MEMORANDUM

TO: City Council

FROM: David J. Deutsch
City Manager

SUBJECT: ***Status Report*** DATE: August 21, 2014

1. Green Forum for Bowie Principals
   On Friday, September 26th, the Green Team Executive Committee will be hosting a Green Forum for all public and private school principals at City Hall from 11 a.m. – 1 p.m. Mayor Robinson will welcome attendees, and all Councilmembers are invited to attend. The event will be focused on ways Bowie schools can implement their environmental literacy requirement and how they, with the City, can collaborate on environmental activities. There will be one hour dedicated for speakers, and one hour dedicated for lunch. A box lunch will be provided for all attendees using the Green Team funds appropriated for this event. Councilmembers who plan to attend should RSVP to Awilda Hernandez by September 19th.

2. Sidewalk Retrofit Work on 9th Street
   SHA District 3 staff recently informed the City that the Contractor, that will be performing the remaining work on the uncompleted sidewalk retrofit project on 9th Street in Old Town Bowie, has agreed to a schedule which has the sidewalk replacement starting sometime in mid to late September and (barring too much bad weather) being completed this fall.

3. Sewer Main Smoke Testing
   Public Works has hired a consultant to help investigate a sewer main in the Long Ridge area. The investigation will include a smoke test which will help identify any possible locations where ground and surface water (rain water) may be infiltrating our sewage system. Infiltration is not desirable since it causes an increase in how much water goes through our treatment plant; increased water through the plant results in increased operating costs.

   The testing is performed on sewer manholes. NON-TOXIC and NON-STAINING white smoke is inserted into the sanitary sewer system by means of a smoke generating device. During the test, smoke will be observed emitting from the manhole covers and possibly from vent pipes located on the homes. The contractor, Flow Assessment Services, LLC,

will have personnel available and on call to respond to any inquiries or concerns about the smoke. The contractor will also distribute flyers (attached) on Tuesday, August 26th to residents in the affected area to ensure they are aware and to provide contact information for questions or concerns. Testing will proceed on Wednesday, August 27th (weather dependent).

4. Tulip Grove Elementary Renovation
   Prince George's County Public Schools will house the Tulip Grove Elementary School in the Meadowbrook school building during the next two years while the Tulip Grove school is renovated. City staff has coordinated with PGCPS to ensure appropriate signage and road markings were updated to reflect the temporary school location on Moylan Drive. A new crosswalk will also be added across Moylan Drive to provide a safe crossing area. Notification was posted on the City's web page.

5. Hydrant Flushing
   Public Works Department will begin the annual flushing of hydrants on August 25, 2014. The City web page will provide an updated listing of areas to be flushed weekly. The annual flushing enhances water quality by removing sediments from inside the mains and identifies any malfunctioning hydrants.

Attachments

Public Notice to City of Bowie Sewer Customers

SMOKE TESTING PROGRAM

The City of Bowie has hired Flow Assessment Services, LLC to to perform a study of Bowie's sewer system. The purpose of the study is to locate storm water sources that may be connected to the sanitary sewer system. Connections such as catch basins, roof drains, area drains, broken sewer pipes and open pipe joints will be located through a method called *smoke testing*.

The testing is performed on sewer manholes that are typically located in the streets or near your residence. NON-TOXIC and NON-STAINING white smoke is inserted into the sanitary sewer system by means of a smoke generating device. During the test, smoke will be observed emitting from the manhole covers on the street and vent pipes located on the homes and local business establishments.

PLEASE DO NOT BECOME ALARMED; THIS IS NORMAL.

Smoke could enter your home if you have a dry trap within the premises. This may be a dry trap or some other unused plumbing fixture. Pouring water down these drains or other seldom-used fixtures now will help assure that smoke does not enter your dwelling during the test. A plumbing defect within a building may also allow smoke to enter. The homeowner may want to address this plumbing defect since odors sometimes develop in the sewer system and could possibly enter the home through this defect.

In the unlikely event that smoke enters your building, DO NOT BE ALARMED.

Open windows and doors to ventilate the building, and contact the people outside conducting the smoke tests. You will easily recognize them by their bright red vans and brown uniforms. They will try to assist you in locating the source that allowed the smoke to enter your building. If you can't find the truck, please feel free to phone crew chief Earl Rozelle at his cell phone: (717) 205-7423. You may also call City of Bowie Public Works at: 301-809-2344.

It is not necessary for you to be home while the testing is being performed. Once you have received this notice, the testing will be performed within 24 to 72 hours. Weather conditions (heavy rain) or weekends could possibly shift the testing beyond the 72-hour time frame.

The goal of this program is to reduce sewer maintenance costs and minimize flooding. Thank you for your cooperation in this most worthwhile effort.

City of Bowie

15901 Excalibur Road
Bowie, Maryland 20716

MEMORANDUM

TO: City Council

FROM: David J. Deutsch
City Manager

SUBJECT: Proposed Building-Mounted Signage Revision
Brady Building
6000 Laurel-Bowie Road

DATE: August 21, 2014

I. **Background and Proposal**

On March 21, 2011, the City Council voted unanimously to amend the signage criteria established in 1987 for the above referenced building. The Council's approval was conditioned on limiting the number of building-mounted signs to six on the two-story portion of the building: three on the MD Route 450 elevation; and, three on the MD Route 197 elevation. Further, on each elevation, a maximum of one sign was allowed on the upper fascia panel and two signs were permitted on the lower fascia panel. (See March 23, 2011 letter to Ms. Donna O'Bryan, page 2 of Attachment 1.)

We have received a request from a new tenant (Math Enrichment Tutor Center) in the Brady Building, to install a sign on the lower fascia panel of the portion of the building facing MD Route 450 (Attachment 2). This new tenant has recently occupied the entire first floor in the portion of the building facing MD Route 450. The two existing tenants on this side of the building, Total Wellness Chiropractic and Smiles Pediatric Dentistry, are both located on the second floor. While the sign for the dental practice is on the upper fascia panel, the sign for the chiropractic office in on the lower fascia panel. This situation has led to confusion on the part of visitors to the building, resulting in patients of the chiropractic office entering the suite of the tutoring center, on the first floor. The property management company is proposing to relocate the existing sign for the chiropractic office to the upper fascia panel; the office is in agreement with this proposal. (See page 1 of Attachment 1 – August 6th letter to the City Manager.) The proposal only alters the previously-approved locations of building-mounted signs on the MD Route 450 elevation – it does not change the approved signage area envelope (2 ft. by 25 ft.) for building-mounted signage, nor does it change the number of signs allowed on either elevation of the two-story portion of the building by the March 23, 2011 agreement.

MAYOR G. Frederick Robinson **MAYOR PRO TEM** Isaac C. Trouth
COUNCIL Dennis Brady ♦ Henri Gardner ♦ James L. Marcos ♦ Diane M. Polangin ♦ Todd M. Turner **CITY MANAGER** David J. Deutsch
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB www.cityofbowie.org

II. **Recommendation**

Approval is recommended of the applicant's proposal to relocate the existing Total Wellness Chiropractic building-mounted sign from the lower fascia panel to the upper fascia panel on the MD Route 450 elevation of the building, and to install a new building-mounted sign on the lower fascia panel for the Math Enrichment Tutor Center on the MD Route 450 building elevation, with the following conditions:

1. The Total Wellness Chiropractic sign shall be installed in a location on the upper fascia, beginning at the fifth window panel from the southwestern corner of the building.

2. The proposed building-mounted sign for the Math Enrichment Tutor Center shall be installed in a location on the lower fascia panel that is centered, or equidistant, between the two end walls of the building, and does not exceed the maximum area and dimensions of the approved signage envelope (2 ft. by 25 ft.).

RFF PROPERTIES

RECEIVED
AUG 11 2014
PLANNING DEPARTMENT

TO: City Manager - City of Bowie
FROM: Donna O'Bryan – RFF/Collington – Property Manager
SUBJECT: 6000 Laurel Bowie Road – Building Signage
DATE: August 6, 2014

Dear Manager:

The purpose of this letter is to request a change to the location of the current approved building signage to better reflect the businesses housed in the above subject office building.

In 2011 the City approved a building signage modification to allow for more tenant signs on the building and we are aware that the City has control of any changes/alterations to this document. I am requesting a minor adjustment in the signage that is located on the side of the building facing old Route 450 to accommodate the new tenant on the 1st floor.

Current Plan:
Upper Level – is allowed only one sign, but has two businesses: Total Wellness Chiropractic and Smile Pediatric Dentis
Lower Level – is allowed two signs, but has one business: Math Enrichment Tutors

Proposed Solution:
Upper Level – will be allowed two signage slots for Total Wellness and Smiles Pediatric
Lower Level – is allowed one centralized sign for Math Enrichment

I have talked to Tina Kappes of Total Wellness Chiropractic and she is willing to accommodate this request and have her sign relocated to the upper level.

My hopes are that we can to a mutually beneficial resolution for the tenants of this building as well as the City of Bowie.

Thank you for your consideration and I look forward to hearing from you soon.

Donna O'Bryan
Property Manager

City of Bowie

2614 Kenhill Drive
Bowie, Maryland 20715

March 23, 2011

Ms. Donna O'Bryan, Property Manager
RFF Properties
P.O. Box 226
Hagerstown, Maryland 21741

RE: Building-Mounted Signage Revisions
Brady Building
6000 Laurel-Bowie Road (MD Route 197)
Bowie, Maryland

Dear Ms. O'Bryan:

At its meeting on March 21, 2011, the Bowie City Council voted unanimously to amend the existing signage criteria stated in letters dated April 16, 1987 and December 10, 1987 (both from the City of Bowie to Mr. James P. Kornick of Huntmar Associates) for the above referenced building/location. To that end, the Council's approval was conditioned upon the following:

1. A maximum of three (3) building-mounted signs shall be permitted on each building elevation, for a total of six (6) building-mounted signs on the two-story portion of the building. A maximum of one (1) building-mounted sign shall be permitted on the upper fascia panel of each elevation and a maximum of two (2) building-mounted signs shall be permitted on the lower fascia panel of each elevation. On the MD Route 197 elevation, the proposed "Future Tenant" sign shall be installed so that it is centered directly above the southeastern doorway entrance to the building, and also centered below the existing "State Farm" sign. On the MD Route 450 elevation, the future "Smiles" sign shall be installed on the building's upper fascia not less than three (3) window panels from the southeastern corner of the building. The future "Future Tenant" sign shall be installed on the lower fascia panel of the building so that it is centered directly beneath the repositioned "Smiles" sign. (See Attachment A.)

2. The four (4) tenants whose suite area is at least 2,300 sq. ft. (Total Wellness Chiropractic Center, Smiles Pediatric Dental, Dr. Brutus, DDS and vacant Suite #100 for a future tenant), shall each be permitted one (1) building-mounted sign, for a total of four (4) signs.

3. Two (2) tenants, whose suite area is at least 1,200 sq. ft., shall each be permitted no more than one (1) building-mounted sign, for a combined total of a maximum

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of two (2) signs. This addresses the need for WOW U SALON and State Farm to each have a sign, but shall not allow signs for any other tenants.

Kindly sign this document below, which will amend and supersede the two (2) above referenced letters. Please return the original executed letter to the City. We will provide you with a copy of the fully executed letter for your records.

Thank you for your continued cooperation in this matter.

Sincerely,

David J. Deutsch
City Manager

Attachment

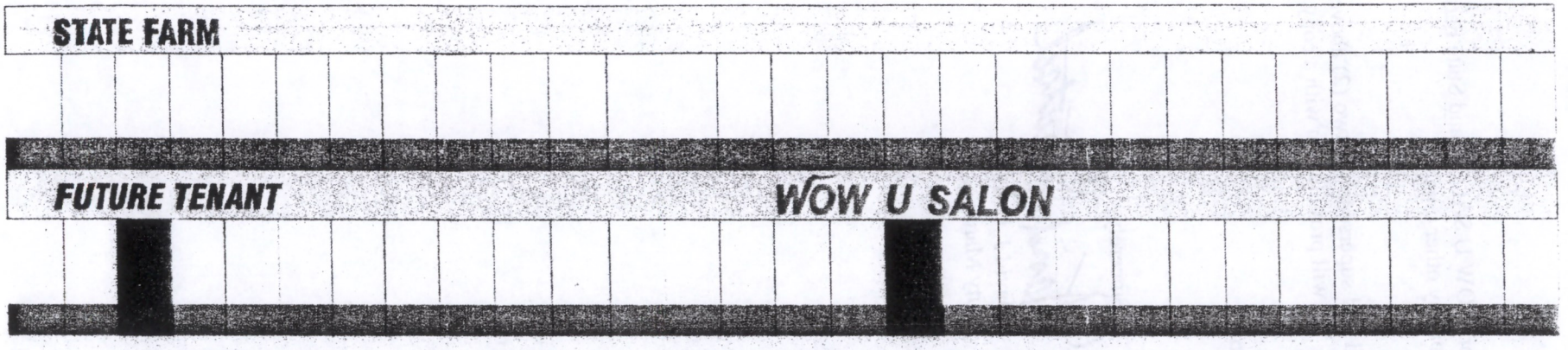
I agree to the terms noted above:

Donna O'Bryan
Property Manager
RFF Properties

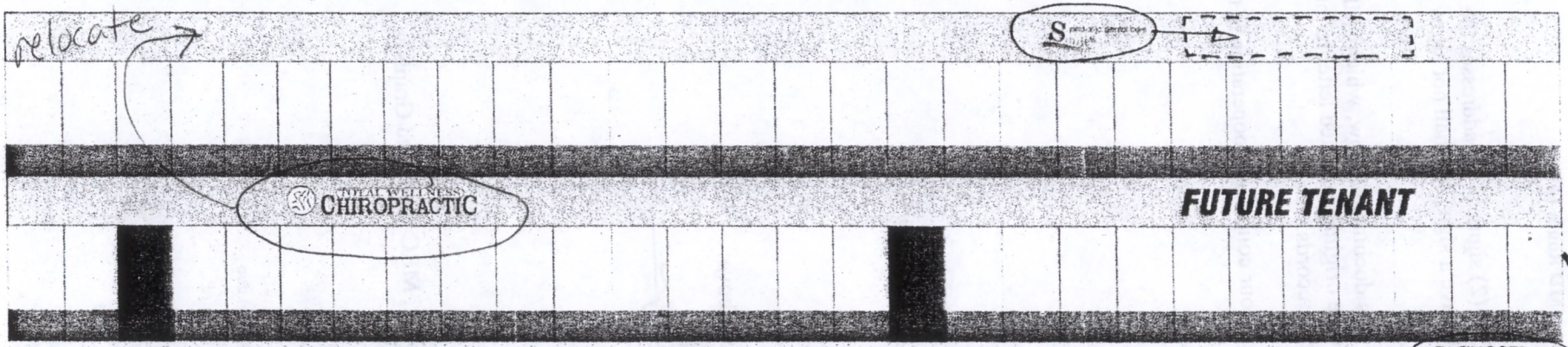
cc: Mr. George Neubeck, MRC Signs and Graphics

BEIGE BAND 40.5" HGT X 108 FEET EACH WINDOW IS 48" WIDE X 96" INCLUDING OPAQUE BOTTOM SECTION DOORS ARE 48" WIDE

FACING RTE 197



STATE FARM SIGN MEASURES 2' X 12'. WOW U SALON SIGN IS 20 FEET X 2 FEET OVER ALL SIZE OF SMILES SIGN 2' X 7', CHIROPRACTIC SIGN IS 13' X 2'.
ALL FUTURE TENANT SIGNS WOULD BE WITHIN THE 2' X 25' ENVELOPE RESTRICTION.

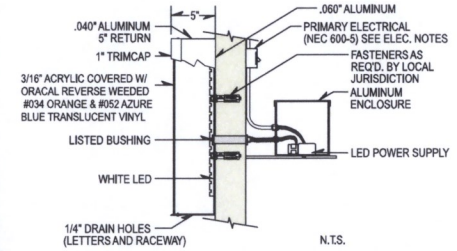


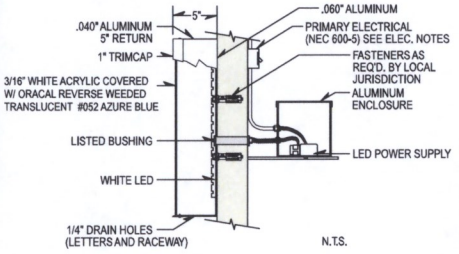
FACING RTE 450

Drawing No. 1 of 3	Project: Signage MstrPlan	Approvals: Client:	Manufacturers' Representative Consortium P.O. Box 123 Uppercu, MD 21155 410-833-0693 Fax 410-429-4143 MRC Signs, Graphics, & Advertising Promotions mrcsigns@comcast.net	Product:: Channel letters	Installation: Flush mount	Date/Revisions 9/30/10 1) 10/6/10	4) 1/12/11
Designed by: G.Neubeck	Quantity: One set	Prop.Mgr.		Font: Client logos	Method: Mechanical	2) 10/14/10	5) 2/14/11
Scale: 1/8" = 12"	Location: Brady Bldg.	Owner:		Job/Quote No. J3308	Lead time: 2 wks APA	3) 11/1/10	6) 3/4/11

Attachment A

*Please Note: Above photo rendering is for presentation purposes only. It should not be used in any way to represent how the finished sign will appear installed. The colors and shadowing may not be accurate and the sizes may not be scaled correctly.





Existing

Flush mounted, internally illuminated LED channel letters and channel letter capsule sign.

Scale:1/2"=1'

STAR NEON SIGNS
Sign, Awning and Design
10101-D Bacon Drive
Beltsville, MD 20705
301-931-1548 (O)
301-931-1549 (F)

CLIENT INFO

Math Enrichment
6000 Laurel Bowie Rd
Bowie, MD 20715

DRAWING INFO

DRAWING #: 6
DATE: 7-24-14

COLOR SCHEDULE

Oracal Translucent 034 Orange
Oracal Translucent 052 Azure Blue

DESIGN CRITERIA

EXPOSURE "C" AS CE 7-98
2001FBC BUILT TO
WITHSTAND 150 MPH

ELECTRICAL

ALL ELECTRICAL COMPONENTS WILL BE UL LISTED AND APPROVED AS PER 199 NEC 600-4 AND FBC 4504-4 AND DESIGNED TO UL 48 PER F.S. 553-19. ALL SIGNS ARE TO BE GROUNDED AND BONDED PER NEC 600-7 AND 250-95. ALL WIRING INSIDE LETTERS TO BE #3730 HIGH TENSION G10. THESE PLANS COMPLY WITH FBC 455-21

CUSTOMER APPROVAL

I UNDERSTAND IT IS MY RESPONSIBILITY TO PROVIDE A DESIGNATED 110V OR 120V ELECTRICAL FEED WITHIN 5' OF THE SIGN LOCATION.

_____

DATE: _____/_____/_____

Attachment 2

City of Bowie

15901 Excalibur Road
Bowie, Maryland 20716

August 26, 2014

Ms. Donna O'Bryan
Property Manager
RFF Properties
P.O. Box 226
Hagerstown, Maryland 21741

RE: Proposed Building-Mounted Signage Revision
Math Enrichment Tutor Center
Brady Building
6000 Laurel-Bowie Road
Bowie, Maryland

Dear Ms. O'Bryan:

The Bowie City Council has reviewed and recommends approval of your proposal to relocate the existing sign for Total Wellness Chiropractic from its current location on the lower fascia panel on the MD Route 450 elevation to the upper fascia panel of the same building elevation, and to install a new building-mounted sign for the Math Enrichment Tutor Center on the lower fascia panel of the MD Route 450 elevation. This proposal only alters the previously-approved locations of building-mounted signs on the MD Route 450 elevation – it does not change the approved signage area envelope (2 ft. by 25 ft.) for building-mounted signage, nor does it change the number of signs allowed on either elevation of the two-story portion of the building pursuant to the City's letter to you dated March 23, 2011.

The City's approval of the signage proposal is conditioned on the following:

1. The Total Wellness Chiropractic sign shall be installed in a location on the upper fascia, beginning at the fifth window panel from the southwestern corner of the building.

2. The proposed building-mounted sign for the Math Enrichment Tutor Center shall be installed in a location on the lower fascia panel on the MD Route 450 building elevation that is centered, or equidistant, between the two end walls of the building, and does not exceed the maximum area and dimensions of the approved signage envelope (2 ft. by 25 ft.).

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Kindly sign this document below, which will amend the City's letter to you dated March 23, 2011. Please return the original executed letter to the City.

Thank you for your continued cooperation in this matter.

Sincerely,

David J. Deutsch
City Manager

I agree to the terms and conditions noted above:

_____

Donna O'Bryan
Property Manager
RFF Properteis

cc: Ms. Jamie Braun, Code Compliance
Ms. Johanna Thompson Ihegihu, Director, Math Enrichment Tutor Center
Mr. John Linkins, M-NCPPC
Mr. Steve Roberts, Supervisor, Code Compliance

t:/bradybldgrevisedsignageletter-mathenrichment08-2014.doc