



**CITY COUNCIL WORKSHOP/SPECIAL LEGISLATIVE MEETING**

**\*VIRTUAL MEETING\***

**WEDNESDAY, NOVEMBER 4, 2020, 7:00 P.M.**

This Agenda is subject to change. If this agenda is modified it will be reposted to the City of New Carrollton's website: [www.newcarrolltonmd.gov](http://www.newcarrolltonmd.gov). If you have any questions please contact the City Clerk at (301) 459-6100.

**Items for discussion**

1. **Call to Order**
2. **Report of the Mayor and Administration**
3. **Council Questions/Council Announcements**
4. **Proclamation Recognizing November 11, 2020, as Veterans Day**  
**Motion:** I move that the City Council along with the Mayor proclaim and recognize November 11, 2020, as Veterans Day in the City of New Carrollton. – **Robbins**
5. **Resolution 21-05 City of New Carrollton Boards/Commissions/Committees Rules and Regulations**
6. **Resolution 21-06 – COVID-19 Relief Programs**  
**Motion:** TBD
7. **Parking in the City of New Carrollton**
8. **City of New Carrollton Parks Plan**
9. **Meeting Minutes**
  - a.) Council Workshop Meeting Minutes (October 7, 2020)
  - b.) Council Workshop Meeting Minutes (October 19, 2020)
  - c.) Council Legislative Meeting Minutes (October 21, 2020)
  - d.) Council Closed Meeting Minutes (October 7, 2020)
10. **Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.**
11. **Request for Future Agenda Items**
12. **Adjournment**

**PLEASE NOTE:** This meeting of the City of New Carrollton Council will be a virtual meeting. Anyone interested in listening to the meeting will be able to by calling the following number: **301-715-8592 with code 912 5694 3330**. You do not need a participant code. If you want to join the meeting via the Computer click on the link to join the Zoom Meeting: Join Zoom Meeting <https://zoom.us/j/91256943330> **Meeting ID: 912 5694 3330** If you have comments for the Council please email them to City Clerk Doug Barber at [dbarber@newcarrolltonmd.gov](mailto:dbarber@newcarrolltonmd.gov) by 3:00 p.m. the day of the meeting.



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** October 30, 2020  
**RE:** Proclamation – Recognizing November 11, 2020 as Veterans Day

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Administration requests that the City Council along with the Mayor proclaim and recognize November 11, 2020, as Veterans Day in the City of New Carrollton.

The proposed proclamation would be presented for adoption at the Special Council Legislative Meeting scheduled for Wednesday, November 4, 2020.



**CITY OF NEW CARROLLTON**  
**Proclamation Recognizing November 11, 2020**  
**AS VETERANS DAY IN THE CITY OF NEW CARROLLTON**

**Whereas,** when the armistice ending World War I was signed on November 11, 1918, more than 4.7 million Americans put down their arms and turned to the work of strengthening our Nation. The end of that first global conflict was initially commemorated as Armistice Day. In 1954, the congress renamed the day as Veterans Day to recognize all those who have served in our Armed Forces; and

**Whereas,** throughout the history of our nation, the brave women and men of our Army, Navy, Air Force, Marine Corps, and Coast Guard have risked their lives to protect our country; and

**Whereas,** their contributions and sacrifices are a reminder that freedom is not free, and we are forever indebted to the millions of service members who have fought and those who have died in the line of duty; and

**Whereas,** these sacrifices are also made by the family members who support the men and women that have fought to preserve our liberties; and

**Whereas,** New Carrollton and the surrounding municipalities within Prince George’s County have approximately 60,000 veterans who have served in the U.S. Armed Forces;; and

**Whereas,** it is most appropriate that we honor and recognize the dedication and valor that veterans have displayed to protect our freedom and democracy.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Mayor and the City Council of New Carrollton Maryland, with gratitude and respect for the more than 21.8 million veterans who have faithfully served our country in the Armed Services, hereby recognize November 11, 2020, as Veterans Day, and extend our profound appreciation for their service to this great country.

**IN WITNESS THEREOF,** we have hereunto set our hand and caused the Seal of the City of New Carrollton affixed this Fourth day of November, Two Thousand Twenty.

\_\_\_\_\_  
Phelecia E. Nembhard, Mayor

\_\_\_\_\_  
Sarah Potter Robbins, Mayor Pro-Tem

\_\_\_\_\_  
Lincoln H.G. Lashley, Chair

\_\_\_\_\_  
Stephen L. John, Vice Chair

\_\_\_\_\_  
Allyne Hooks, Alternate Treasurer

\_\_\_\_\_  
Cynthia DB Mills, Councilmember

**DATE:** \_\_\_\_\_

**ATTEST:**

**[SEAL]**

\_\_\_\_\_  
Douglass A. Barber, MMC



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** The City Council of New Carrollton

**FROM:** Doug Barber, City Clerk

**DATE:** October 30, 2020

**RE:** Resolution 21-05 Adopting Rules of Procedure for City Boards, Commissions, and Committees

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Resolution 21-05, a Resolution adopting rules of procedure for City Boards, Commissions, and Committees, has been prepared for the Council’s consideration. Upon receiving input from the Council on the proposed resolution it will be presented to the Council at the Council Legislative Meeting scheduled for Wednesday, November 18, 2020, for formal adoption.



Resolution 21-05  
Adopting Rules of Procedure for City Boards, Commissions and Committees

**Effective: November 18, 2020**

**A RESOLUTION  
OF THE CITY COUNCIL OF NEW CARROLLTON ADOPTING  
RULES OF PROCEDURE FOR CITY BOARDS, COMMISSIONS AND COMMITTEES**

**WHEREAS**, the City Council of New Carrollton has the authority to establish various boards, committees and commissions; and

**WHEREAS**, the City Council finds it to be in the best interest of the City to establish certain rules and regulations to provide uniformity in the operations of all City boards, committees and commissions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of New Carrollton, that the following Rules of Procedure for City Boards, Commissions and Committees are hereby adopted to read as follows:

1. Definitions

City Board, Commission and/or Committee - A board, commission or committee established by the City Charter, City Code or Ordinance.

City Committee - A committee established by Resolution of the City Council for either a definite or an indefinite period of time, for a broad public purpose.

Member - A voting member holding full membership status on a board, commission or committee appointed by the City Council.

Staff Liaison - A member of the City staff appointed by the Mayor or their designee to serve as a link between the board, commission or committee and City staff who provides administrative and research services to the board, commission or committee on an as needed basis with the approval of the Mayor or their designee.

2. Memberships and Tenure

All voting members appointed by the Mayor and approved by the City Council shall be residents of the City of New Carrollton.

The Mayor shall make appointments to committees for two- year terms, with the exception of the City of New Carrollton Ethics Commission which, pursuant to City Code, Sec. 12-4 serves a three-year term.

A member must apply for reappointment if a member wishes to be re-appointed for additional terms.

The board, commission or committee chairperson shall be determined by majority vote of the members of the body. Voting for chairpersons shall occur on a biennial basis and be tracked by the City Clerk.

Members no longer wishing to serve must notify the Mayor, through the City Clerk, in writing. They may continue to serve until their replacement is appointed.

Upon the occurrence of a vacancy on a board, commission or committee, the Mayor shall appoint with confirmation by Council a new member, unless otherwise provided for in the City Charter or the City Code.

The Mayor may remove a member from a board, commission or committee at any time for an appropriate reason as determined by the City Council.

Each board, commission and committee will have a Staff Liaison assigned by the Mayor.

Vacancy of a board, commission or committee officer position will be filled by majority vote of the members of the body.

No person shall hold membership status on more than one City board, commission or committee.

Board, commission and committee chairpersons shall meet with the Mayor and City Council on an as-needed basis to review projects/tasks/assignments.

### 3. Organization

Agendas shall be provided by the board, commission or committee chairpersons and distributed by the Staff Liaison for all committee meetings.

Agendas shall be distributed by the Staff Liaison to members at least 7 days prior to a meeting.

Periodic reports shall be submitted to the Council at the request of the Mayor and or the City Council.

Minutes shall be kept of each meeting by the Staff Liaison or designated minute taker. Minutes shall include attendance records. Once approved by the board, commission or committee, the staff liaison shall distribute the minutes to the committee members. The City Clerk will maintain a record of all minutes. All recommendations of a board, commission or committee will be submitted to the Mayor for distribution to the City Council.

The members of the board, commission or committee shall serve without compensation for their work, except for the Board of Elections who are compensated for their time during the City Election.

Boards, commissions and committees must advertise their meetings and all meetings must be open to the public unless authorized by State Law to be closed. Staff Liaison working with the City Clerk shall ensure that advertising requirements are met.

### 4. City Staff Procedures

As applications for membership are received, the City Clerk will present them to the Mayor for review and consideration.

The chairperson shall be notified of all new appointments following their official appointment.

Staff Liaison or staff substitute shall attend all meetings.

5. Meetings

Boards, commissions and committees will meet on an as needed basis. A meeting schedule shall be filed by the staff liaison with the City Clerk.

Special meetings shall be called by the Chairperson of the board, commission or committee whenever deemed necessary.

6. Records

The board, commission, or committee shall keep records of its official actions, minutes and reports and attendance of the board, commission or committee, which records shall be retained by the City Clerk for reference by the Mayor and City Council.

7. Conflict with the City Charter, City Ordinances of the City Code

Where the City Charter, City Ordinances or the City Code set forth different or more specific rules and regulations with regards to a specific Board/Commission/Committee that may conflict with this Resolution, the City Charter, City Ordinance or City Code shall govern and are not meant to be superseded by this Resolution.

8. Non-Discrimination

The City does not discriminate against any person because of race, religion, color, sex, age or national origin.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 18<sup>th</sup> DAY OF NOVEMBER 2020.

[SEAL]

\_\_\_\_\_  
Lincoln H.G. Lashley, Chair  
City Council

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Douglass A. Barber, MMC, City Clerk

\_\_\_\_\_  
Phelecia E. Nembhard, Mayor

Date: \_\_\_\_\_




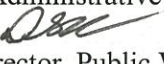

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Phone (301) 459-6100 Fax (301) 459-8172

### MEMORANDUM

**TO:** City Council of New Carrollton

**VIA:** Phelecia Nembhard, Mayor

**FROM:** Karen Ruff, City Administrative Officer   
Chief David Rice   
Andre Triplett, Director, Public Works 

**DATE:** October 29, 2020

**RE:** Parking in the City of New Carrollton

Parking in the City of New Carrollton was an item for discussion at the Council's October 19, 2020 Workshop meeting. Staff prepared a Memorandum on the issue that was distributed with the agenda for the meeting. At the Workshop meeting, Councilmember Robbins shared with the City Council some ideas that she has to address the parking issues in the City, which she sent to everyone following the meeting. A copy of Councilmember Robbins' Parking Plan is attached for your reference.

Last week, we met to discuss the ideas set forth in Councilmember Robbins' Parking Plan. When discussing the use of Mahoney Woods and the Harland Street property for parking lots, including the cost associated with these endeavors, it was suggested that the City could use the property that it owns adjacent to the Frenchman's Creek Playground for permit parking of commercial vehicles or overflow parking. It appears there are approximately 25 spaces at this location that could be used for this purpose with limited expense (signage, lighting, security camera(s) and paving). See attached site plan. If this idea is pursued, an amendment to City Code, Sec. 110-25 would be required. Additionally, the possibility of a church or other uses with large parking lots partnering with adjacent multi-family developments to address overflow parking issues was discussed. The feasibility of this latter suggestion cannot be known until conversations occur with representatives of the developments, the parking lot owners and the City.

In furtherance of the parking discussion, Andre Triplett, Director of Public Works, studied 20 randomly selected City streets during a three-day period from the hours of 11:00 a.m. until 1:00 p.m. and three nights from 11:00 p.m. until 4:00 a.m. Mr. Triplett reported the following:

In noting vehicles parked on the street during the study, trailers were included. During the study, I only witnessed two oversized trucks with dual rear axles that were parked in the 7200 block of Longbranch Dr. at night. Streets studied had ample parking in sections of the block with choke points, most at block ends near the stop signs. 84th Ave. was found to be very congested just before Longfellow St. Mahoney Dr. was filled with 11 cars, the Legation Rd. intersection at Mahoney Dr. was heavily parked on both sides, extending the yellow curb paint and "no parking" signs will increase maneuvering and



visibility in this area and to do so will push more cars into the already tight Legation Rd.-Oland Dr. corridor. I found that there are quite a few large trucks, vans (work vehicles) parked in the congested areas. There was up to a 17% increase in daytime parking during a rain event.

The following chart [attached] shows how many cars were parked on the street. I did three individual day and night counts and entered the average of each count. Included are the number of houses on each recorded street or section as some streets were broken in half. Most streets average one car per house parking on the street.

In my opinion, the overall parking issue is minimal although there are plenty of heavily parked blocks that need attention. There are 25-30 possible parking spaces available at the Frenchman's Creek upper playground area according to the property line data that can be utilized, albeit the lot will need to be resurfaced and striped. Mahoney Woods are can easily double the capacity of Frenchman's Creek, but will come at a greater expense. If the City Council decides to convert Mahoney Woods to a parking lot, Public Works can help reduce some of the cost by removing the tree's and stumps in house.

With respect to residential permit parking, there are a variety of models. The City of College Park has a permitting scheme whereby a request for permit parking can be initiated by the Mayor and Council or by petition of residents. Permit parking requests must be for a minimum of both sides of a street one city block in length or the equivalent. The City of College Park Code provisions relating to permit parking are attached. The City of Hyattsville also has a residential parking permit program. It provides for guest permits and "special permits" as well. The City of Hyattsville parking permit program is also attached for your information. We can discuss these two models in depth at the Workshop meeting.

As for allowing homeowners to install double wide driveways in their front yards, the City needs to keep in mind that "no parking space, parking area or parking structure other than a driveway no wider than its associated garage, carport or other parking structure may be built in the front yard of a dwelling, except a townhouse or multi-family dwelling, in the area between the front street line and the sides of the dwelling." Prince George's County Code, Subtitle 27 "Zoning", Sec. 27-120.1 "Front Yards of Dwelling." Additionally, Prince George's County Code, Sec. 23-139 "Driveway entrance" states that no residential driveway apron may be closer than 3.5 feet to the nearest abutting property line, closer than 3.5 feet to the outside line of a storm drainage inlet or closer than 18 feet of full curb height to the beginning of the flare of another driveway on any one building site. The City must also keep in mind the County's lot coverage restrictions, as it may mean that residents will need to obtain variances.

City Code, Sec. 110-25 prohibits the parking of any commercial vehicle on any City street or City-owned property. This prohibition does not apply to vehicles parked in the course of a commercial purpose. However, City Code, Sec. 110-26 provides an exception to this prohibition if there are two or more persons who reside at the same address who both have a work-related take-home vehicle, then they can apply for a permit to park one of them on the street. The City has not issued any such permits. This section could be repealed.

We look forward to discussing this issue with you at the Workshop meeting.

## PARKING PLAN

### Problem

Many homes in New Carrollton have become multiple family

The renters will claim they are related to the homeowner

The City cannot inspect homes for basement apartments without cause

Forcing out renters would cause many families to lose their homes

Many homes in the City have six or more cars per household

Excessive vehicles cause choke points where emergency vehicles cannot get through

Emergency vehicles often park in the middle of the street due to no available parking

Pave the properties on Mahoney and Harland and use them for parking

Parking lots will be for City residents whose homes exceed parking permit capacity

Parking in the lots will be permit controlled

Parks cannot be used for this purpose as they were developed using Open Space funds

Security lighting, a tall sound barrier type fence and liability insurance will be required

Land outside the City may have to be obtained if more parking space is needed

Provide 2 kind of parking permits

Permit for residential parking

Number of permits allowed per household (?)

Permit for parking lots

Getting residents to the parking lots will have to be done by a City provided bus service

Develop a bus routing schedule

Purchase a bus(s)

At homeowners' expense, they will be allowed to install double wide driveways in their front yards

The City will solicit contractors who are interested in working with homeowners

The City will obtain unit pricing for the driveways and aprons

The City will utilize County specifications

The City will inspect all driveway and apron installations

A signed contract between the homeowner and contractor will be required

Ban all commercial vehicles and work trailers from the City unless they are parked in private driveways

| STREET                              | 3-day avg | 3 night avg | # HOMES |
|-------------------------------------|-----------|-------------|---------|
| MENTANA ST.                         | 66        | 89          | 70      |
| VERONA DR.                          | 36        | 58          | 45      |
| OGLETHORPE ST. 8200-8300 BLK        | 20        | 37          | 26      |
| OLIVER ST. 8200-8400 BLK            | 19        | 32          | 19      |
| 84 <sup>TH</sup> AVE. 5700-6000 BLK | 34        | 61          | 45      |
| MAHONEY DR.                         | 6         | 11          | 1       |
| 85 <sup>TH</sup> AVE. 5900-6000 BLK | 25        | 42          | 31      |
| 86 <sup>TH</sup> AVE. 6100-6200 BLK | 35        | 54          | 49      |
| 87 <sup>TH</sup> AVE. 6100-6200 BLK | 43        | 51          | 52      |
| CATHEDRAL AVE.                      | 15        | 30          | 30      |
| FAIRBOURN TERR.                     | 50        | 74          | 64      |
| QUENTIN ST. 8300 BLK                | 25        | 34          | 29      |
| LAMONT PL.                          | 24        | 35          | 20      |
| INLET ST. 6400 BLK                  | 16        | 40          | 26      |
| FARMCREST DR.                       | 15        | 25          | 16      |
| ADRIAN ST.                          | 46        | 73          | 39      |
| LONBRANCH DR.                       | 45        | 70          | 48      |
| GAVIN ST. 7300 BLK                  | 28        | 42          | 18      |
| OAKCREST DR.                        | 12        | 20          | 12      |
| DONOGHUE DR.                        | 26        | 45          | 34      |



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2009 Google

Date: Mar 2006

38°57'27.01" N 76°52'53.06" W elev 147 ft

Eye all

[HISTORY: Adopted by the Mayor and Council of the City of College Park 9-13-1978 as Res. No. 78-R-3. Section 151-4A, C and E amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I. Other amendments noted where applicable.]

## GENERAL REFERENCES

Fees and penalties — See Ch. 110.

Vehicles and traffic — See Ch. 184.

### § 151-1 Promulgation of rules and regulations.

Under the provisions of § 184-9, Permit parking in restricted residential areas, of the Code of the City of College Park, the following rules and regulations are promulgated:

- A. A request for permit parking may be initiated by the Mayor and Council or by petition from one or more residents.
- B. Permit parking requests must be for a minimum area of both sides of a street one standard city block in length or the equivalent.

### § 151-2 Petition requirements.

- A. The petition must clearly state:

- (1) Why permit parking is considered necessary.
- (2) The limits of the desired permit parking area.
- (3) The desired days and times that permit parking would be in force.<sup>[1]</sup>

[1] *Editor's Note: Former Subsection A(4), which provided that the petition must state that the parking requirements may carry a charge that will reimburse the City for all or part of the costs of the necessary materials and the administration of the program, was repealed 6-9-2020 by Ord. No. 20-O-08.*

- B. Petitions shall be signed by one person, usually the head of the household, representing one single-family residence or by the owner or his/her agent representing all of his/her tenants in a multifamily structure. The address of each petitioner must be shown.
- C. The petitioners, each representing one single-family residence in the affected area, must represent two-thirds (2/3) of the single-family dwelling units in the affected area.

### § 151-3 Public hearing; guidelines.

- A. Upon determination that the request for permit parking satisfies all of the above elements, the Council will conduct a public hearing at some convenient place and time which will be announced in the monthly Municipal Scene or by some other method which will notify all affected citizens.
- B. Following a public hearing, the City Council, in the best interests of the city, may accept, modify or reject the permit parking request.
- C. Guidelines for evaluating the public hearing. The following criteria are intended to guide the Mayor and Council in determining whether a request for permit parking permits is reasonable and justified. These shall not be considered exclusive criteria:

[Added 9-10-1991 by Ord. No. 91-O-22]

- (1) The street proposed for permit parking has an identified parking problem which cannot be alleviated in any other way than by permit parking. Such a problem can be identified through a combination of resident complaints, parking enforcement surveillance and ticketing practices, accident statistics and the history or previous efforts to control parking on the street.
- (2) The street has a higher volume of nonresidential parking than would normally be expected.
- (3) Parking will not impede the delivery of fire and medical emergency services to residents on the street.
- (4) The installation of parking shall be assessed for its potential impact on public transportation.

- (5) The potential impact of parking on adjacent neighborhoods shall be assessed.
- (6) Parking will not disturb traffic flow on the street and in the neighborhood.
- (7) The character of the neighborhood will not be diminished.

### **§ 151-4 Issuance of permits.**

[Amended 6-11-1985 by Res. No. 85-R-5; 9-10-1991 by Ord. No. 91-O-22; 12-10-1991 by Ord. No. 91-O-24; 8-10-1993 by Ord. No. 93-O-5]

- A. If permit parking is ordered by the City Council, the City staff will prepare a plan for the issuance of parking permits for the specific area; such plan, subject to approval by resolution of the Mayor and Council, will include, among other things, the number of permits to be distributed and the method of permit allocation. The City staff will then order an appropriate number of permits, which will be issued upon application as required. Among other factors to be considered in devising a permit parking plan and permit allocation for a given area are the number of legitimate on-street parking spaces available; the amount of off-street parking available for the various types of residential structures; the residential or commercial character of certain blocks or parts thereof; the proximity of Metro and MARC stations and other public use facilities to the area and the likely impact of such facilities on parking in the area; the anticipated time period of parking congestion; and population density and vehicle density of the area. In devising the plan, input may be sought from neighborhood/community civic organizations or groups and University of Maryland fraternity and/or sorority councils, as well as other members of the community and City.  
[Amended 6-9-2020 by Ord. No. 20-O-08]
- B. For so long as physical permits are issued, replacement permits may be issued upon satisfactory proof of loss or damage.  
[Amended 6-9-2020 by Ord. No. 20-O-08]
- C. For so long as physical permits are issued, permits will be placed inside of each vehicle so as to be clearly visible through the windshield.  
[Amended 6-9-2020 by Ord. No. 20-O-08]
- D. Permits will be valid for that period of time authorized by the City Council and must be renewed annually or biannually, as appropriate, or such other amount as set by Council. Permits in Zone 6 shall also be offered on a voluntary basis for any persons who prefer a permit valid for six months, which may also be renewed as set out herein.  
[Amended 12-10-2003 by Ord. No. 03-O-14; 8-14-2007 by Ord. No. 07-O-15; 6-9-2020 by Ord. No. 20-O-08]
- E. Permits will be valid only in the area for which they are issued.
- F. Any permit parking plan implemented prior to the time of passage of Ordinance 93-O-5 shall remain in effect until revised or rescinded in accordance with this section.

### **§ 151-5 Withdrawal of permit parking.**

[Amended 9-10-1991 by Ord. No. 91-O-22; 8-9-1994 by Ord. No. 94-O-8]

After a twelve-month period of operation, the City Council will accept petitions, signed by representatives of over 50% of participating households, for withdrawal of permit parking. The procedures of §§ 151-2 and 151-3 will be followed. Upon a determination by the City Council that it is no longer necessary for a designated area to have permit parking, the City Council may at any time initiate its own action to withdraw permit parking in that area, without the necessity of following the procedures of §§ 151-2 and 151-3.

### **§ 151-6 Notice of action withdrawing permit parking.**

[Added 8-9-1994 by Ord. No. 94-O-8; amended 6-9-2020 by Ord. No. 20-O-08]

Upon action by the City Council withdrawing permit parking in a designated area, written notice of such action shall be sent to each holder of a parking permit in that area.

## HYATTSVILLE CHARTER AND CODE

**ARTICLE IV****Residential Permit Parking Zones**

[Amended 9-20-04 by Ord. 2004-13]

**§ 114-27. Definitions. [Amended on 3-27-11 by HO-2011-01]**

For the purposes of this Article IV, the following words shall have the meanings respectively ascribed to them in this Section, except where the context clearly indicates a different meaning:

- A. City Administrator means the City Administrator or his/her designee.
- B. Curbside Parking Space means any portion of a public street adjacent to a minimum of twenty (20) linear feet of curb where a vehicle could park or remain standing without significantly obstructing the flow of traffic, except where parking or standing would be prohibited by State law or this Code, other than this Article IV.
- C. Guest Permit means a single-use permit issued by the City to a resident which authorizes a guest of the resident of a specific residential parking permit area to park a vehicle in that residential parking permit area for a limited time during a parking permit term without violating this Article IV.
- D. Motor Vehicle means an automobile, truck, recreation vehicle, motorcycle, or other motor-driven or self-propelled form of transportation, except for vehicles exceeding a certain size, weight, and/or carrying capacity that may be prohibited from parking on any public street.
- E. Parking Permit Term means the period of time, defined in §114-28 of this Article, during which parking permits issued pursuant to this Article IV for a particular residential parking permit area for that period may be valid.
- F. Resident means an individual who lives or resides in a structure approved for residential occupancy can demonstrate occupancy of this residence and uses this residence as their primary dwelling.
- G. Residential District means a contiguous or nearly contiguous area open to the public containing streets and highways and parking spaces for the public, all primarily abutted by residential property or residential and non-commercial property (such as schools, parks, churches, hospitals and nursing homes).
- H. Residence means a dwelling unit.
- I. Residential Parking Permit means a permit issued by the City to a resident for a particular vehicle which authorizes the vehicle to be parked in a specific residential parking permit area during a parking permit term without violating this Article IV.
- J. Residential Parking Permit Area means a residential district where curbside parking on public streets and highways is limited to not more than thirty (30) consecutive minutes per day, unless the vehicle properly displays a parking permit authorized by this Article IV.
- K. Residential Parking Permit Holder means a resident/applicant to whom the City has issued a residential parking permit to be used on a vehicle that the resident/applicant owns or principally operates.

## HYATTSVILLE CHARTER AND CODE

L. Special Parking Permit means a parking permit issued to a caregiver or other person who cannot satisfy the requirements for a residential parking permit but can demonstrate reasonable necessity or hardship justifying the issuance of multi-use permit.

M. Vehicle means any mobile unit whether or not it is self-propelled and designed to travel on the public roads.

**§ 114-28. Designation/Withdrawal of Designation of Residential Parking Permit Areas.  
[Amended 4-21-14 by HO 2014-04]**

A. Minimum size.

(1) A residential parking permit area shall be, at minimum:

- a. one or both sides of the entire length of a street;
- b. one or both sides of a street between two intersections or between an intersection and the dead-end termination of the street;
- c. one or both sides of less than an entire residential street, but at least 100 contiguous feet; or
- d. the entirety of a cul-de-sac.

(2) The City retains all authority and discretion to create, extend, reduce, reconfigure, consolidate or terminate any residential parking permit areas.

B. Notice & Hearing.

(1) In order for the City Council to determine whether a residential district, or any portion thereof as described in subsection A, shall be designated, or shall continue to be designated, as a residential parking permit area, the City Administrator shall conduct, upon the City Administrator's initiative or upon a petition signed by a majority of the residents in the district, or the portion thereof, a public hearing prior to such designation and prior to the withdrawal of such designation.

(2) A notification shall be prominently posted and/or mailed to every residence in the proposed or existing residential parking permit area.

(3) During a public hearing held pursuant to this Section, any interested person shall be entitled to appear, to be heard, and to submit a written statement for the record.

C. Survey.

To enable the City Council to determine whether a residential district, or portion thereof, shall be designated, or shall continue to be designated, as a residential parking permit area, the City Administrator shall conduct a block-by-block parking survey of the proposed, or existing, residential parking permit area.

D. Criteria.

In determining whether an area may be a residential parking permit area, and whether conditions are to be imposed, the City Administrator shall consider factors including but not limited to the following:

- (1) The extent that legal on-street parking spaces are occupied by vehicles during the period proposed for parking restrictions;



## HYATTSVILLE CHARTER AND CODE

- (2) The extent that vehicles parking in the area during the period proposed for parking restrictions are commuter vehicles;
- (3) The extent that residents cannot obtain adequate curbside parking adjacent to or near their residences because of widespread use of available curbside parking spaces by others;
- (4) The number of off street parking spaces available to residences in the area;
- (5) The extent that the designation of a residential parking permit area would be likely to reduce traffic congestion and any other problems referred to above;
- (6) The extent and need for parking by the general public in the residential district; and
- (7) The extent that no reasonable alternative is feasible or practicable that would reduce parking problems and any other problems referred to above without unduly impacting surrounding residential areas.

## E. Designation/Withdrawal Process.

- (1) Within thirty (30) calendar days following the close of the public hearing, the City Administrator shall recommend by written report to the City Council, based on the record of the public hearing and the results of the survey, whether to designate the residential district or portion thereof under consideration as a residential parking permit area or whether to withdraw the designation of an existing residential parking permit area. The report also shall demonstrate that the City Administrator, in making the recommendation, has taken into account the criteria enumerated above. The report shall recommend the number of permits to be issued to each residential parking permit area as a whole and the number of permits to be issued to each address in the residential parking permit area.
- (2) Within thirty (30) calendar days following its receipt of the report, unless the City Council shall vote otherwise, the City Administrator's recommendations shall be effective as to the residential parking permit area.
- (3) Nothing in this section shall limit the authority of the City Council over residential parking permit areas.
- (4) The City Council or the City Administrator may limit the number of permits issued to all the addresses in a particular residential parking permit area to accomplish the purpose and intent of this Article.

## F. Number of Permits Per Residence.

- (1) The City Administrator or their designee shall determine the total number of residential parking permits that may be issued per residence within a residential parking permit area, taking into consideration the total number of residences and parking spaces, both on-street and off-street, within the particular area.
- (2) In making their determination, the City Administrator or their designee shall may reduce the total number of permits that may be issued in an area by approximately 10% to accommodate guest parking.
- (3) The number of residential parking permits per residence in a residential parking permit area shall be no less than one (1) or no more than four (4), except in specific cases where the number

## HYATTSVILLE CHARTER AND CODE

of permits available to a particular residence may be adjusted pursuant to paragraphs (4) and/or (5) of this Subsection.

(4) If the demand for permits in a residential parking permit area is likely to exceed the total number of off-street parking spaces, the City Administrator or their designee may reduce the number of residential parking permits available to residences with off-street parking by an amount no greater than the total number of off-street parking spaces at each particular residence.

(5) Upon a showing of reasonable necessity or hardship, the total number of residential parking permits that may be issued to a particular residence may be increased at the discretion of the City Administrator or their designee who shall take into consideration the nature of the person's applicant's particular circumstances and the potential impact on the affected residential parking permit area.

(6) Any exception granted under this Subsection shall expire with the permit issued unless the person applicant for which the exception was granted demonstrates that a reasonable necessity or hardship continues to exist.

#### G. Duration of Parking Permits.

(1) All residential parking permit areas shall operate on two (2) year terms, during which permits issued pursuant to this Article IV for the particular term remain valid.

(2) Upon the expiration of a two-year term for a particular residential parking permit area, all permits issued pursuant to this Article IV for that term and area also expire and become immediately invalid, and the next two (2) year term begins.

(3) The City Administrator or their designee shall establish a month and year for each residential parking permit area upon which the first term for that area shall commence, and the beginning of that term, and every subsequent term for that area, shall be on the first day of that month.

(4) Upon the commencement of the first term as set forth in paragraph (3) of this Subsection, all permits issued for the particular area pursuant to this Article IV prior to that date, other than those issued and designated for the first term, shall immediately become void and invalid.

(5) Until the first term of a residential parking permit area commences as set forth in paragraph (3), the existing provisions of this Article IV governing that residential parking permit area prior to the effective date of this ordinance shall remain in effect.

(6) Parking permits issued for the term immediately following the current term may be issued prior to the expiration of the current term, and such permits shall become valid and may be used up to 30 calendar days prior to the expiration of the current term.

#### H. Posting of Residential Parking Permit Area.

(1) Within 60 calendar days following the effective date of the City's designation or withdrawal of designations, but before any parking restrictions go into effect and/or any enforcement takes place, appropriate parking signs shall be erected or moved in the designated area.

(2) Residential parking permit area signs shall indicate prominently display the following information:

- (a) the number of the residential parking area;
- (b) the enabling ordinance;

## HYATTSVILLE CHARTER AND CODE

- (c) the days and/or hours of enforcement; and
- (d) that curbside parking on public streets in the designated area is prohibited unless the vehicle properly displays a parking permit authorized by this Article IV.

## I. Notice to Residents of Designation of Residential Parking Permit Area.

Following the effective date of the designation, the City Administrator shall provide to every residence within the designated residential parking permit area a Notice of Designation that shall inform the residents in the designated area of:

- (1) The existence, exact location and numerical designation of the residential parking permit area;
- (2) The parking restrictions applicable to all vehicles in curbside parking spaces along public streets and highways in the designated area that do not properly display a parking permit authorized by this Article IV; and
- (3) The procedures to obtain a residential or guest parking permits.

## J. Withdrawal of Designation.

- (1) Following City action to withdraw the designation of an existing residential parking permit area, the City Administrator shall provide to every residence within the existing residential parking permit area a notice of the Council's withdrawal of the designation. Said notice shall specify the effective date of the withdrawal of the designation.
- (2) The effective date of the withdrawal of the designation of an existing residential parking permit area shall ordinarily be thirty (30) days following the date of the City's action to withdraw the designation.

**§ 114-29. Residential Parking Permits.**

## A. Application.

- (1) The applicant is to provide at a minimum the following for each motor vehicle to receive a residential parking permit:
  - (a) The name and residential address of the owner of the vehicle;
  - (b) The name, residential address and driver's license number of the principal operator of the vehicle;
  - (c) The make, model, license plate number and vehicle identification number of the vehicle;
  - (d) The number of off-street parking spaces at the applicant's residence; and
  - (e) The signature of the applicant for the residential parking permit.
- (2) The applicant shall demonstrate proof of residency in the particular area, which may include but is not limited to utility bills, lease, driver's license, title, etc., and verification of the resident being the principal driver of the vehicle in a manner determined by the City Administrator.
- (3) The applicant for, and holder of, the residential parking permit shall be the owner or principal operator of the vehicle receiving the parking permit.
- (4) Subject to the limitations outlined in this Article IV, upon the applicant's submission of a completed and validated residential parking permit application, and fulfillment of all applicable

## HYATTSVILLE CHARTER AND CODE

provisions of this Article IV controlling issuance, or transfer of residential parking permits, the applicant may receive one or more residential parking permits as set forth in § 114-28 for the motor vehicle(s) described in the application.

## B. Requirements.

No residential parking permit shall be issued for a vehicle unless:

- (1) its principal operator resides on a residential street within the designated residential parking permit area;
- (2) it displays valid license plates; and
- (3) it is registered in the State of Maryland.

## C. Exceptions for Active Military and Students.

- (1) The Supervisor of the Office of Code and Parking Compliance shall waive the requirement of Subsection B(3) of this Section for active duty military personnel and current students.
- (2) An applicant may appeal the denial of a request for a waiver under this Subsection, in writing, to the City Administrator or their designee.

## D. Issuance of Permits for Vehicles with Unpaid Citations Prohibited.

Notwithstanding any other provision in this Article IV, no residential parking permit shall be issued for any vehicle for which a fully-adjudicated citation issued by the City remains unpaid or to any person while a citation for any fully-adjudicated violation of this Article IV remains unpaid.

**§ 114-30. Guest Permits. [Amended on 3-27-11 by HO-2011-01]**

## A. Issuance of Guest Permits.

- (1) A resident or owner of rental property on a residential street within a residential parking permit area may apply for and receive, guest parking permit booklets containing fifty (50) 1-day guest permits and one (1) 5-day guest permit.
- (2) Each residence within a residential parking permit area is limited to two booklets of guest permits for every two (2) year term set forth in § 114-28, one booklet issued during the first half of the term and one booklet issued during the second half of the term.
- (3) Notwithstanding any other provision in this subsection, residents may apply for:
  - (a) one additional booklet of guest permits; and/or
  - (b) an additional five (5) 1-day guest permits for special events, which shall be pre dated for the day on which the event is to occur.

## B. Application

- (1) A person may, but is not required to, apply for guest permits in the same application for a residential parking permit.
- (2) A person need not apply for or possess a residential parking permit to apply for guest parking permits; however, each applicant for guest permits must provide, at minimum, the following:
  - (a) name and residential address of the applicant;

## HYATTSVILLE CHARTER AND CODE

- (b) proof of residency in the particular residential parking permit area, which may include but is not limited to utility bills, lease, driver's license;
- (c) the number of off-street parking spaces at the applicant's residence;
- (d) the permit numbers of any residential parking permits that have been issued to persons living or residing in that residence for the current or next parking permit term for that parking permit area; and
- (e) the signature of the applicant.

## C. Use of Guest Permits.

- (1) Each guest permit can only be used once, and before any guest permit may be used, the date and time that the permit will become effective must be recorded in the appropriate place on the permit.
- (2) 1-day guest permits, when used, remain valid for twenty-four (24) hours; 5-day guest permits, when used, remain valid for one hundred twenty (120) hours.
- (3) Guest permits, regardless of the denomination, may not be used more than three consecutive times on a single vehicle.
- (4) No person shall:
  - (a) sell guest permits or otherwise receive compensation for their use; or
  - (b) use or give away guest permits for commercial parking unless they were issued or authorized by the City for commercial property use pursuant to § 114-33 of this Article IV.

**§ 114-31. Special Permits. [Amended on 3-27-11 by HO-2011-01]**

## A. Issuance of Special Permits.

- (1) The Supervisor of the Office of Code and Parking Compliance may issue a special permit to:
  - (a) an onsite caregiver;
  - (b) a person who regularly or frequently provides childcare;
  - (c) an owner of a rental residential property or landlord;
  - (d) registered members of a homeowner's association, neighborhood watch organization, or other similar community organization that regularly meets in a residential parking permit area;
  - (e) any other person upon a showing of reasonable necessity or hardship.
- (2) The Supervisor of the Office of Code and Parking Compliance and/or the City Administrator or the City Administrator's designee may establish reasonable restrictions and limitations on the use of special permits, including, but not limited to, the days and times during which they may be used and the purposes for which they may be used.

## B. Application. Each applicant for a special permit must provide, at minimum, the following:

- (1) name and residential address of the applicant;
- (2) name and address of the business that employs the applicant, if any;

## HYATTSVILLE CHARTER AND CODE

- (3) the address of the residence where the special permit is to be used and the name of the resident or owner of that residence;
- (4) supporting documentation demonstrating the need for a special permit, which may include, but is not limited to:
  - (a) a signed letter from the resident, or legal guardian of the resident, for whom the caretaker or other similar services are to be rendered;
  - (b) a contract for caretaker or similar services;
  - (c) a lease demonstrating landlord status;
  - (d) a signed statement from an officer of an organization describing the active membership for which the permits are to be used and generally describing the purpose of the gathering for which the permits are requested; or
  - (e) a signed statement from the applicant otherwise explaining why a special permit is needed if other documentation cannot be obtained;
- (5) a description of when the permits are to be used; and
- (6) the signature of the applicant.

C. Appeal. An applicant may appeal the denial of an application for a special permit or any restrictions or limitations that are placed on a special permit, in writing, to the City Administrator or their designee.

D. Use.

- (1) Special permits shall not be used for any purpose other than the purpose for which they were issued.
- (2) The applicant to whom the parking permits were issued shall collect, keep and maintain all special parking permits when they are not in use.

**§ 114-32. Use of Parking Permits & Exemptions. [Amended on 3-27-11 by HO-2011-01]**

A. Parking permits may only be used in the residential parking permit area for which it was issued.

B. Proper display of parking permits.

- (1) All parking permits shall be securely affixed and/or located inside of the vehicle as directed by the Supervisor of the Office of Code and Parking Compliance and shall properly display the permit number and numerical designation of the residential parking permit area and dates and times, if any.
- (2) Permits that are improperly placed, partially or fully obstructed or obscured, or bear writing or other markings that make the date, time, or location in which the permit is valid illegible or ambiguous may be deemed invalid.

C. A parking permit shall not guarantee or reserve a parking space within a designated residential parking permit area. A parking permit shall not authorize the standing or parking of any vehicle in such places and during such times when the stopping, standing or parking of vehicles is prohibited or set aside for specified types of vehicles, and shall not excuse the observance of any traffic regulation.

## HYATTSVILLE CHARTER AND CODE

## D. Exemptions.

- (1) It is not a violation of this Article IV for any person to park or leave standing a vehicle in any residential permit parking area for up to 30 minutes without a permit.
- (2) A permit is not required to park in any residential parking permit area during any posted days and times when residential parking restrictions are not in effect, or during any temporary period that may be established by the City during which parking restrictions may be suspended, which shall in no case be longer than 72 hours.
- (3) Whenever metered parking is in effect in any portion of a residential parking permit area, the parking spaces controlled by meters shall be excepted from the provisions of this Article IV so long as the control by meters continues.
- (4) The provision of this Article IV shall not supersede the provisions of the City Code and state laws relating to parking by persons with disabilities.
- (5) The following vehicles are specifically exempted from the parking restrictions imposed by this Article IV:
  - (a) A motor vehicle owned by or operated under contract to a utility when used in the construction, operation, removal or repair of utility property or facilities or engaged in authorized work in the designated residential parking permit area.
  - (b) A motor vehicle identified as owned by or operated under contract to a federal, state, or local governmental agency and being used in the course of official government business.
  - (c) An authorized emergency vehicle as defined by state law.
- (6) The City Administrator may grant an exemption to the requirements of this Article IV and to Section 114-18 of Article III to any person for a vehicle which may legally park in the applicable area upon demonstration of unusual hardship or exigent circumstances provided that the exemption will expire at the end of each calendar year unless the person demonstrates that the unusual hardship or unusual or exigent circumstances continue.

**§ 114-33. Regulations & Enforcement.**

- A. Within fourteen days (14) after the termination of a lease and tenancy, owners of rental properties are required to:
  - (1) collect all residential parking permits from the former tenants and return them to the Office of Code and Parking Compliance; or
  - (2) notify the Supervisor of the Office of Code and Parking Compliance, in writing, of the termination and permit numbers of the former tenants, and also notify the former tenants that their parking permits are no longer valid.
- B. Failure to comply with Subsection A of this Section may result in the non-issuance of new permits for that residence until the existing permits expire at the end of the current term.
- C. Owners of rental properties are also expected to collect all unused guest parking permits upon the termination of a lease and/or tenancy because, consistent with § 114-30, no additional or replacement guest permits may be issued for any residence during a single term.

**§ 114-34. Commercial Properties.**

## HYATTSVILLE CHARTER AND CODE

A. No person or entity shall receive or use any permits issued pursuant to this Article IV for any for commercially zoned properties in any residential parking permit area.

B. Notwithstanding any other provision in this Article IV, residential parking permits and/or guest parking permits may be issued in reasonable quantities, as determined by the Supervisor of the Office of Code and Parking Compliance, for commercially zoned properties within a residential parking permit area if the Supervisor determines that issuance of such permits would not result in a significant adverse impact on the residents and other commercial establishments in the area.

### **§ 114-35. Regulations & Enforcement.**

The City Administrator is authorized to establish all written regulations and procedure necessary to implement and enforce the provisions of this Article IV and collect all fees and fines.

### **§ 114-36. Restriction & Penalty. [amended 4-21-14 by HO 2014-04]**

A. Parking Violations.

(1) Except as set forth in § 114-32(D), it shall be unlawful for any person to park or leave standing any motor vehicle in a designated residential permit parking area without a valid permit for such zone.

(2) Unless otherwise provided, the penalty for a violation of this Subsection shall constitute a parking violation punishable by a fine of up to fifty dollars (\$50.00).

B. Falsification and Misuse.

(1) It shall be unlawful to:

(a) knowingly provide any false information on an application for any permit under this Article IV;

(b) use or misuse any permit issued under this Article IV for an improper or unauthorized purpose;

(c) give any permit to another person for an improper or unauthorized purpose; or

(d) duplicate, or attempt to duplicate, by any means, a parking permit issued pursuant to this Article IV or use, or attempt to use, any such counterfeit parking permit.

(2) Unless otherwise provided, the penalty for a violation of this Subsection shall constitute a municipal infraction punishable by a fine of up to one hundred fifty dollars (\$150.00).

C. Failure to Surrender Revoked Permit and Other Violations.

(1) Failure to surrender a revoked residential parking permit when ordered to do so shall constitute a separate municipal infraction punishable by a fine of up to one hundred dollars (\$100.00).

(2) A violation of any other part of this Article IV that is not explicitly addressed in this Section shall constitute a municipal infraction punishable by a fine of up to one hundred dollars (\$100.00).

### **§ 114-37. Revocation of Permit, Changes in Circumstances, Severability.**

A. In addition to the penalties provided above for violation of this Article IV the City Administrator may revoke the residential parking permit of any person found to be in violation of



## HYATTSVILLE CHARTER AND CODE

this Article IV or when an unpaid parking or motor vehicle citation issued by the City is fully adjudicated and legally due, and, upon written notification thereof, the person shall promptly surrender such permit to the Supervisor of the Office of Code and Parking Compliance or the City Administrator.

### B. Changes in Circumstances Causing Ineligibility.

If, at any time, the holder of a residential or special parking permit or the vehicle for which a residential or special parking permit was issued no longer satisfies one or more of the applicable requirements of this Article IV controlling issuance of parking permits, including any special circumstances, such as status as active military, current student, or caregiver:

- (1) the parking permit issued immediately becomes invalid;
- (2) the holder of the permit shall inform the Supervisor of the Office of Code and Parking Compliance, in writing, of the change in circumstances; and
- (3) the holder shall promptly surrender the permit to the Supervisor of the Office of Code and Parking Compliance if requested to do so.

C. Nothing in this Article IV shall be construed as authorizing a permittee to violate any traffic regulation, emergency or otherwise, duly promulgated by the City.

### D. Severability.

Severability is intended throughout and within the provisions of the Article IV. If any section, subsection, sentence, clause, phrase or portion of this Article IV is held to be invalid, or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Article IV.

E. The parking districts in existence on September 20, 2004 shall remain in effect until they are modified or withdrawn pursuant to this Article.

## ARTICLE V

### Trucks and Commercial Vehicles

#### **§ 114-38. Operation of heavy vehicles upon certain streets restricted. [Amended 10-6-14 by HO 2014-07]**

It shall be unlawful for any person to operate any motor vehicle having a gross vehicle weight rating (as specified in the Transportation Article of the Maryland Code currently at §6-803) in excess of ten thousand (10,000) pounds except for vehicles for public mass transit, upon any of the City maintained streets and alleys or parts thereof; provided, however, that nothing herein shall prohibit the operation of any such vehicle upon any street or portion thereof where such operation thereon shall be necessary in order to pick up or deliver any goods, wares, merchandise, services or material from or to any premises located upon any such City street or portion thereof, but then only be entering such street or part thereof at the intersection nearest the destination and proceeding thereon no farther than the nearest intersection thereafter.

#### **§ 114-39. Definitions. [Amended 10-6-14 by HO 2014-07]**

A. As used in Article V, the following terms shall mean



# CITY OF NEW CARROLLTON

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## MEMORANDUM

**TO:** City Council of New Carrollton  
**VIA:** Phelecia Nembhard, Mayor  
**FROM:** Karen Ruff, City Administrative Officer  
**DATE:** October 29, 2020  
**RE:** City Park Revitalization Master Plan – Parks Update

The New Carrollton City Park Revitalization Master Plan (“Parks Master Plan”), dated July, 2016, has been provided to each councilmember. The Parks Master Plan identifies the following City parks and contains a park design and recommendation for each park:

|                            |                              |                              |
|----------------------------|------------------------------|------------------------------|
| Youth Memorial Park        | Turner Field                 | Lamont Woods                 |
| Oak Lane Park              | West Field                   | Longbranch Tot Lot           |
| Bicentennial Park & Garden | Library Field                | Riverdale Woods              |
| Mahoney Woods              | Police Woods                 | 89 <sup>th</sup> Avenue Park |
| Beckett Field              | 85 <sup>th</sup> Avenue Park | Veterans Park                |

In addition to the above parks, the City Parks Inventory on page 10 of the Parks Master Plan also identifies Frenchman’s Creek. The Inventory provides you an overview of each park (its location, acreage and amenities). Cost estimates for the proposed improvements to the parks are not included in the Parks Master Plan.

At its meetings on July 11 and 16, 2018, the City Council discussed the prioritization of City parks for FY2019. The City Council agreed to the following prioritization for the renovation and/or development of City parks for FY2019:

1. Frenchman’s Creek
2. Library Field
3. Oak Lane
4. Lamont Woods
5. Harland Street Property

Ms. Grace Fielder with Fielder & Associates, Chartered Planners, Landscape Architects and Environmentalists attended the July 11, 2018 meeting. Ms. Fielder was engaged to assist the City with the evaluation of and improvements to the City parks.

Below is a status update on each of the five parks.

### Frenchman's Creek

- After communicating with the Maryland Department of General Services (DGS) regarding this matter, the State sent the City a revised agreement to sign in December, 2018. The fully executed Agreement, which was required in order to move forward with the Project, was received by the City on or about March 17, 2019.
- On July 25, 2019, Ms. Fielder's scope of services proposal and fee for the Frenchman's Creek Park project was approved.
- The specifications for the project were prepared and the first of two requests for proposals (RFP) was issued in March, 2020. Unfortunately, by the date of the pre-bid meeting the Governor had issued a stay-at-home order and the meeting had to be canceled and the RFP withdrawn. The RFP for vegetation removal, site restoration and landscape plantings was reissued, the request for proposals for playground renovations was issued, and the proposals that were received are being evaluated. The next step will be approval of the award of the contracts by the City and DGS. It is anticipated that work will commence in November and that all work will be done by the end of January, 2021, weather permitting.

### Library Field

- A Department of Natural Resources Community Parks and Playgrounds Grant Application was submitted for the development of Library Park in August, 2018.
- On April 19, 2019, the City received notification from the Maryland Department of Natural Resources that the application was denied as there was not funding available in FY2020 for the project due to an overwhelming response to the program by local governments.
- A decision was made not to resubmit the application for FY 2021 as there were ongoing discussions as to the possibility of using Library Field for a municipal center.

### Oak Lane

- Staff researched the possibility of making this park a multigenerational playground, with an "elder playground" component. However, since Ms. Fielder was asked to cease work, no further action has been taken regarding this park.

### Lamont Woods

- Ms. Fielder was also asked to cease work regarding this park.

### Harland Street Property

- The annexation of the Harland Street property was completed in June, 2019.
- There has been significant discussion about the future use of this property, including that it be turned into a skateboard park or other type of park. These options were explored. It was determined that it would be quite expensive to turn this property into a park and, therefore, it might not be the best use of the property. A request for expressions of interest was prepared in early 2020. It is being reviewed by a consultant and the expectation is that it will be issued within the next several business days.