards.
27-5.108.D.1	Limitation on direct access along arterial and collector streets	In first paragraph states that provisions apply to arterial streets only. Do these provisions apply to collector streets?
27-5.108.D.2.a	Limitations on direct driveway access along other streets	Why is this limiting driveway access? Shouldn't there be access for more than one dwelling unit, if off-street spaces are required?
27-5.108.D.2.c	Limitations on direct driveway access along other streets	Doesn't this conflict with 27-5.103.D.2?
27-5.108.E.1	Vehicle connectivity	Reference should be made to <u>county and municipal</u> arterial streets, and services provided to <u>county and municipal</u> residents.
27-5.108.F.2	Connectivity index score calculation	Why are cul-de-sac heads and street stub-outs considered links?
27-5.108.G.1.a&b	Pedestrian connections	This seems very complicated and subjective. Terms like "close proximity" should be defined.

27-5.108.G.2	Pedestrian connections as links	Shouldn't these links (as shown on Figure 27-5.108.G) also be considered nodes?
27-5.108.H.1	External street connectivity	Does this relate to both single-family detached and attached?
27-5.108.H.5	Stub streets requiring turnarounds	Would this require additional right-of-way?
27-5.108.J	Traffic calming measures	Traffic calming measures should be determined by the appropriate local authority with jurisdiction over the roads. Although traffic calming as a practice relates to planning, traffic calming in application is an engineering practice. Specifying traffic calming practices without having knowledge of the geometry of the street is not advisable.
27-5.108.J.2.a	Stop signs required at all street intersections	Stop signs are not always warranted at street intersections, particularly where the intersection street has very low volumes. This recommendation is inconsistent with guidance listed in the Manual of Uniform Traffic Control Devices (MUTCD).
27-5.108.L.1.a	General accessway layout and design – coordination with transit, bicycle, and pedestrian access and circulation	Is it appropriate for the Planning Director to determine if adequate transit facilities exist? Shouldn't this be a decision coordinated with the appropriate transit agency?
27-5.108.N.1	Driveway layout and design – driveway width	What are the standards for those developments exempted from the standards listed in this section?

Figure 27-5.108.N.3	Driveway intersection angles	Diagram should show that the angled intersection (as shown) would be one way in. The diagram should also be revised to show the geometrics of a one way out intersection.
27-5.109.A.1	Pedestrian access and circulation – general pedestrian access	Exempts single-family detached and two-family dwellings from a requirement that sidewalks or internal pedestrian circulation be provided. Pedestrian circulation should be part of every residential development, except for large lots.
27-5.109.A.2.a	Sidewalks required	Should a minimum width be specified?
27-5.109.B.4.b.i	Walkway standards	Language should be included to recognize municipal standards, which may differ from those in the zoning ordinance.
27-5.200 (footnote 35)	Off-street parking and loading	The City of Greenbelt, here and in other places in this module lumps the entire city within the classification of development within the Beltway. These standards are, in general, based on a denser and more urban design approach. Those areas of Greenbelt outside the Beltway should be classified as outside the Beltway, to recognize the suburban character of those areas.
27-5.202.B.2	Parking – expansion of existing development	Makes reference to an increase in the number of employees creating a trigger to require an increase in parking. How will this be monitored?
27-5.205.C.1.b	Parking – safe and	States that “no parking

	convenient access	incidental to parking”. There should never be parking allowed on sidewalks. The statement is confusing. How can parking be incidental to parking?
27-5.205.J.1	Maintenance of parking and loading areas	This provision to require that parking areas be maintained in good repair is a property maintenance code requirement, and should not be included in a zoning ordinance.
27-5.206.A	Minimum number of off-street spaces required	Is it appropriate to consider garage spaces as parking spaces? Many garage spaces are used for storage. When this happens parking demand is offset to streets or other available parking. Also, should there be a minimum width for a garage door opening to be considered a parking space?
27-5.206.D	Maximum number of off-street parking spaces	How will “reasonable parking fee” be determined? Concerned if terms like this are left to the subjective determination of an individual plan reviewer. How will this be monitored over time?
27-5.208 Footnote 117	Planning Director authority to approve an alternative parking plan	This seems to eliminate the DPLS process. What will this do to municipal authority in this area?
Table 27-5.208.C.2	Allowed distances for shared and off-site parking	Does this measure to the nearest point of the shared parking area? Does this consider the size and depth of the shared parking area?
27-5.208.E.2.a	On-street parking agreement	On-street parking should not be approved as part of required parking unless it is

		specifically approved, in advance, by the appropriate municipality.
27-5.208.F.3.b	Reserve parking required	Can reserve parking be required, but at less than the 25% set aside?
27-5.208.G.2	Drop-off and pick-up areas	In order to determine that the drop-off and pick-up points will not be located in a fire lane would require that fire lanes be designated during the plan review process. Fire lanes are usually designated by a fire marshal after construction is complete. Further, nowhere in Module 2 are fire lanes discussed as part of the planning process.
27-5.208.G.2	Drop-off and pick-up areas	States that drop-off and pick-up areas will not be allowed in moving vehicle and bicycle travel lanes without obtaining a street closure permit. Does this assume that a street will be permanently closed (and perhaps abandoned) as part of the development review process? Or is this anticipating something that would happen post development review? It would be cleaner to state that drop-off and pick-up areas are not allowed in travel lanes and omit any reference to street closure permits.
27-5.208.G.3.a	Valet parking agreement	States that an agreement regarding valet parking shall bind heirs, successors and assigns, but does not include property owner.
27-5.209.B.6.a	TDM report	What is the penalty for failure to submit the TDM

		report?
27-5.211.A.2	Bicycle parking in the right-of-way	It should specify that the approval of required bicycle parking in the right-of-way requires that approval of the appropriate public agency.
27-5.301	Open space set-asides	Is this open space separate from mandatory dedication? Shouldn't this be explicitly stated?
27-5.302.B.2	Open space set-aside applicability	Why are single-family detached and two-family developments exempt from open space set-asides? Open space is important to all developments.
Table 27-5.301	Required open space set asides required	The set asides in the non-residential base and transit oriented/activity center zones seem low.
Table 27-5.305	Open space set-aside features – active recreation areas	References “land dedicated for parks”. Is this public or private land?
Table 27-5.305	Open space set-aside features – stormwater management areas treated as site amenities – design and maintenance requirements	In order to be considered a passive recreation amenity there should be routine maintenance associated with the facility.
27-5.309.A.2	Ownership, management and maintenance of open space set-asides	Should allow conveyance of open space set-asides to municipalities.
27-5.504.A.2	Fences and walls	Allows fences and walls on two or more parcels of land held in private ownership. How does this address shared ownership and maintenance responsibility?
27-5.504.H	Fences and walls – maintenance	Again, this proposes that maintenance responsibilities that should properly be part of a property maintenance code be placed in the zoning ordinance. This allows for

		conflicts in jurisdiction between property maintenance codes and the zoning ordinance. Maintenance responsibilities and standards should not be part of the zoning ordinance.
27-5.505.B	Fence and wall height standards	Are noise attenuation walls considered walls and subject to these regulations?
27-5.508.B	Appearance of fences and walls	Requires compatibility in style and colors for walls and fencing along a single lot line. What about materials? Also, does this mean that fences on adjoining properties must be of similar style and color? Is this a fair requirement to impose on properties not regulated under a HOA or other common ownership regime?
27-5.602.A.1	Exterior lighting – applicability	Remove “.
27-5.602.A.2	Exterior lighting – applicability	What about exterior alterations that impact existing lighting?
27-5.608.A	Lighting design standards for specific uses and site features – awnings	Disallows internally illuminated awnings. Why? How does this impact signage in awnings?
27-5.608.D.2	Wall pack lights	Wall pack light sources visible from any location off the site a prohibited. Including those visible from the street? Why?
27-5.704	Erosion and sedimentation control	Erosion and sediment control are not within the purview of the zoning ordinance and should not be included.

27-5.707.A	Noise control	How will this be enforced?
27-5.802.A.2	Multi-family, townhouse and three-family form and design standards – applicability	Imposes regulations on alterations of structures if undergoing 50% interior renovation. Why should interior renovations in residential buildings, if the renovations do not alter basic occupancy, trigger exterior site modifications?
27-5.905.E.1	Off-street parking location standards	Why not impose stricter standards with respect to the location of parking relative to the building and the street?
27-5.1101 Footnote 190	Neighborhood compatibility standards – purpose and intent	Why doesn't this apply to dwellings in the SFR-A zone?
27-5.1101.A	Neighborhood compatibility standards – purpose and intent – transitions	Requires effective transitions between single-family detached dwellings, two-family dwellings or vacant lots from more intensive uses. Why doesn't this apply to townhouse and attached dwellings? These are neighborhoods which should be protected just as the single-family and two-family dwellings are proposed to be protected.
27-5.1102 Footnote 192	Neighborhood compatibility standards – applicability	Why don't these protections apply to dwellings in the SFR-A zone?
27-5.1102.A.1.b	Neighborhood compatibility standards – applicability – general	Discusses expansion or alteration of multi-family, non-residential, or mixed-use building across a street from existing single-family detached dwellings, two-family dwellings, or vacant lands. Should there be a distinction based on the cross-section of the street? Should a 2 lane street be

		the same as a 4 lane highway?
27-5.1102.A.2	Neighborhood compatibility standards – applicability – general	Includes townhouse dwellings as a multifamily dwelling. Disagree that townhouses are multifamily dwellings.
27-5.1102.B.1	Neighborhood compatibility standards – exemptions	Describes exemption based on the cross section of a street with four or more lanes. Does this include turn lanes? What about streets with a 4 lane cross section (48 feet), but striped for two lanes, with bike and parking lanes and a large center median? Perhaps this should be based on the actual width of the street described in feet, and not based on a less specific measurement of lanes.
Table 27-5.1103.A.2	Neighborhood compatibility standards - Maximum height in transition areas	How is height measured?
27-5.1103.C.1.e	Neighborhood compatibility standards – building design	Is it necessary that adjacent dwellings be patterned based on adjacent homes?
27-5.1103.F.1	Neighborhood compatibility standards – off-street parking	Describes distance to dwelling units, but doesn't specify if this is measured from the actual dwelling unit, or from the property line.
27-5.1103.F.3	Neighborhood compatibility standards – off-street parking	Off-street parking shall be located at least 12 feet from a lot containing an existing single-family detached dwelling, two-family dwelling, or zoned land. This seems in adequate from the perspective of protecting neighborhood compatibility.
27-5.1103.F.5	Neighborhood compatibility standards – off-street	Shouldn't the façade of a parking structure be

	parking	required to comply with architectural compatibility standards?
27-5.1103.G.1	Neighborhood compatibility standards – other site features – loading, service and refuse collection areas	Consider requiring walls.
27-5.1103.G.2.b	Neighborhood compatibility standards – other site features – drive-through service facilities	In some instances the document described distance as measured from the unit, does not specify how it is measured, or in this case measures from the lot line. Should this be consistently measured from one, specified point?
27-5.1103.G.4.a	Neighborhood compatibility standards – other site features – signage standards	Does this relate to all signage?
27-5.1103.H.3	Neighborhood compatibility standards – other site features – operational standards	These regulations are more permissive than noise ordinances. Standards that are inconsistent with other applicable law should be removed or changed.
27-5.1302.B.9	Signage – applicability - exemptions	Is this stating that other governmental entities wishing to post crime prevention, public safety and health related signage must receive District Council approval?
27-5.1302.B.10	Signage – applicability – exemptions	Language exempts temporary signs advertising county sponsored events. This should be expanded to include municipal events.
27-5.1303.A	Signs not requiring a sign permit	Should be expanded to include municipal and state.
27-5.1303.B	Signs not requiring a sign permit	This would seem to require that temporary real estate signs proposed to be erected in other governmental right-of-way would require a sign permit.

		Is this the intent?
27-5.1303.D	Signs not requiring a sign permit	Define temporary.
27-5.1303.I	Signs not requiring a sign permit	Does this assume sandwich board signs would be located on private property, or is this intended to extend to public right-of-way?
27-5.1303.O	Signs not requiring a sign permit	Is this allowing election signs to remain for the entire period of time between a primary and a general election?
27-5.1305.C.1	Signage – general standards – signs within proposed right-of-way	This should be subject to municipal approval if the proposed right-of-way is intended to be dedicated to the municipality.
Table 27-5.1306	Standards for specific sign types	Sets maximum wall coverage at 25% of street-facing building. This seems very high. What is the basis for this standard?
Table 27-5.1306	Standards for specific sign types	Do these standards increase, decrease or maintain current area standards for signs?
27-5.1307	Standards for special purpose signs	What is the difference between an identification sign and a gateway sign?
27-5.1307.B.3	Standards for special purpose signs	Are architectural embellishments included in the calculation of sign area?
27-5.1307.D.2	Directional sign for public, civic, and institutional uses, or golf courses or country clubs	19 foot height is too high
27-5.1309	Alternative sign plan	This seems to preempt DSDS authority. What happens to the DSDS process?
27-8.400	Terms and uses defined	The definition for traffic sign should be amended to include municipal signs.

27-8.400	Terms and uses defined	The terms right-of-way and street line seem to be used interchangeably throughout the document. Are these intended to define the same term?
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ADEQUATE PUBLIC FACILITIES

In general		The Adequate Public Facilities review process is currently part of a public review process. This allows the public the opportunity to evaluate the assumptions and conclusions of the APF assessment. The proposed revised Adequate Public Facilities process would become an administrative process, with no opportunity for public input or oversight.
24-3.502 Footnote 6	The revised APF do not address park dedication	Where is park dedication addressed? Will there remain mandatory dedication or fee-in-lieu of dedication? How will this process address Greenbelt, which is not part of the Metropolitan District?
Table 24-3.502	Summary of Public Facility Adequacy Standards – Parks and Recreation	There are standards listed for what appears to be mandatory dedication. How does this relate to the comment in Footnote 6 that park dedication is handled elsewhere in the standards (or other location)? This also does not recognize that Greenbelt is not in the Metropolitan District. Would these standards be consistent with the city's

		needs with respect to parks and recreation needs? Who will make this determination for the city? These standards need to address the unique status of Greenbelt.
24-3.503	Certificate of Adequacy	This is not a public process.
24-3.503.A.1.c.ii	Certificate of Adequacy – Applicability	<i>Construction has been completed on at least 60 percent of the gross floor area on the project subject to the ??? or site plan approval. Something is missing.</i>
24-3.503.B.5.b	Certificate of Adequacy – Review Procedure for Certificate of Adequacy or Conditional Certificate of Adequacy – appeal	Provides a process for an APF applicant to appeal a decision on the certificate of adequacy, but provides no process for public review, comment or appeal on the certificate of adequacy.
24-3.503.C.3	Certificate of Adequacy – Expiration of Certificate of Adequacy or Conditional Certificate of Adequacy – site plans	Where are site plans listed a part of the APF process? These are not referenced in 21-3.502.
24-3.503.C.4	Certificate of Adequacy – Expiration of Certificate of Adequacy or Conditional Certificate of Adequacy – expiration	Is there a process to extend a certificate of adequacy? Would these be publically reviewed?
24-3.504.A.3	Public Facility Adequacy – Generally – Measuring LOS Standard – impact area	How is the impact area determined?
24-3.504.A.4	Public Facility Adequacy – Generally – Measuring LOS Standard	<i>“...the County may include Planned Capacity in making the determination of adequacy...”</i> Who is the county? Who will be making this determination? What procedure will be followed?
24-3.504.B.1	Public Facility Adequacy – Generally – Determining Whether Public Facilities	To what is capacity added? What happens to pipeline development?

	are Adequate	
24-3.504.C	Public Facility Adequacy – Generally – Limitations on Building Permits Issued in Areas Where Public Facilities Do Not Meet the Adopted Level of Service Standards	What happens if there are reservations that expire?
24-3.507	Police Facility Adequacy	These standards fail to take into account the impact of new development on municipal police agencies.
24-3.507.B.3	Police Facility Adequacy – Adopted LOS Standard – Police	Why doesn't adequacy finding apply to commercial and industrial application?
24-3.507.C	Police Facility Adequacy – Availability and Mitigation	States " <i>If facilities and personnel...</i> " However, standards only test response times, and do not test either facility adequacy or staffing.
24-3.508	Parks and Recreation Adequacy	Does not recognize independent authority of Greenbelt.
24-3.508.B.1	Parks and Recreation Adequacy – Adopted LOS Standard for Public Parks and Recreation	How is impact area evaluated?
24-3.508.B.2	Parks and Recreation Adequacy – Adopted LOS Standard for Public Parks and Recreation	If there are guidelines to be established, the City of Greenbelt should be consulted. Consideration should be given to adopting specific standards that are unique to Greenbelt.
24-3.508.C.2	Parks and Recreation Adequacy – Availability and Mitigation	If there is a Public Facilities Financing and Implementation Program related to parks and recreation adequacy, provision should be made for assignment of funds associated with parks and recreation to those jurisdictions not within the Metropolitan District.

24-3.509.A.3.a	Schools Adequacy – Applicability	Redevelopment projects should only be exempt if the unit replacement is on a one to one basis.
24-3.509.A.3.d	Schools Adequacy – Applicability	Subdivisions located in transit-oriented and activity center zones should not be exempt if they contain residences.

Dernoga, Matthew A.

Tuesday, September 13, 2016 11:39 AM

Good afternoon Mayor Jordan,

CM Lehman has been working with groups like CCAN and MD Sierra Club on a statewide fracking ban. One area where they've asked us for help is in getting elected officials around Maryland to sign onto a letter asking the MD General Assembly to pass a fracking ban in the 2017 session.

Here is the link to the sign-on letter: https://docs.google.com/forms/d/e/1FAIpQLSc-Fi9QMDRMwlg78qbsvc1Jmq7TlIF2udTq3_ljg56KxdYspA/viewform?c=0&w=1

I was seeing if you could sign on, and whether you would be able to share this with any of your Greenbelt colleagues who might be interested? I recall that Greenbelt has voted on resolutions in support of a ban before, but I didn't know which city councilmembers those were?

Thanks!

Matt Dernoga
Policy Analyst for
Council Member Mary Lehman, District 1
Prince George's County Council
County Administration Building
14741 Governor Oden Bowie Drive, 2nd fl.
Upper Marlboro MD 20772
office 301-780-8158

Don't Frack Maryland--Elected Official Sign-on Letter

We, the undersigned elected officials from across Maryland, are concerned about the devastating impacts hydraulic fracturing could pose on communities across the state, and urge the Maryland General Assembly to pass a ban on fracking during the 2017 legislative session.

Citing significant public health risks, including those documented in Maryland's own health study, New York officials announced in 2014 that they would ban hydraulic fracturing in the State. Since that decision, the Johns Hopkins Bloomberg School of Public Health has released two new large-scale studies showing significant associations between fracking and both preterm births and asthma attacks.

In addition, several jurisdictions in Maryland have already banned fracking within their borders, including Montgomery County, Prince George's County, and two towns in Garrett County. The General Assembly should follow the leadership of these communities and pass a statewide fracking ban.

We also know that the majority of Americans don't support fracking. According to a March 2016 Gallup poll, 51% of Americans oppose fracking. People are increasingly aware of the growing body of evidence that shows fracking and related infrastructure pose a major threat to our climate, health, and communities. We take the concerns of our constituents very seriously, which is why we support a fracking ban in Maryland.

It is now abundantly clear that fracking endangers public health and is the wrong approach to building a clean, sustainable energy future. Maryland must enact a statewide ban on hydraulic fracturing.

* Required

Name *

Your answer

Title *

Please include the body in which you serve and the district you represent, if applicable.

Your answer

Alternate Contact *

In the event we need to follow up, please provide the name and contact information for a staff member or other alternate contact.

Your answer

Are you authorized to sign this? *

Your name and title will be listed in public materials (open letter, press release, etc).

Yes

SUBMIT

Never submit passwords through Google Forms.



Ms. Davis moved that Council approve replacing the shredded rubber with Engineered Wood Fiber at the playgrounds at 7 Court Southway and 2 Court Research and work out a payment arrangement with GHI (agreed to by all parties) for its 25% cost share for this work as stipulated in the Playground Agreement.

The motion passed 5-1. (Putens)

Ms. Davis requested staff contact Windsor Green and Greenwood Village and determine if they want the shredded rubber surfacing removed from their playgrounds since the City is agreeable to working out a payment arrangement for the 25% cost share for the work.

CITY MANAGER SEARCH UPDATE: Mayor Jordan reported that with the announcement of the City Manager retiring at the end of the year, Council has sought interest from six (6) highly regarded executive search firms specializing in assisting local governments recruit a new City Manager. He said five (5) firms responded and the Council has interviewed four (4) of them. Mayor Jordan advised that second interviews will be conducted with two (2) of the firms and it is anticipated one of the firms will be selected and approved for the work at a Special Meeting of the City Council on July 25, 2016.

Mr. Orleans, Greenbelt, asked and was provided answers to several questions.

COUNCIL REPORTS: Council congratulated Mr. Herling on his appointment to the Board of the Prince George's Arts and Humanities Council.

Councilmembers commented on their attendance at the following events.

Meet and Greet for Dora Kennedy French Immersion School Principal Mr. Parfait Awono – Ms. Davis, Ms. Mach and Mr. Herling
National League of Cities Leadership Meeting & Board Meeting – Ms. Mach
Prince George's Arts and Humanities Council Meeting – Mr. Herling
Roosevelt Center Merchants Association Meeting – Ms. Davis, Mr. Putens and Mr. Herling
Maryland Municipal League Convention – Mayor Jordan, Ms. Davis, Mr. Putens and Mr. Herling
Clean Water Partnership Forebay Plans Presentation – Mayor Jordan, Ms. Davis and Ms. Pope
News Review Open House – Mayor Jordan, Ms. Davis and Mr. Herling
Greenbelt Interfaith Leadership Association Rumi Forum and Iftar Dinner – Mayor Jordan
Prince George's County Chamber of Commerce Installation of New Board – Mayor Jordan

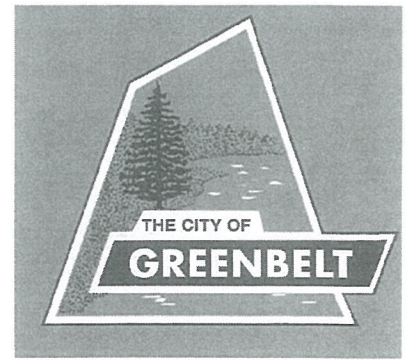
LETTER OF SUPPORT FOR STATEWIDE BAN ON HYDRAULIC FRACTURING: Ms. Davis moved that Council send a letter of support for a statewide ban on hydraulic fracturing to the District 22 State Delegation, Speaker of the State House of Delegates Michael Busch, President of State Senate Thomas Miller, Jr., and Prince George's County House Delegation Chair Jay Walker, urging support of a statewide ban on hydraulic fracturing. Ms. Mach seconded.

The motion passed 6-0.

REFERRAL TO COMMUNITY RELATIONS ADVISORY BOARD TO CONVENE A FORUM ON POLICE/COMMUNITY ISSUES: Mr. Herling moved that Council refer the idea of conducting a forum/community discussion to establish police and community dialogue in light of recent national demonstrations regarding police incidents and the Dallas sniper attack on Police Officers. Mr. Putens seconded. The motion passed 6-0.

CITY OF GREENBELT

25 CRESCENT ROAD, GREENBELT, MD. 20770-1886



July 19, 2016

The Honorable Anne Healey
Maryland House of Delegates
350 House Office Building
Annapolis, Maryland 21401-1991

CITY COUNCIL
Emmett V. Jordan, Mayor
Judith F. Davis, Mayor Pro Tem
Konrad E. Herling
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

Dear Delegate Healey:

The Greenbelt City Council urges the State of Maryland to enact a permanent ban on hydraulic fracturing (fracking) before the current moratorium expires in October 2017.

Fracking poses risks to both the quantity and quality of drinking water in our State and raises fears about groundwater contamination. Fracking could negatively affect real estate values. A number of air contaminants known to cause illness are released during the fracking process. The City is especially concerned about the impact of fracking on our open space and agricultural areas.

Again, we implore you to enact legislation during the upcoming General Assembly Session which will prohibit fracking in our State.

Sincerely,

Emmett V. Jordan
Mayor

cc: City Council
Lore Rosenthal, Greenbelt Climate Action Network

*9-21-16
* Same letter sent to entire District 22 Delegation, Speaker of the House and President of Senate.*

A NATIONAL HISTORIC LANDMARK

(301) 474-8000 FAX: (301) 441-8248

www.greenbeltmd.gov



Cindy Murray

From: Emmett Jordan
Sent: Thursday, September 22, 2016 11:46 AM
To: Michael McLaughlin; Council
Cc: Cindy Murray; David Moran
Subject: Fwd: Fwd: ASAP Please Request Letter of Support (Letter Attached)
Attachments: City of Greenbelt L of S-1.doc

Council/ Mr. McLaughlin -

I received this urgent request from the PGC Arts & Humanities Council late last night, requesting a letter of support for a NEA grant proposal (I believe Mr. Herling is the chair of the PGCAHC Board of Directors this year).

I have not seen the actual grant proposal, but my inclination is to submit a letter of support.

I have attached a draft (please feel free to edit).

If there are no objections, I would ask staff to put this draft on City letterhead, use my electronic signature and email the letter of support to Ms. Dallas this afternoon (by 1pm).

Emmett V. Jordan
Mayor, City of Greenbelt
25 Crescent Rd. - Greenbelt, MD 20770

From: Elizabeth Crittenden <borderlesstrade2@gmail.com>
Date: Wednesday, September 21, 2016 9:13 PM
To: ejordan@greenbeltmd.gov
CC: rdallas@pgahc.org
Subject: Fwd: ASAP Please Request Letter of Support (Letter Attached)

Resending with cc Rhonda Dallas!

Thanks,

Elizabeth Crittenden

----- Forwarded message -----

From: Elizabeth Crittenden <borderlesstrade2@gmail.com>
Date: Wed, Sep 21, 2016 at 9:11 PM
Subject: ASAP Please Request Letter of Support (Letter Attached)
To: ejordan@greenbeltmd.gov

Dear Mayor Emmett Jordan:

Prince George's Arts and Humanities Council Executive Director Rhonda Dallas has requested a letter of support for a National Endowment for the Arts grant opportunity. Please find said letter attached (You may edit as needed).

If you would kindly print it on your city letterhead, sign it, and email it to me (cc to Rhonda Dallas), we would be very grateful! We would appreciate receiving the signed letter by tomorrow 9/22/16 by 1 pm.

Sincerely,
Elizabeth Crittenden, Consultant
Prince George's Arts and Humanities Council
240-605-6375

From: Elizabeth Crittenden <borderlesstrade2@gmail.com>
Date: Wednesday, September 21, 2016 9:11 PM
To: ejordan@greenbeltmd.gov
Subject: ASAP Please Request Letter of Support (Letter Attached)

Dear Mayor Emmett Jordan:

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If you would kindly print it on your city letterhead, sign it, and email it to me (cc to Rhonda Dallas), we would be very grateful! We would appreciate receiving the signed letter by tomorrow 9/22/16 by 1 pm.

Sincerely,
Elizabeth Crittenden, Consultant
Prince George's Arts and Humanities Council
240-605-6375

September 21, 2016

National Endowment for the Arts (NEA) Grants
Our Town Grant
400 7th Street, SW
Washington, D.C. 20219

Dear NEA Grants Committee:

On behalf of the Greenbelt City Council, I am writing this letter in support of the grant application of the Prince George's Arts and Humanities Council (PGAHC) and the Prince George's County Department of the Environment (PGDOE). We applaud PGAHC for its efforts to incorporate arts education, artist presentations, and fine arts performances into the lives of youth, seniors, and residents throughout our County. We are in support of the PGAHC "Environmental Public Art" initiative.

One way that the legacy of Greenbelt's creation as a planned community is reflected today is through our collective reverence for the natural beauty of the environment. In Greenbelt, the arts provide a means to celebrate this legacy through creative programming for youth and adults. International and local music concerts, arts shows & craft festivals, a community theatre, and an independent non-profit movie theatre are focal points of civic life in Greenbelt!

Through grants and programming, we benefit from the PGAHC-driven arts initiatives in the County. We would like to see more County/Municipal partnerships and initiatives focused on the arts and the environment for our residents.

As we work together to provide oversight, technical assistance and sustainable initiatives to protect our environment, we look forward to enhancing our creative partnership with the PGAHC and PGDOE with funding from this initiative.

Sincerely,

Emmett V. Jordan
Mayor