



City of Bowie

Regular City Council Meeting

Tuesday, September 6, 2022
Council Chambers - 8 p.m.

AGENDA

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
- VII. CITY BOARDS AND COMMITTEES**
 - A.** Appointments/Reappointments/Swearing-In
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A.** Approval of August 1, 2022 Meeting Minutes
 - B.** Adoption of Proclamation P-23-22 Proclaiming September 2022 as National Preparedness Month in the City of Bowie
 - C.** Adoption of Resolution R-38-22 Authorizing the City Manager to Issue a Purchase Order for the Purchase of a Hydraulic Excavator Through a Contract Awarded by a Minnesota Governmental Entity, Known as Sourcewell, Pursuant to the Cooperative Procurement Provisions of Section 62 of the City Charter
 - D.** Adoption of Resolution R-39-22 Accepting a Bid Proposal for Bowie Golf Course Tree Removal
 - E.** Adoption of Resolution R-40-22 Authorizing the Issuance of a Purchase Order to KCI Technologies, Inc. for Task Order/RFP#11-01 in Accordance With the Master Contract Approved on January 7, 2019
 - F.** Adoption of Resolution R-41-22 Awarding a Contract for Replacement of Three Electronic Message Display Signs
 - G.** Adoption of Resolution R-42-22 Awarding a Contract for Replacement of the Glen Allen Park Playground
 - H.** Adoption of Resolution R-43-22 Authorizing the City Manager to Issue a Purchase Order for the Purchase of Six (6) Police Vehicles Pursuant to the Cooperative Procurement Provisions of Section 62 of the City Charter

- I. Adoption of Resolution R-44-22 Authorizing the City Manager to Issue a Purchase Order for the Upfitting of Six (6) Police Vehicles Pursuant to the Cooperative Procurement Provisions of Section 62 of the City Charter
- J. Adoption of Resolution R-45-22 Waiving the Competitive Bidding Requirements of Section 61 “Purchasing and Contracting” of the Charter of the City of Bowie Authorizing the City Manager to Enter into an Agreement for the Purchase of Security Camera Equipment
- K. Adoption of Resolution R-49-22 Accepting a Bid Proposal for the Purchase of an Aerial Lift Truck
- L. Introduction of Ordinance O-4-22 Authorizing the Purchase of Two Surplus Parcels of Land Owned by the Maryland State Highway Administration, Parcel O (Tax ID No. 1635671) Containing 3.16 Acres and Parcel N (Tax ID No. 16356663) Containing 5.24 Acres as Shown on Tax Map 37, Grid D-4, and Highbridge-Plat 19 Plat No. 146022, at a Cumulative Purchase Price of \$18,346.91, and Authorizing the City Manager to Execute a Contract of Sale Therefor

XI. OLD BUSINESS

- A. Resolution R-20-22, Bowie Race Track Property Task Force Clarifying Motion

XII. NEW BUSINESS

- A. Detailed Site Plan #22016, Dash In Convenience Store – The developer is requesting the City’s approval recommendation for a redevelopment plan that includes a 4,500 square foot convenience store, gas station and car wash to replace the existing 5,641 square foot Applebee’s restaurant. The 1.68 acre site is located in the northwest corner of US 301/Heritage Boulevard in the TAC-E (Town Activity Center-Edge) zone - **Public Hearing/Eligible for Action**
- B. Presentation on Results of City Branding Initiative – Trajectory Brands, Inc., the consultant working with the City on the branding initiative, will present their results to Council.

XIII. ADJOURNMENT

Note: The Ethics Commission has advised that under certain circumstances, members of the public may qualify as lobbyists when they testify before the City Council. If so, the Bowie Ethics Ordinance requires that certain information be filed with the Ethics Commission. Please review the information about lobbying that is provided with the City Clerk. If you have any questions about lobbying, please contact the Ethics Commission or the Assistant City Manager.

This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 9/7/22 and 9/10/22 at 7:00 p.m., and [web-streamed live](#).

For a closed-captioned version of the meeting video, please go to <https://www.youtube.com/user/cityofbowiemd/playlists> and select the 2022 Council Meetings list. Once the meeting video opens, be sure to click on “CC” button to turn on closed captioning.

**NEXT SPECIAL MEETING OF THE BOWIE CITY COUNCIL - MONDAY, SEPTEMBER 12,
2022 - COUNCIL CHAMBERS - 5:20 P.M.**



Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: City Committee Appointments/Reappointments/Swearing-In

DATE: 09/01/2022

Committee Appointments and Swearing-in:

1. Council concurred to appoint the following members to the Economic Development Committee for a 2-year term, please move to appoint them and have them sworn-in:

Michael Oleru
Eddie Pounds

2. The Bowie Race Track Property Task Force was created by Council Resolution R-20-22 on May 16, 2022 and consists of an Executive Steering Committee and three subcommittees. On July 11, 2022, Council appointed individuals to the Bowie Community Engagement Subcommittee and the City Committees Subcommittee, and appointed one individual to the Executive Steering Committee. Council concurred to appoint the following individuals to the task force, please move to appoint them and have them sworn-in:

Executive Steering Committee
Karen Johnson Shaheed
Darryl Williford

Bowie State University Subcommittee
Clyde Doughty, Jr.
Patricia Taylor
Lt. Col. Kareem Fernandez
Dr. George Ude
Maryam Hamza
Derrick Coley

ATTACHMENTS: None

REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, AUGUST 1, 2022

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, August 1, 2022, in the Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:01 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag.

QUORUM:

In attendance were Mayor Adams, Councilmembers Bofo, Esteve, Gardner (arrived 8:15 pm), Harrison, Ndebumadu (arrived 8:06 pm), and Woolfley, City Manager Lott, Assistant City Manager Mears, City Attorney Levan, Staff, and the Public.

CITIZEN PARTICIPATION:

1. John Teasdale, Midwood Lane – Spoke on the Bicycle Friendly Communities and City Transportation Priority List agenda items.

Two additional comments were received via email, forwarded to Council, and are attached as part of the record.

PRESENTATIONS:

City Manager Alfred Lott presented Proclamation P-22-22 Recognizing City of Bowie Employees for Response to an Explosion Emergency and read the names of the employees being recognized. Councilmember Woolfley moved to approve Proclamation P-22-22. Councilmember Esteve seconded the motion. The motion passed 6-0 (Councilmember Gardner not yet present).

COUNCIL ANNOUNCEMENTS:

Councilmember Harrison gave an update on the status of the Bowie Youth Council and stated that she would share a document with her colleagues after discussing with City staff and the adult advisor.

Councilmember Esteve thanked staff for working with BGE during the recent storms and asked if BGE could attend an upcoming City Council Meeting. City Manager Lott stated staff have made this request of BGE and are waiting to hear back on what meeting date works for them.

Mayor Adams encouraged everyone to attend National Night Out Against Crime at Allen Pond Park on August 2nd to show their support for the Police Department. He also commended City staff on

all the great events held last week as well as the phenomenal job they did responding to the explosion and the recent storms.

CONSENT AGENDA:

Councilmember Harrison made a motion to approve Consent Agenda items: A) Approval of July 5, 2022 Meeting Minutes; and B) Approval of July 11, 2022 Meeting Minutes. Mayor Pro Tem Boaford seconded the motion. The motion passed 7-0.

NEW BUSINESS:

A. Bicycle Friendly Communities – Mr. Matthew Rosenbloom-Jones, Transportation Specialist, informed Council that the City will be applying to attain a Bicycle Friendly Community designation from the League of American Bicyclists. Obtaining such designation would recognize the City for the progress made thus far with the adoption of the Trails Master Plan, aimed at improving the safety and quality of the City's trail network and the advancement in that area.

B. City Transportation Priority List – Mr. Rosenbloom-Jones, Transportation Specialist, gave the staff report and reviewed the City's list of priorities. Mr. Rosenbloom-Jones stated that he will prepare new letters to send to the County and the State with Council's recommendations. The City's highest transportation priorities continue to be MD 197, MD 450, and Church Road.

Councilmember Woolfley asked if there is an estimated date for the WB&A Bridge to reopen. Mr. Rosenbloom-Jones responded that he is waiting to hear back on the estimated completion date but that it will be by June 2023 based on the current permit. The project got off to a late start.

Councilmember Woolfley asked about the MD 197 landscaping project and asked what can be done to move it up on the list as that area is the source of a lot of traffic problems. It would be a modest cost and could be very effective for safety. Mr. Meinert responded that that project has been on hold for years, and suggested a separate letter be sent to the District 3 engineer.

Councilmember Woolfley asked about the bollards on MD 197 that appeared without any notice and the efficacy of them. Mr. Meinert stated that those were a District 3 initiative and that he could reach out to them for an explanation of the purpose and reasoning. Mr. Meinert also mentioned that the State plans to lower the speed there and that the bollards likely mimic the future pattern of the roadway design.

Councilmember Woolfley would like staff to think about how to move Pope Creek from a wish to an action plan, what to do and who to collaborate with so there is a path forward on that project. Mr. Meinert mentioned that the City is partner in a stakeholder group that was convened by the Park and Planning Trails Coordinator, it's an interagency group of staff that are meeting. It is a large, long-term undertaking, and the group is gathering information. Mr. Meinert stated that there is as much collaboration as can be accomplished at the moment and the City is connected to the agencies that would be involved.

Councilmember Woolfley mentioned that the MD 450/MD 3 corridor is another concern. He has some thoughts on the intersection at Route 3/450 in terms of land. He mentioned that the last time there was talk of development at the Jesuit property, the parcel closest to the gas station would be developed and it looked like it would be right in the footprint of an intersection. Councilmember Woolfley asked if there anything the City can do to put a marker out there to help engage the State to acquire that property in anticipation of the development of that road as opposed to letting it get developed and potentially blocking future plans? Mr. Meinert stated that Council could include in the letter to the State

a suggestion that the State put money aside for the MD 450/MD 3 future development/interchange as they do for the future right-of-way acquisition of property in the US 301 corridor. At Councilmember Woolfley's request, Council concurred to add this into the letter.

Councilmember Esteve asked if the pedestrian bridge crossing MD 214 could be added to the letter. Mr. Rosenbloom-Jones noted that it is already included in the letter. He also mentioned the feasibility study that was completed in 2021 and potentially partnering with the County to obtain a grant as part of their Vision Zero Plan.

Councilmember Esteve spoke about preserving the pedestrian trail along MD 197 with any improvements that are there and making sure that when looking at MD 450 that they are addressing any missing trail connections.

Councilmember Harrison asked if there were any updates on the Governor's Bridge project that is currently on hold. Mr. Rosenbloom-Jones stated that there are no additional updates at this time but that he would reach out to the County. Mr. Meinert added that when the Bowie Master Plan was approved earlier this year, the County Council made an amendment to ensure that the language stayed in the plan about rehabilitating the bridge and making it usable again. County staff had recommended a policy to take the bridge out of the plan as a project, but that County Council added it back in at the City's recommendation. The City mentions it each year when they send the budget letter to the County and want to keep it on the County's radar.

Council concurred to approve the City Transportation Priority List as presented with one addition from Councilmember Woolfley: including in the letter a suggestion that the State put money aside for the MD 450/MD 3 future development/interchange as they do for the future right-of-way acquisition of property in the US 301 corridor.

C. Zoning Update – Mr. Joseph Meinert, Planning Director, provided a zoning update and important dates for the City based on the Sectional Map Amendment. Mr. Meinert stated that a letter was just sent out to residents by the County about the Sectional Map Amendment, giving them until August 11th to submit rezoning requests. A joint public hearing by the District Council and the County Planning Board will be held at 5:00 pm on September 27th at which time they'll entertain any requests from residents and will discuss Section 6 of the Master Plan. Council will have the opportunity to take a position at their September 19th City Council Meeting. Prior to that, a Bowie Advisory Planning Board hearing will take place on September 13th.

Mayor Adams asked if City staff would attend the joint public hearing. Mr. Meinert responded that yes, City staff would attend and present Council's position.

Councilmember Esteve asked if it would be possible to provide for residents a breakdown of recommendations and changes impacting them and the City on the City website. Mr. Meinert responded that while the plan is not yet available as a hard copy, the digital version is available. Chapter 6 is only ten pages long and can be put on the City website tomorrow, in addition to the list of properties that will be included in the comprehensive rezoning once that is available. The City will do the best they can with what they have and will add more information to the City website as soon as it becomes available.

Councilmember Esteve asked if requesting the County to delay the joint public hearing is possible. Mr. Meinert stated that a second public hearing could be requested.

ADJOURNMENT AND MOVE TO CLOSE SESSION:

Mayor Pro Tem Boafo motioned to adjourn to closed session under the statutory authority of the Md. Annotated Code, State Government Article §3-305(b)(14): "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." Councilmember Woolfley seconded the motion. The motion passed 7-0 and the meeting was adjourned at 8:50 pm.

Respectfully submitted,

Carolyn Fifer (for City Clerk Awilda Hernandez)
Assistant to the City Clerk

From: [The Black's](#)
To: [Awilda Hernandez](#)
Subject: {EXTERNAL}: Speeding
Date: Thursday, July 28, 2022 2:11:57 PM

Hello. I'm writing to request this be added to the meeting minutes for the next and ongoing bowie council meetings. I live in saddlebrook west. On some of the streets people are driving 50 or 60 in a 25. It's happening all the time. The community board members and neighbors have complained for years to the council and haven't put in a petition with over 150 signatures and it went nowhere with one of the previous majors. Geraldine has tried to help as well and Mike esteve. The traffic on racetrack is also a problem. They hit the fences all the time. People are using it as a raceway. Something has to be done. We would like to get someone to dial into our meetings so that we can finally come up with a solution for this situation. Someone is going to get hit and get Injured or even die if it does not stop. My recommendation is speed cameras on the streets that are really bad. It's about 3 within the community. One more needs to be added right after the park entrance on racetrack.

Thank you for your time Renee Black

[Sent from the all new AOL app for Android](#)

Carolyn Fifer

From: Awilda Hernandez
Sent: Tuesday, August 2, 2022 8:36 AM
To: Carolyn Fifer
Subject: FW: {EXTERNAL}: Testimony submittals for tonight's City Council meeting
Attachments: Bowie_Transportation_Priorities_MAPS.pdf; Bowie_BFC_MAPS.pdf

From: Joshua Wooten <joshuawooten2@gmail.com>
Sent: Monday, August 1, 2022 6:07 PM
To: cityclerk <cityclerk@cityofbowie.org>; Timothy Adams <tadams@cityofbowie.org>; Adrian Bofo <abofo@cityofbowie.org>; Ingrid Harrison <iharrison@cityofbowie.org>; Dufour Woolfley <dwoolfley@cityofbowie.org>; Michael Esteve <mesteve@cityofbowie.org>; Rosann Ndebumadu <rndebumadu@cityofbowie.org>; Henri Gardner <hgardner@cityofbowie.org>
Cc: Joe Meinert <jmeinert@cityofbowie.org>; Ashleigh Diaz <adiaz@cityofbowie.org>; michellenbalfe <michellenbalfe@gmail.com>; Matthew Rosenbloom-Jones <mjones@cityofbowie.org>; twk6809 <twk6809@gmail.com>; minihaha76 <minihaha76@gmail.com>; john.teasdale2 <john.teasdale2@verizon.net>; blussier7 <blussier7@aol.com>; john.papagni <john.papagni@gmail.com>
Subject: {EXTERNAL}: Testimony submittals for tonight's City Council meeting

Good evening,

The Bowie Green Team's MAPS sub-committee is submitting the following two documents containing testimony for tonight's City Council meeting. These two documents address the following two items on the New Business list:

- Bicycle Friendly Communities
- City Transportation Priority List

Thank you and please let us know if you have any questions.

Joshua Wooten, Chair - Bowie Green Team's MAPS Sub-committee
4020 Wharton Turn

To: Bowie Mayor and City Council

From: Multi-modal Access & Public Spaces (MAPS)
Green Team Sub-committee

Date: August 1, 2022

Subject: Bicycle Friendly Community Initiative



The Bicycle Friendly Community (BFC) is a program run by the League of American Bicyclists (LAB). The purpose is to recognize communities that have made progress in improving bicycling in their jurisdictions. This is a national program with national recognition.

Back in the 1990's the City of Bowie was the only BFC in the state of Maryland. The program was subsequently revised in the early 2000's. The City either did not re-apply or no longer met the criteria. Now there are seven recognized Bicycle Friendly Communities in Maryland. They include; Columbia, Rockville, Frederick, Baltimore, Annapolis, Hagerstown, and Salisbury. Brunswick is an honorable mention.

MAPS fully supports this effort. This will give credit to the progress the City is making to improve bicycling within the City. Important progress includes the updated Trails Master Plan and Complete Streets Policy.

This recognition could also be a component of the City's branding effort.

MAPS looks forward to working with the City in this worthwhile effort.

To: Bowie Mayor and City Council

From: Multi-modal Access & Public Spaces (MAPS)
Green Team Sub-committee

Date: August 1, 2022

Subject: Bowie 2022 Transportation Priorities



There are a few items MAPS would like to highlight and comment on for your consideration. These comments focus on multi-modal related priorities. Transportation is more than moving cars, its moving people.

The MD197 upgrade process has been a long one. There was some community engagement in the past year with a preliminary concept being presented. MAPS feels this concept has some promise as it would largely preserve the existing parallel trail. This trail is used by pedestrians as well as those who bicycle. It would be helpful if the City's priorities for MD197 made clear that the multi-modal trail feature must be retained.

Similarly, the upgrade to MD450 from Stonybrook Drive to Route 3 also has a trail with a missing connection at Hilltop to Race Track Road and Whitemarsh Park. The City should include in its priorities that this trail must be preserved and enhanced. This is in line with the Complete Streets and Main Street improvements that are much needed. We appreciate that the City has pushed for SHA to re-evaluate the original plans to recognize the Main street context of this area.

The pedestrian safety improvements on Race Track Rd from MD450 to Clearfield Drive has been long stalled due to COVID. We are pleased this is on the list to the County. This is an important and long overdue safety improvement. Hilltop is a destination for people who walk and bicycle in the community. The current conditions are safe for neither. The City needs to make sure the County will follow through on this project.

While on the topic of pedestrian safety, there are deficiencies in Old Bowie, especially in the vicinity of MD564. Crossing the street at the marked crosswalk near the post office continues to be dangerous. The County has a Vision Zero program for Multi-modal Enhancements on state-maintained roads. We are pleased this is on the trails/sidewalk project list.

MAPS supports the Heritage trail that will one day connect Old Bowie to Bowie State and the MARC station. It is important to advocate for this to be brought to reality. This is a missing link that the Bowie Trails Master Plan has identified as a necessary alternative to driving.

The need for a bridge over MD214 to reach the developing South Lake development needs to be in the list. A recent study looked at options for crossing this busy road. While this project is only in the planning stage, a bridge crossing needs to be advocated for at the county and state levels.

We are very pleased to see that construction has commenced on the WB&A bridge over the Patuxent River. This an important connection for pedestrians and bicyclists. This will improve the three major trails that pass through Bowie; East Coast Greenway, American Discovery Trail, and the September 11th National Memorial Trail.

MAPS strongly supports the City's long term planning efforts with regards to the acquisition of the CSX railroad tracks from Morgantown on the Potomac River all the way to Bowie. This is correctly characterized as a once-in-a-lifetime opportunity. Bowie could be an important terminus on a rail-trail that connects the County from north to south. This potential project will need City, County, and State cooperation.

MAPS has noted several issues with private retail properties that do not connect to the public transportation infrastructure, specifically sidewalks. In many cases these gaps in accessibility are also safety hazards. An effort to more completely catalog these locations is needed, followed by working with the City, County, and property owners to develop solutions.

Thank you for considering these comments.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. **Complete items 1 – 4 before closing the meeting.**

1. **Recorded vote to close the meeting:** Date: 8-1-22 Time: _____; Location: City Hall;
Motion to close meeting made by: Bardo Seconded by Woolfley;
Members in favor: 411; Opposed: _____;
Abstaining: _____; Absent: _____.

2. **Statutory authority to close session (check all provisions that apply).**
This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) ☐ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☒ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) ☒	Discuss Proposals	Lobbying Services Proposal
§3-305(b) ☐		
§3-305(b) ☐		
§3-305(b) ☐		
§3-305(b) ☐		

4. This statement is made by Samuel J. Adams, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

- For a meeting closed under the statutory authority cited above:

Time of closed session: 8:56

Place: City Hall

Purpose(s): (14) Discuss Proposals

Members who voted to meet in closed session: Adams, Gardner, Harrison, Estave, Woodley, Banfo, Ndeburadu

Persons attending closed session: JA, HG, JH, ME, DW, AB, RN, Levan, Lott, Mears

Authority under § 3-305 for the closed session: (14)

Topics actually discussed: Lobbying Proposals

Actions taken: _____

Each recorded vote: _____

- For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: National Preparedness Month
Proclamation P-23-22

DATE: 09/01/2022

Proclamation P-23-22 Proclaims September 2022 as National Preparedness Month in the City of Bowie.

ATTACHMENTS: 1. 20220906 - Proclamation P-23-22

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING SEPTEMBER 2022 AS NATIONAL PREPAREDNESS MONTH
IN THE CITY OF BOWIE

WHEREAS, the ongoing COVID-19 pandemic, the explosion at the Larkin Chase Center, and the strong damaging tornado and thunderstorms this summer have reminded us that emergencies can take many forms, can strike anywhere at any time, and that being prepared before disaster strikes can be a life-or-death matter; and

WHEREAS, “National Preparedness Month” creates an important opportunity for every resident of the City of Bowie, Maryland to prepare their homes, businesses, and communities for any type of emergency including natural disasters and potential terrorist attacks; and

WHEREAS, the 2022 theme is “A Lasting Legacy. The life you’ve built is worth protecting. Prepare for disasters to create a lasting legacy for you and your family.”; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and

WHEREAS, the Federal Emergency Management Agency’s *Ready* Campaign, Citizen Corps and other federal, state, local, tribal, territorial, private, and volunteer agencies, as well as our own City of Bowie Office of Emergency Management, are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every resident of the City of Bowie, Maryland, and all residents are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby proclaims September 2022 as National Preparedness Month in the City of Bowie and encourages all residents and businesses to develop their own emergency preparedness plan and work together toward creating a more prepared community.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on September 6, 2022.

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Purchase of a Hydraulic Excavator
Pursuant to Charter Section 62, Cooperative Bidding
Resolution R-38-22

DATE: 09/01/2022

The FY23 budget allows for the purchase of a hydraulic excavator, that will be used by the utilities division. The Public Works Department determined that Sourcewell, a unit of Minnesota state government formed for cooperative bidding purposes, had awarded Public Utility Equipment Contract #110421-VRM to Maryland Industrial Trucks, Inc. (MIT) of Linthicum, Maryland, including hydraulic excavators meeting the needs of the utilities division. Because Sourcewell used competitive bidding procedures substantially similar to those of the City, seeking bids through a City-issued RFB would not be expected to yield better results.

The cost of the hydraulic excavator is \$195,000, which is the budgeted amount for this equipment.

In accordance with City Charter Section 62, staff recommends that Council authorize the issuance of a purchase order to Maryland Industrial Trucks, Inc. in the amount of \$195,000.

I concur with the above recommendation and request your approval of Resolution R-38-22.

ADL:JA;jt

ATTACHMENTS: 1. 20220906 - Resolution R-38-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER FOR THE
PURCHASE OF A HYDRAULIC EXCAVATOR THROUGH A CONTRACT AWARDED BY
A MINNESOTA GOVERNMENTAL ENTITY, KNOWN AS SOURCEWELL, PURSUANT TO
THE COOPERATIVE PROCUREMENT PROVISIONS OF SECTION 62 OF THE CITY
CHARTER

WHEREAS, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in Section 62, that all expenditures, including inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

WHEREAS, the FY23 budget allows for the purchase of a hydraulic excavator to be used by the utilities division; and

WHEREAS, the Public Works Department received and analyzed Public Utility Equipment Contract #110421-VRM, competitively bid by Sourcewell, a service cooperative created by the Minnesota legislature as a local unit of government and awarded to, among other entities, Maryland Industrial Trucks (“MIT”) of Linthicum, Maryland (“the Sourcewell Contract”); and

WHEREAS, the Sourcewell Contract includes hydraulic excavators meeting the needs of the City’s Utilities Division; and

WHEREAS, given that the Sourcewell contract was awarded using competitive bidding processes substantially similar to those of the City, seeking new bids would not be expected to yield better results; and

WHEREAS, the proposed purchase price for the equipment to be procured will exceed twenty-five thousand dollars and the City Council deems the aforesaid economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by at least two-thirds vote, that, pursuant to Charter Section 62, “Cooperative bidding”, the City Manager is authorized to issue a purchase order to MIT for the above-mentioned equipment.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a meeting on September 6, 2022 by a vote of at least two-thirds of the members of the Council.

ATTEST:

CITY OF BOWIE, MARYLAND

 Awilda Hernandez
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award, Bowie Golf Course Tree Removal Project
Resolution R-39-22

DATE: 09/01/2022

A legal notice advertising a Invitation for Bids (IFB) for Bowie Golf Course Tree Removal Project was placed on eMaryland Marketplace and on the City's website on July 20, 2022. Bids were received from the following firms on August 9, 2022:

Ballard Enterprises Crownsville, MD	\$240.00 / crew hour
Carroll Tree Service Owings, MD	\$290.00 / crew hour
Forest Valley Tree & Turf Bowie, MD	\$340.00 / crew hour
Greenleaf Tree Service Bowie, MD	\$200.00 / crew hour
McKenzie Contracting St. Leonard, MD	\$275.00 / crew hour
Shy Tree / Sustainable Home & Yard Jessup, MD	\$187.50 / crew hour

The bids were evaluated as required by City Charter and the Procurement Policy. Criteria for selection included the firm's experience, qualifications, timeline, fee schedule and understanding of the City requirements.

After careful review, it was determined that Shy Tree / Sustainable Home and Yard, LLC of Jessup, MD had submitted the most responsive and responsible bid in the amount of \$187.50 / crew hour. Parks & Grounds FY23 budget allows for \$60,000 for this project.

I concur with the above recommendation and request your approval of Resolution R-39-22.

ADL/SH/rj

ATTACHMENTS: 1. 20220906 - Resolution R-39-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING A BID PROPOSAL FOR BOWIE GOLF COURSE TREE REMOVAL

WHEREAS, pursuant to Section 61 of the City Charter, a Invitation for Bids was issued on eMaryland Marketplace and on the City’s website for a Bowie Golf Course Tree Removal project; and

WHEREAS, on the August 9. 2022 due date, the City received six (6) bids; and

WHEREAS, the bids were evaluated as required by City Charter and the Procurement Policy; and

WHEREAS, after careful evaluation and review of the bids submitted, it was determined that Shy Tree / Sustainable Home and Yard, LLC of Jessup, MD had submitted the most responsive and responsible bid.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the proposal of Shy Tree / Sustainable Home and Yard, LLC of Bowie, MD and authorizes the City Manager to enter into a contract with Shy Tree / Sustainable Home and Yard, in the amount of \$60,000.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on September 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award RFP/Task Order #11-01 On-Site Project Management Assistance Resolution R-40-22

DATE: 09/01/2022

On January 7, 2019 and February 4, 2019, the City entered into an Architect/Engineering Open End Agreement for Category 11-Planning and Administrative for A/E Services with KCI Technologies, Inc. (KCI) of Sparks, Maryland, Rummel, Klepper & Kahl, LLP (RK&K), of Baltimore, MD and Hill International, Inc. (Hill) of Glen Burnie, MD. Professional Services delivered through these Agreements are negotiated and procured on a Task Order basis as the City's needs arise.

On February 7, 2022 Council awarded the FY22 RFP/Task Order #11-01 On-Site Project Management Assistance to KCI.

On August 19, 2022, the Public Works Department advertised a Notice of Intent to Negotiate with KCI for FY23 Task Order/RFP#11-01 On-Site Project Management Assistance under the Architect/Engineering Open End Agreement. A Proposal was received and accepted from KCI for this task and selected based on past experience and qualifications, cost, capacity to perform in a timely manner and understanding of the scope of services. This will also allow for a continuity of services as the Project Manager on staff for FY22 will remain for FY23.

In accordance with City Charter Section 61(b)(4), a fee of \$305,770.25 for the required services was negotiated. The funding will be split between FY23 Engineering Support Budgets for Administrative (80%-\$244,616.20), Water (10%-\$30,577.03) and Sewer (10%-\$30,577.02).

The Public Works Department recommends that Council authorize the issuance of a Purchase Order to KCI for Task Order/RFP#11-01 pursuant to the Master Contract approved on January 7, 2019.

I concur with the recommendation of the Public Works Department and request your approval of Resolution R-40-22.

ATTACHMENTS: 1. 20220906 - Resolution R-40-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO KCI
TECHNOLOGIES, INC. FOR TASK ORDER/RFP#11-01 IN ACCORDANCE WITH
THE MASTER CONTRACT APPROVED ON JANUARY 7, 2019

WHEREAS, on August 19, 2022, the Public Works Department advertised a Notice of Intent to Negotiate with KCI Technologies, Inc. for FY23 RFP/Task Order# 11-01 On-Site Project Management Assistance; and

WHEREAS, there are three (3) firms which have open ended professional services agreements with the City for Planning and Administrative A/E Services. These firms include KCI Technologies, Inc. (KCI) of Sparks, Maryland, Rummel, Klepper & Kahl, LLP (RK&K), of Baltimore, MD and Hill International, Inc. of Glen Burnie, MD; and

WHEREAS, a Proposal was received and accepted from KCI for this task and selected based on past experience and qualifications, cost, capacity to perform in a timely manner and understanding of the scope of services. This will also allow for a continuity of services as the Project Manager on staff for FY22 will remain for FY23; and

WHEREAS, in accordance with City Charter Section 61(b)(4), a fee of \$305,770.25 for the required services was negotiated. The funding will be split between FY23 Engineering Support Budgets for Administrative (80%-\$244,616.20), Water (10%-\$30,577.03) and Sewer (10%-\$30,577.02).

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council authorizes the issuance of a Purchase Order to KCI Technologies, Inc. for Task Order/RFP#11-01 pursuant to the Master Contract approved on January 7, 2019.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on September 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award for Electronic Message Display Sign Replacement Project
Resolution R-41-22

DATE: 09/01/2022

On July 20, 2022, the Department of Community Services issued an Invitation For Bids (IFB) for replacement of three electronic message display signs. The replacement locations are: 1) Allen Pond Park (Northview Drive & Nottingham Lane), 2) Pointer Ridge Drive (@ Pointer Ridge Place), and 3) MD Rt. 450 (@ Racetrack Road).

The FY2023 Adopted Budget has allocated \$80,000 for the replacement of the three signs.

On August 11, 2022 five (5) bids were received and opened. The results were as follows:

<u>Bidder</u>	<u>Total Bid</u>
Evogence, Rocky Hill, CT	\$39,940.00
Pasadena Signs, Baltimore, MD	\$66,400.00
Empire Graphics, Accokeek, MD	\$68,110.80
Baltimore Signs & Graphics, Rosedale, MD	\$81,835.00
Electro-Matic Visual, Inc., Farmington Hills, MI	\$92,500.00

Upon review of the bids received, it was determined the low bid submitted by Evogence did not meet the specifications identified in the IFB and is determined to be non-responsive. The second lowest bid received by Pasadena Signs is determined to be both responsive and responsible and is within the City's adopted budget for the project. Additionally, the city has utilized Pasadena Signs on two other prior occasions in the last 3 years for similar successful projects at both the City Gym and Bowie Senior Center.

Upon confirming the understanding of the scope of work and specifications, the Department of Community Services recommends a contract be awarded to Pasadena Signs of Baltimore, Maryland in the amount of \$66,400.00 for the supply and installation of three electronic message display signs.

I concur with the recommendation of the Department of Community Services and request your approval of Resolution R-41-22.

ATTACHMENTS: 1. 20220906 - Resolution R-41-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR REPLACEMENT OF THREE ELECTRONIC
MESSAGE DISPLAY SIGNS

WHEREAS, the City of Bowie owns and operates three electronic message display signs at various locations in City limits; and

WHEREAS, the three locations are Northview Drive at Nottingham Drive, Pointer Ridge Drive at Pointer Ridge Place, and MD. Route 450 at Racetrack Road; and

WHEREAS, the City intends to replace the existing signs that have outlived their useful life with new technology that offer full color text, image, and video capabilities; and

WHEREAS, the FY2023 Adopted Budget has allocated \$80,000 for the replacement of the three signs; and

WHEREAS, an invitation for bid was issued that had a closing date of August 11, 2022 at 11:00 a.m., at which time five bids were received that ranged from \$39,940 to \$92,500; and

WHEREAS, staff has reviewed the five bids received and determined the bid submitted by Pasadena Signs of Baltimore, Maryland in the amount of \$66,400 is the most responsive and responsible bid.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the City Manager is hereby authorized to enter into an Agreement with Pasadena Signs of Baltimore, Maryland in the amount of \$66,400 to supply and install three electronic message displays.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on September 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award for replacement of Glen Allen Park Playground Project
Resolution R-42-22

DATE: 09/01/2022

In the summer of 2021, staff solicited conceptual design options and cost estimates for the replacement of the Glen Allen Park Playground. Glen Allen Park Playground has outlived its useful life, requiring replacement. The proposals were to incorporate unique and creative play equipment and concepts that staff felt would offer a unique play experience for 5-12 age residents and visitors to this park. The City submitted a Community Parks & Playground (CP&P) Grant Application, and was awarded a grant in the amount of \$195,000 for partial reimbursement of this project.

The concept design and cost estimates received were as follows:

<u>Bidder</u>	<u>Total Bid</u>
Gametime c/o Cunningham Recreation	\$237,421.83
Landscape Structures, Inc. c/o Sparks@Play	\$233,558.11
Playground Specialists, Inc.	\$211,275.20

Upon reviewing the concept designs and their associated cost estimates, the proposal received by Playground Specialist, Inc. offered the most attractive concept design, equipment selection, and cost. In addition, the Playground Specialist, Inc. proposal allows for acquisition and installation of the equipment through a HGAC purchasing contract (#PR11-20) which satisfied the City's procurement process.

The Department of Community Services recommends a contract be awarded to Playground Specialist, Inc. in the amount of \$211,275.20 for the supply and installation of playground equipment and surfacing at Glen Allen Park.

I concur with the recommendation of the Department of Community Services and request your approval of Resolution R-42-22.

ATTACHMENTS: 1. 20220906 - Resolution R-42-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR REPLACEMENT OF THE
GLEN ALLEN PARK PLAYGROUND

WHEREAS, the City of Bowie owns and maintains the 5-12 age playground at Glen Allen Park; and

WHEREAS, the existing playground equipment and surfacing has outlived its useful life and requires replacement; and

WHEREAS, the City intends to replace the existing equipment with modern, creative, and unique 5-12 age play equipment; and

WHEREAS, the FY2023 Adopted Budget has allocated \$225,000 for the replacement of the playground; and

WHEREAS, three concept design and cost estimates were received and reviewed that ranged from \$211,275.20 to \$237,421.83; and

WHEREAS, staff has reviewed the concept designs and determined the design submitted by Playground Specialists, Inc. in the amount of \$211,275.20 is the most attractive concept design; and

WHEREAS, the Playground Specialists, Inc. design allows for the equipment and installation to be procured through an HGAC purchasing contract (#PR-11-20) thus satisfying City procurement requirements.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the City Manager is hereby authorized to enter into an Agreement with Playground Specialists, Inc. in the amount of \$211,275.20 for the replacement of the Glen Allen Park Playground.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on September 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Waive Bidding for Purchase of Six (6) Replacement Vehicles for the Police Department
Resolution R-43-22

DATE: 09/01/2022

The FY23 Budget allows for the purchase and upfitting of six (6) replacement Police Department vehicles.

Police staff have received and analyzed the below-referenced contracts and have determined that they best meet the needs of the Police Department:

Hertrich Fleet Services, Inc. for the purchase of six (6) police vehicles:
Five (5) 2022 Ford Interceptor SUVs
Anne Arundel County, MD Contract #5785

One (1) 2022 Chevrolet Tahoe
State of Maryland Contract #001B1600369

Front Line Mobile Tech for the upfitting of the above-listed vehicles
Howard County, MD Contract #4400003685

The cost of the vehicles is \$226,061.00 and cost of the upfitting is \$113,598.00

In accordance with City Charter Section 62, staff recommends that Council authorize the issuance of purchase orders to Hertrich Fleet Services, Inc. in the amount of \$226,061.00 and to Front Line Mobile Tech in the amount of \$113,598.

I concur with the above recommendation and request your approval of Resolution R-43-22 and Resolution R-44-22.

ATTACHMENTS: 1. 20220906 - Resolution R-43-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER FOR THE
PURCHASE OF SIX (6) POLICE VEHICLES PURSUANT TO THE COOPERATIVE
PROCUREMENT PROVISIONS OF SECTION 62 OF THE CITY CHARTER

WHEREAS, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in Section 62, that all expenditures, including inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

WHEREAS, the FY23 budget allows for the purchase of six (6) replacement vehicles for use by the Police Department; and

WHEREAS, the Police Department received and analyzed the Anne Arundel County contract #5785 for Ford Interceptor SUV Police Vehicles, and the State of Maryland Contract #001B1600369 for Chevrolet Tahoe Police Vehicles; and

WHEREAS, the Anne Arundel County and State of Maryland contracts meet the needs of the Police Department; and

WHEREAS, given that the contracts were awarded using competitive bidding processes substantially similar to those of the City, seeking new bids would not be expected to yield better results; and

WHEREAS, the purchase price for the vehicles to be procured will exceed twenty-five thousand dollars and the City Council deems the aforesated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by at least two-thirds vote, that, pursuant to Charter Section 62, “Cooperative bidding”, the City Manager is authorized to issue a purchase order to Hertrich Fleet Services Inc. in the amount of \$226,061.00 for the above-mentioned vehicles.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a meeting on September 6, 2022 by a vote of at least two-thirds of the members of the Council.

ATTEST:

CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Waive Bidding for Upfitting of Six (6) Replacement Vehicles for the Police Department
Resolution R-44-22

DATE: 09/01/2022

The FY23 Budget allows for the purchase and upfitting of six (6) replacement Police Department vehicles.

Police staff have received and analyzed the below-referenced contracts and have determined that they best meet the needs of the Police Department:

Hertrich Fleet Services, Inc. for the purchase of six (6) police vehicles:
Five (5) 2022 Ford Interceptor SUVs
Anne Arundel County, MD Contract #5785

One (1) 2022 Chevrolet Tahoe
State of Maryland Contract #001B1600369

Front Line Mobile Tech for the upfitting of the above-listed vehicles
Howard County, MD Contract #4400003685

The cost of the vehicles is \$226,061.00 and cost of the upfitting is \$113,598.00

In accordance with City Charter Section 62, staff recommends that Council authorize the issuance of purchase orders to Hertrich Fleet Services, Inc. in the amount of \$226,061.00 and to Front Line Mobile Tech in the amount of \$113,598.

I concur with the above recommendation and request your approval of Resolution R-43-22 and Resolution R-44-22.

ATTACHMENTS: 1. 20220906 - Resolution R-44-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER FOR THE
UPFITTING OF SIX (6) POLICE VEHICLES PURSUANT TO THE COOPERATIVE
PROCUREMENT PROVISIONS OF SECTION 62 OF THE CITY CHARTER

WHEREAS, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in Section 62, that all expenditures, including inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

WHEREAS, the FY23 budget allows for the upfitting of six (6) replacement vehicles for use by the Police Department; and

WHEREAS, “upfitting” includes, but is not limited to, the installation of lights, sirens, antennae, prisoner cages, radios and other accessories that are not included with the vehicles when they are delivered from the manufacturer/dealer; and

WHEREAS, the Police Department received and analyzed the Howard County, MD contract #4400003685 for upfitting services that meets the needs of the Police Department; and

WHEREAS, given that the contract was awarded using competitive bidding processes substantially similar to those of the City, seeking new bids would not be expected to yield better results; and

WHEREAS, the price for the upfitting services will exceed twenty-five thousand dollars and the City Council deems the aforesated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by at least two-thirds vote, that, pursuant to Charter Section 62, “Cooperative bidding”, the City Manager is authorized to issue a purchase order to Front Line Mobile Tech in the amount of \$113,598.00.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a meeting on September 6, 2022 by a vote of at least two-thirds of the members of the Council.

ATTEST:

CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Waive Bidding for Purchase of Security Camera Equipment (CCTV)
Resolution R-45-22

DATE: 09/01/2022

The FY23 Department of Community Services Capital Improvements Program budget provides funding for the purchase of Security Equipment including cameras, door controllers and environmental sensors as part of a multi-year security enhancement program. The Department of Community Services has located a Contract with the State of Maryland (Contract# 060B2490022) through Data Networks approved to piggyback.

In FY23, \$101,000 has been appropriated for this purchase in the Equipment Acquisitions account 10164-57010. Data Networks has provided a quote in the amount of \$100,702 for the items for purchase.

The Department of Community Services recommends waiving bidding requirements for good cause shown, as allowed by Section 61(b) of the City Charter, for the purchase of Security Camera Equipment in the amount of \$100,702.

I concur with the above recommendation and request your approval of Resolution R-45-22.

ATTACHMENTS: 1. 20220906 - Resolution R-45-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 61
“PURCHASING AND CONTRACTING” OF THE CHARTER OF THE CITY OF
BOWIE AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN
AGREEMENT FOR THE PURCHASE OF SECURITY CAMERA EQUIPMENT

WHEREAS, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in section 61, that all expenditures for inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

WHEREAS, the FY23 Capital Improvements budget allows for the purchase of security cameras, door controllers and environmental sensors for facility security; and

WHEREAS, the Department of Community Services has located a Contract with the State of Maryland (Contract# 060B2490022) through Data Networks, upon which we will be able to piggyback; and

WHEREAS, the proposed contract price for the services to be procured will exceed twenty-five thousand dollars and the City Council deems the aforestated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by at least a two-thirds vote, that:

Section 1. The competitive bidding requirements of Section 61 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to enter into an agreement with the said company for the above-mentioned services.

BE IT FURTHER RESOLVED, that the Council authorizes the City Manager to issue a Purchase Order to Data Networks in the amount of \$100,702.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on September 6, 2022 by a vote of at least two-thirds of the members of the Council.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Award to Purchase an Aerial Lift Truck (#310)
Resolution R-49-22

DATE: 09/01/2022

A legal notice advertising an Invitation for Bids (IFB) for the purchase of an aerial lift truck was placed on eMaryland Marketplace and on the City's website on August 4, 2022. Bids were received from the following suppliers on August 25, 2022:

Beltway International, LLC Baltimore, MD	\$196,522
Custom Truck & Equipment, LLC Kansas City, MO	\$129,598

The bids were evaluated as required by City Charter and the Procurement Policy. Criteria for selection included the product's compliance with required specifications and price.

After careful review, it was determined that Custom Truck & Equipment, LLC of Kansas City, MO had submitted the most responsive and responsible bid in the amount of \$129,598. Parks & Grounds FY23 budget allows for \$150,000 for this purchase.

I concur with the above recommendation and request your approval of Resolution R-49-22.

ATTACHMENTS: 1. 20220906 - Resolution R-49-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING A BID PROPOSAL FOR
THE PURCHASE OF AN AERIAL LIFT TRUCK

WHEREAS, pursuant to Section 61 of the City Charter, an Invitation for Bids was issued on eMaryland Marketplace and on the City's website for the purchase of an aerial lift truck; and

WHEREAS, on the August 25, 2022 due date, the City received two (2) bids; and

WHEREAS, the bids were evaluated as required by City Charter and the Procurement Policy; and

WHEREAS, after careful evaluation and review of the bids submitted, it was determined that Custom Truck & Equipment, LLC of Kansas City, MO had submitted the most responsive and responsible bid.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid from Custom Truck & Equipment of Kansas City, MO and authorizes the City Manager to issue a purchase order to Custom Truck & Equipment, in the amount of \$129,598.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on September 6, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Ordinance O-4-22, Pope's Creek Park Land Acquisition

DATE: 09/01/2022

Attached is Ordinance O-4-22, authorizing the purchase of two surplus parcels of land owned by the Maryland State Highway Administration adjacent to Pope's Creek Park (see Attachment #1). The parcels are remnants of the now-defunct Intercounty Connector alignment, formerly known as A-44, which was intended to bisect the Bowie, Mitchellville and Vicinity Planning Area. At the time the Highbridge Park subdivision was approved in 1989, the parcels were required to be dedicated to SHA for the proposed roadway. The County removed A-44 from its master plans in 1991.

The parcels include property on the north and south sides of Geoffrey Road in the Highbridge subdivision, more particularly described as Parcel O (Tax ID No. 1635671) containing 3.16 acres and Parcel N (Tax ID No. 16356663) containing 5.24 acres as shown on Tax Map 37, Grid D-4, and Highbridge-Plat 19, Plat No. 146022. For many years, the Community Services Department has been mowing grass on Parcel N and desires City ownership for the purpose of minor park facilities expansion and preservation of open space. A revenue source exists within the City's Program Open Space (POS) allocation, and the property is identified as part of the Green Infrastructure Network in the City's Annual POS Program.

Based on the City's stated interest in acquiring the parcels, the State Highway Administration had the property appraised. Upon conclusion of their surplus property process, SHA intends to convey both parcels to the City at the calculated acquisition cost plus value of \$18,346.91 which is lower than the appraised value of \$50,400. A second appraisal commissioned by the City established a value of \$68,000. Acquisition of the property will meet many of the purposes of Attachment #2, the City Land Acquisition Policy (R-61-98), including #1, #3, #4, #9, #10 and #11.

Since the proposed land acquisition complies with City policy and a funding source exists, staff recommends approval of the attached Ordinance, which has been approved by the City Attorney.

Recommendation

It is recommended that Council approve Ordinance O-4-22.

ATTACHMENTS: 1. 20220906 - Location Map - Pope's Creek Parcels

2. 20220906 - Resolution R-61-98
3. 20220906 - Ordinance O-4-22

Land Acquisition Parcels "O" and "N"



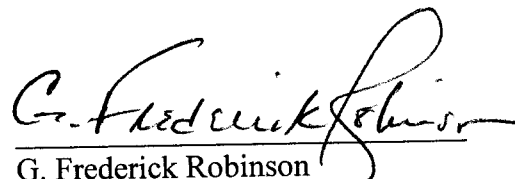
RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND APPROVING A
REAL PROPERTY ACQUISITION AND DISPOSITION POLICY

WHEREAS, the City Council wishes to establish a policy which governs the acquisition and disposition of property by the City; and

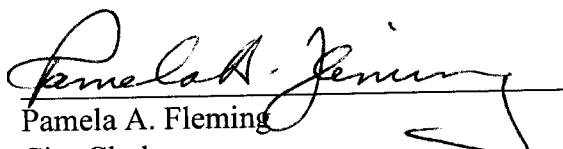
WHEREAS, this policy will state the conditions which must be met and the processes which must be followed to acquire or dispose of property by the City.

NOW THEREFORE BE IT RESOLVED by the Council of the City of Bowie, Maryland that the attached policy, labeled as Attachment 1 to this resolution, is hereby adopted by the City of Bowie.

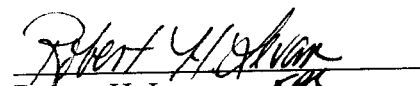
INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a regular meeting on August 3, 1998.


G. Frederick Robinson
Mayor

Attest:


Pamela A. Fleming
City Clerk

APPROVED AS TO FORM:


Robert H. Levan
City Attorney

Real Property Acquisition and Disposition Policy

Purpose

The City Council wishes to establish a policy which governs the acquisition and disposition of property by the City. This policy will state the conditions which must be met and the processes which must be followed to acquire or dispose of property by the City. All acquisitions and dispositions shall be in accordance with the authority granted to municipalities under the Constitution of the State of Maryland and Article 23A of the Annotated Code of Maryland.

Land Acquisition Policy

Property will be considered for acquisition by the City when:

1. Acquisition would preserve open space.
2. Acquisition would be for historic preservation purposes.
3. Acquisition would be for expanding recreation activities within the City.
4. Acquisition would be for expanding municipal operations.
5. Acquisition would enhance revenues for the City.
6. Acquisition would allow the City to influence land use for a particular property.
7. Acquisition is part of a required developer's donation to the City and is at no cost to the City.
8. Acquisition would be for redevelopment or revitalization.
9. Acquisition would enhance public safety.
10. Acquisition would be for environmental protection.
11. Acquisition would be in the best interest of the City as determined by the City Council.

Land Disposition Policy

Property would be considered for disposition by the City when:

1. The original purposes for which the property was acquired are no longer pertinent.
2. The resources from the sale of property can be used to enhance other higher priority municipal purposes.
3. The City can sell all, or a portion of a property, to offset acquisition costs once appropriate stipulations have been placed on potential land use.
4. It can be determined that it may be more appropriate for another public agency to hold title to a property rather than the City.
5. Disposition can meet a specifically defined public purpose.
6. Economic benefits can accrue to the City by selling property.

Any of the above conditions can be met to justify either acquisition or disposal of property. It is not necessary to meet all of these conditions to buy or sell property.

Land Acquisition Process

1. City staff will provide an analysis for City Council at an Executive Session concerning a particular piece of property for consideration for acquisition. Part of this analysis will show how the property meets the conditions and objectives established by City Council for land acquisition.
2. If City Council wishes to consider acquiring a property after the above analysis, the City will have at least one appraisal performed to determine the property value for acquisition by the City. If the cost for the appraisal exceeds \$7,500, City Council would approve the selection of the appraiser at a public meeting by resolution.
3. Once an appraisal is completed, City staff will recommend an offering price for City Council approval. City Council will also establish negotiation parameters at this point concerning price and conditions. This would be done in Executive Session of the City Council.
4. City staff would then negotiate the conditions and price of the property acquisition within the guidelines established by City Council in step three above.
5. Once an agreement is reached between the City and an interested party, staff would prepare a contract, get the signature of the other party and present to City Council by resolution at a public meeting for City Council approval.

Land Disposition Process

1. City staff will provide an analysis for City Council at an Executive Session concerning a particular piece of property for consideration for sale.
2. As part of this analysis, the City will have at least one appraisal performed to determine the value of the property for sale by the City. If the cost for appraisal exceeds \$7,500, City Council would approve the selection of the appraiser at a public meeting by resolution.
3. As part of this analysis, if the property was purchased with bond proceeds, bond counsel shall be consulted to determine whether there were any Internal Revenue Service issues to contend with.
4. After the analysis by staff and presentation to City Council, if the City Council decides to dispose of a property, the City Council would declare a piece of property surplus by resolution at a public meeting.
5. If desired by City Council, covenants would be prepared and adopted by resolution at a public meeting.
6. The City would notify the Maryland National Capital Park and Planning Commission, Prince George's County and the State of Maryland as to the availability of this property to determine if they are interested in purchasing this property for a fair market value.
7. The City would then engage the services of a real estate broker, when appropriate, to market this property. City Council would approve by resolution the agreement between the City and the broker since the commission on such a sale will exceed the \$7,500 bid limit. The City may also enter into a broker agreement, whereby a broker would exclusively represent the City on property matters as long as all City Charter requirements are met concerning the establishment of this broker agreement.
8. The City would then solicit proposals through a real estate broker for sale of this property. Proposals could include the trading of property for fair market value if it was determined to be in the best interest of the City to do so.
9. Once an interested party is located, the City would negotiate the conditions and price concerning the sale of this property.
10. Once an agreement is reached between the City and an interested party, staff would prepare a contract, get the signature of the other party and present to City Council by resolution at a public meeting for approval.

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE PURCHASE OF TWO SURPLUS PARCELS OF LAND
OWNED BY THE MARYLAND STATE HIGHWAY ADMINISTRATION, PARCEL
O (TAX ID NO. 1635671) CONTAINING 3.16 ACRES AND PARCEL N (TAX ID NO.
16356663) CONTAINING 5.24 ACRES AS SHOWN ON TAX MAP 37, GRID D-4,
AND HIGHBRIDGE-PLAT 19 PLAT NO. 146022, AT A CUMULATIVE PURCHASE
PRICE OF \$18,346.91, AND AUTHORIZING THE CITY MANAGER TO EXECUTE
A CONTRACT OF SALE THEREFOR

WHEREAS, pursuant to Md. Code Ann., Local Government Art., § 5-203 “Grant of express powers,” Local Government Art., § 5-204 “Legislative authority – General powers of municipalities”, and Sec. 90 of the Charter of the City of Bowie, the City Council has the authority to adopt ordinances to acquire by purchase, real property needed for a public purpose; and

WHEREAS, the City of Bowie owns and operates a twelve-acre park located at 13929 Geoffrey Road within the City of Bowie known as Pope’s Creek Park that is improved with ball fields, a walking and biking trail, parking area and restroom; and

WHEREAS, the Maryland State Highway Administration (“SHA”) owns certain real property on the north and south sides of Geoffrey Road in the Highbridge subdivision of the City of Bowie, which was for the extension of the Intercounty Connector that has been abandoned east of U.S. Route 1, more particularly described as Parcel O (Tax ID No. 1635671) containing 3.16 acres and Parcel N (Tax ID No. 16356663) containing 5.24 acres as shown on Tax Map 37, Grid D-4, and Highbridge-Plat 19, Plat No. 146022 (collectively, the “SHA Property”); and

WHEREAS, the SHA Property is located immediately adjacent to Pope’s Creek Park; and

WHEREAS, the City desires to acquire the SHA Property to provide additional parking to support the use of Pope’s Creek Park and to provide additional parkland and open space; and

WHEREAS, City staff entered into negotiations with SHA for the possible acquisition of the SHA Property using Maryland Department of Natural Resources Program Open Space (“Program Open Space”) funds; and

WHEREAS, SHA directed that an appraisal of the SHA Property be conducted in accordance with the Program Open Space requirements, which appraisal came in at Fifty Thousand Four Hundred Dollars (\$50,400.00); and

WHEREAS, Program Open Space requires two appraisals for the acquisition of property. Accordingly, in accordance with the City's Real Property Acquisition and Disposition Policy the City conducted an appraisal that valued the properties collectively at Sixty-Eight Thousand Dollars (\$68,000.00); and

WHEREAS, the proposed purchase price of the SHA Property is significantly less than the appraised value of the SHA Property; and

WHEREAS, the City desires to enter into a Contract of Sale for the purchase of the SHA Property in the amount of \$18,346.91.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that the City Council hereby authorizes the acquisition of the SHA Property by the City for the amount of \$18,346.91, which is significantly less than the appraised value, and further authorizes the City Manager to execute a contract of sale with SHA for the SHA Property in the amount of \$18,346.91.

AND, BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF BOWIE that, this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, Maryland provided that a fair summary of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in the newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland at a Regular Meeting on September 6, 2022.

PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on _____, 20____.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

**APPROVED AS TO FORM AND
SUFFICIENCY:**

Elissa D. Levan, City Attorney



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Resolution R-20-22, Bowie Race Track Property Task Force Clarifying Motion

DATE: 09/01/2022

Attached please find a copy of Resolution R-20-22, as amended, establishing the Bowie Race Track Task Force. After the Resolution was approved, it became apparent that certain clarifications would be needed to ensure smooth operation of the Task Force. The specific items in need of clarification include:

Bowie Community Engagement Subcommittee – The resolution states that Subcommittee shall consist of representatives from up to three city-wide community groups.

Recommendation: To encourage the broadest possible response, it is recommended that the Council allow the three positions to be from community groups or be individuals who are active members of their communities.

City Council Representation and Voting – Two City Councilmembers (Mayor Adams and Councilmember Harrison) were assigned to the original effort to organize an approach toward community involvement. R-20-22 is silent as to whether these City Councilmembers will continue to participate through membership in the Task Force and in what capacity.

Recommendation: Councilmembers were instrumental in launching the Task Force and wish to continue as active participants on the Task Force's Executive Steering Committee. The Mayor and Councilmember Harrison can serve as the City's representatives.

Executive Steering Committee – Resolution R-20-22 states that the Executive Steering Committee shall include representatives of the City and Bowie State University but does not identify the number of representatives from each entity.

Recommendation: Both the City and Bowie State University should have two members, each, on the Executive Steering Committee. The respective members are voting members.

Rules and Regulations – The Rules and Regulations for City Committees state that a task force shall have its Rules and Regulations established as part of the Resolution that establishes the task force. Unfortunately, R-20-22 did not include any specific Rules and Regulations pertaining to the task force.

Recommendation: The Rules and Regulations for City Committees shall be used to govern the operation of the Bowie Race Track Property Task Force.

Recommendation

It is recommended that the Council approve the following motion:

“In reference to Resolution R-20-22, as amended, the following clarifications apply:

1. Regarding the Bowie Community Engagement Subcommittee, up to three positions shall be from community groups or be individuals who are active members of their communities.
2. The two City Councilmembers currently assigned to this effort shall continue to serve as the City's representatives, serving as voting members of the Task Force.
3. Both the City and Bowie State University shall have two members, each, on the Executive Steering Committee. The respective members are voting members.
4. The Rules and Regulations for City Committees shall be used to govern the operation of the Bowie Race Track Property Task Force.”

ATTACHMENTS: 1. R-20-22 As Adopted

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ESTABLISHING THE BOWIE RACE TRACK PROPERTY TASK FORCE

WHEREAS, pursuant to Chapter 590 of the 2020 Laws of Maryland (Racing and Community Development Act of 2020), on or before December 31, 2023, the City is expected to become the record owner of the property known as the Bowie Race Course Training Center (the “Bowie Race Track Property”), which includes approximately 180.844 acres consisting of all of the land located at 8311 Race Track Road, 8406 Race Track Road, 8408 Race Track Road, 8410 Race Track Road, Bowie, Maryland, 20715; and

WHEREAS, as required by Chapter 590, the City and Bowie State University have agreed, through a Joint Use Agreement dated December 8, 2020, to cooperate in the planning for the development of future recreational uses on the property; and

WHEREAS, City and Bowie State University representatives mutually recommend the formation of a citizen task force, which would greatly assist in preliminary development planning and facilitating community input and dialogue concerning possible future uses, activities and events intended for the Bowie Race Track Property; and

WHEREAS, the City Council desires the input and recommendations of a citizen Task Force as part of its long-term, inclusive planning process for recreational development of the Bowie Race Track property; and

WHEREAS, the recommended composition of the Task Force should include an executive steering committee to provide ongoing oversight, as well as representatives from area Homeowners Associations, City Committees and Bowie State University students, faculty and organizations; and

WHEREAS, a clear definition of the Task Force’s charge and estimated timeline will provide essential guidance and establish expectations for the group’s anticipated performance and outcomes.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that there is hereby established a Bowie Race Track Property Task Force, which shall be comprised of the following:

Executive Steering Committee – Representatives of the City and Bowie State University, ~~and a staff member of The Maryland-National Capital Park and Planning Commission (M-NCPPC), and representatives from each of the subcommittees.~~

Bowie Community Engagement Subcommittee - Representatives from up to three homeowners/community associations in the vicinity of the property, as well as representatives from up to three city-wide community groups.

City Committees Subcommittee – A total of six representatives from the Community Recreation Committee, Environmental Advisory Committee and Green Team Executive Committee.

Bowie State University Subcommittee – A total of six representatives consisting of BSU students, faculty and/or staff, as appointed by the President of the University.

Underlining : Indicates matter added to existing resolution.
~~Strike-out~~ : Indicates matter deleted from existing resolution

AND, BE IT FURTHER RESOLVED, that the Bowie Race Track Property Task Force shall have the following specific charge:

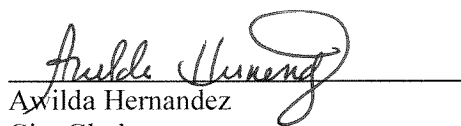
- Review the results of the environmental investigation of the site.
- Develop a list of desired uses and their associated space needs by each entity.
- Develop a concept plan for the activation of the Bowie Race Track property, including programmatic elements, timeline for improvements and cost of improvements. As part of the concept plan, develop a prioritized list of desired uses and their associated space needs.
- Determine methodology for renewed community engagement efforts and serve as the central forum for community engagement and public input into the process.

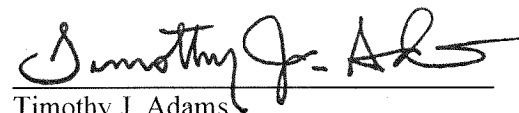
AND, BE IT FINALLY RESOLVED, that the Bowie Race Track Property Task Force shall complete its work generally over a 10 month period, as depicted on the Proposed Timeline contained in the attached Steering Committee Charge document (Exhibit A), with a final report submitted to the City Council by no later than July 1, 2023.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 16, 2022.

ATTEST:

THE CITY OF BOWIE, MARYLAND


Ayilda Hernandez
City Clerk


Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Resolution R-20-22, As Amended - Establishing the Bowie Race Track Property Task Force

DATE: 06/02/2022

Resolution R-20-22 was reviewed by City Council at the May 16, 2022 meeting, and the Council unanimously approved a motion to approve the draft Resolution. However, during discussion, several Councilmembers expressed a desire that the Resolution specifically state that the Executive Steering Committee include representatives from each of the subcommittees identified in the Resolution. Unfortunately, the motion approved by City Council did not include the additional language. Staff has revised the Resolution to address the intent expressed by Councilmembers, by adding "and representatives from each of the subcommittees" to the Executive Steering Committee section of the Resolution.

Recommendation

It is recommended that City Council approve Resolution R-20-22, As Amended.

ATTACHMENTS:

1. 20220606 - Resolution R-20-22
2. Exhibit A

EXHIBIT A to R-20-22

Bowie Race Track Property

Steering Committee Charge

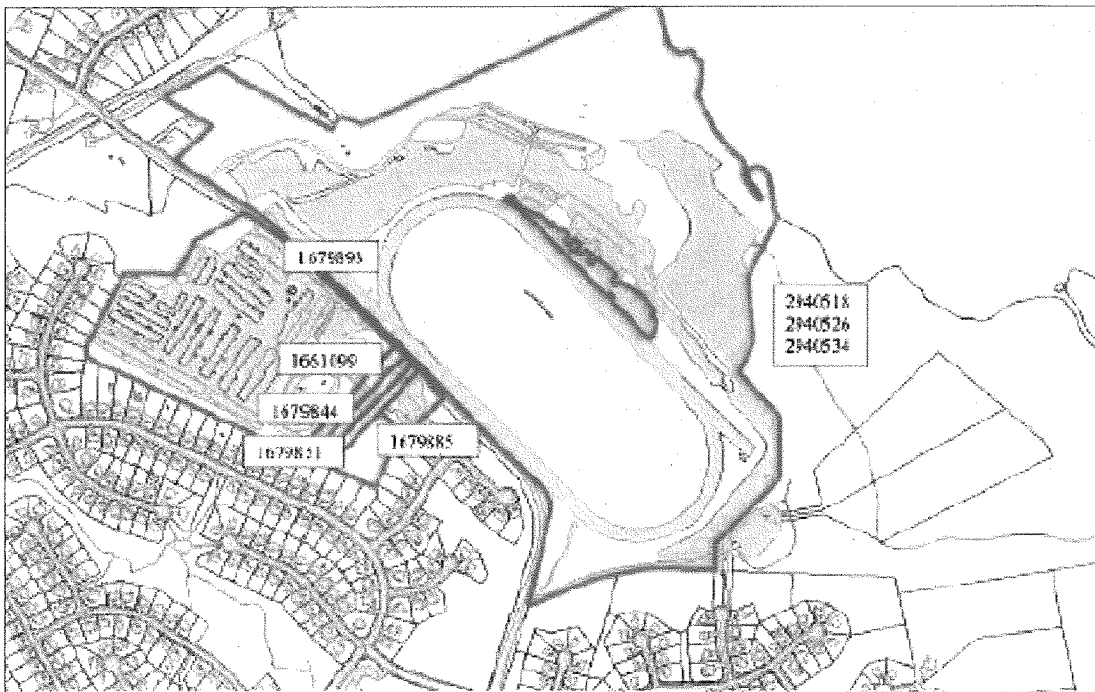
Overview

On or before December 2023, the City of Bowie ("the City") is anticipated to take ownership of the Bowie Race Track property – a 180-acre parcel of land that previously was utilized as a horse racing facility. As part of the state legislation authorizing the transfer of the land, the City and Bowie State University ("BSU") have entered into a Joint Use Agreement, outlining the desired uses of the property, improvements to the property and a high-level process for the City and BSU to work together on activation of the site. The Joint Use Agreement was executed in December 2020.

In order to begin the planning process, a steering committee made up of individuals jointly appointed by the City and BSU has been established. The purpose of this document is to establish a charge for the Steering Committee that will provide advice, feedback and guidance on the planning efforts to reuse the Bowie Race Track Property. The result of this steering committee will prepare the materials and feedback needed to execute a vision for the racetrack property that will become an amenity for both the City of Bowie and Bowie State University.

Map

A map of the Bowie Race Track property, the bounds of which makes up the geographic area of focus for the Steering Committee, is provided below.



Bowie Race Track Property

Steering Committee Charge

The Steering Committee, charged via resolution by the City of Bowie City Council, will include representatives from the City and BSU who will collaborate on planning efforts for the Race Track property. Specifically, the Steering Committee will:

- Review results of the environmental investigation of the site.
- Develop a list of desired uses and their associated space needs by each entity.
- Develop a concept plan for the activation of the Bowie Race Track property, including programmatic elements, timeline for improvements and cost of improvements. As part of the concept plan, develop a prioritized list of desired uses and their associated space needs.
- Determine methodology for renewed community engagement efforts and serve as the central forum for community engagement and public input into the process.

Structure & Committee Make Up

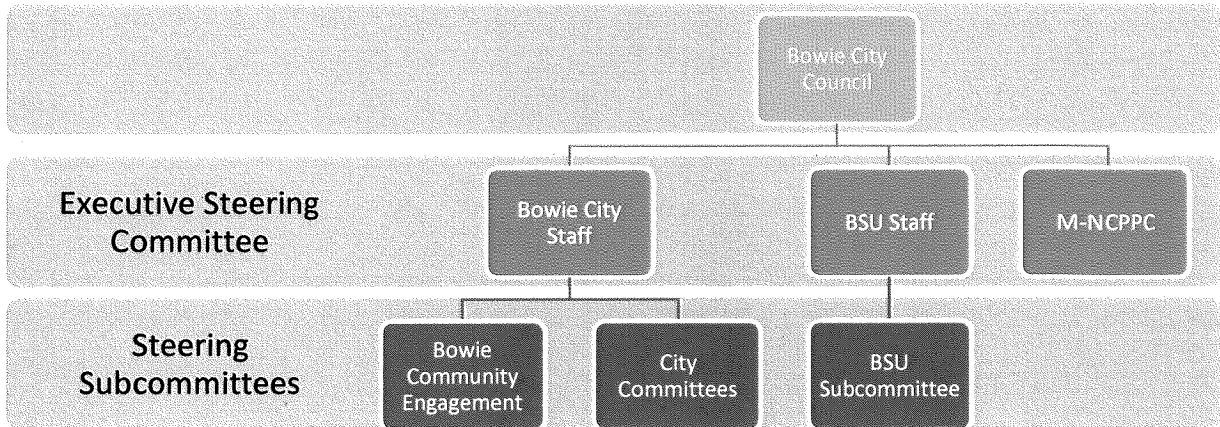
The Steering Committee will be governed by an Executive Committee that is overseen by the City Council. The Executive Committee will lead the effort in the actions and milestones necessary to fulfill the charge of this group. In order to maximize involvement in this process, the Executive Committee will also delegate tasks to a series of subcommittees to support specific actions.

The Executive Committee will be made up of representatives from the following groups:

- The City of Bowie - City Council
- The City of Bowie – Staff
- Bowie State University – Staff
- Maryland-National Capital Park & Planning Commission
- Subconsultants to either entity as directed by the City or BSU

To engage further with Bowie residents and BSU students/faculty, a series of subcommittees will be formed who will operate under and report to the Executive Committee. Three initial subcommittees have been identified; the number of subcommittees may change in the future to best meet the charge and goals of the Steering Committee.

- **Bowie Community Engagement Subcommittee** - Representatives from up to three (3) homeowners/community associations in the vicinity of the property, as well as representatives from up to three (3) city-wide community groups.
- **City Committees Subcommittee** – A total of six (6) representatives from the Community Recreation Committee, environmental Advisory Committee and Green Team.
- **Bowie State University Subcommittee** – A total of six (6) representatives consisting of BSU students, faculty and/or staff, as appointed by the President of the University.



Steering Committee Structure

Proposed Timeline

Due to the preliminary nature of this Charge, the team has begun to pull together a timeline with milestones being the key measure of the progress being made. Overtime, durations and dates will be associated with this timeline, but currently the group is tracking through milestones only and estimated beginning and completion.

Milestones	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Approve funding for predevelopment activities on the race track property to the City of Bowie's FY23 budget.	X									
Complete environmental testing on the site		X	X	X	X	X	X			
Develop a remediation plan and cost estimate for the site.								X	X	X
Create a joint, prioritized list of desired uses with their associated space needs.	X	X	X							
Identify potential funding mechanisms for improvements from sources such as the State, the County, M-NCPPC, research grants, etc.		X	X	X	X	X	X	X	X	X
Determine any additional partners to the effort and				X	X					

incorporate those individuals into the Steering Committee or subcommittee, as appropriate.										
Determine methodology for renewed community engagement effort.	X	X	X							
Begin renewed community outreach on the site.			X	X	X	X				
Develop concept plan for site improvements.						X	X	X	X	X



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Detailed Site Plan #22016, Dash In Convenience Store, Gas Pumps and Car Wash

DATE: 09/01/2022

Attached please find the City staff report for Detailed Site Plan #22016.

ATTACHMENTS: 1. 20220906 - City Council Staff Report DSP 22016

LAND USE PETITION IN THE BOWIE PLANNING AREA

Maryland - National Capital Park and Planning Commission ID: Detailed Site Plan #DSP-22016
Dash In Convenience Store
Bowie Advisory Planning Board #22-05 Date: September 1, 2022

INTRODUCTORY NOTE: The proposed application is a request for approval:

- ☐ (a) of a zoning type case involving the specific use of land;
☐ (b) of a conceptual site plan;
☐ (c) to subdivide property into building lots and obtain adequate public facilities approval;
☒ (d) of a site plan for building and parking design, landscaping, architecture, etc. under the development regulations of Prince George's County. The application has been referred to the City for our review and recommendation. The position of the Bowie Advisory Planning Board in this matter is advisory to the City Council. The City Council will also conduct a public hearing on this application and their vote will become the final City recommendation. Persons wishing to participate in these hearings must submit written testimony or sign up to speak at each public hearing. Each person wishing to speak at the City's hearings will be given up to five minutes. To participate in the County's hearings, you must make a separate, written request to become a person of record.

GENERAL DATA:

1. **Nature of Petition:** Detailed Site Plan
2. **Petitioner:** Dash In Food Stores, Inc.
3. **Represented by:** Mr. Daniel Lynch, McNamee Hosea, PA
4. **Location of Petitioned Property:** Northwest corner of US 301 and Heritage Boulevard
5. **Proposed Use of Petitioned Property:** Redevelopment proposal that includes a 4,500 square foot convenience store, gas station and car wash to replace the existing 5,641 square foot Applebee's restaurant
6. **Size/Zone of Petitioned Property:** 1.68 acres/Zoned: TAC-E (Town Activity Center-Edge)
7. **Date of Hearing before BAPB:** Tuesday, July 26, 2022 at 7:00 P.M.
8. **Date of Hearing before City Council:** Tuesday, September 6, 2022 at 8:00 P.M.
9. **Date of Hearing before M-NCPPC:** TBD
10. **Date of Hearing before Hearing Examiner:** N/A
11. **Date of Hearing before District Council:** N/A

NOTICES/LEGALS	Date	Number of Mailing/Signs
Notice sent to Adj. Properties:	6/28/22	24
Notice sent to Parties of Record:	N/A	
Date Signs Posted:	6/28/22	3
	7/13/22	3
Date Legal Sent:	N/A	
Date Legal Appeared:	N/A	

RECOMMENDATIONS:

12. **Department of Planning and Sustainability Recommendation:**
The Department of Planning and Sustainability staff recommends **APPROVAL** with conditions.
13. **Bowie Advisory Planning Board Recommendation:**
The Bowie Advisory Planning Board recommends **APPROVAL** with conditions.



City of Bowie

15901 Fred Robinson Way
Bowie, Maryland 20716

MEMORANDUM

TO: City Council

FROM: Mr. Terry Rogers, Chair
Bowie Advisory Planning Board

SUBJECT: Detailed Site Plan #22016
Dash In Convenience Store, Gas Pumps and Car Wash

DATE: July 29, 2022

The Bowie Advisory Planning Board (BAPB) met on Tuesday, July 26th, to review Detailed Site Plan #DSP-22016 for a Dash In convenience store. The DSP is a redevelopment proposal that includes a 4,500 square foot convenience store, gas station and car wash to replace the existing 5,641 square foot Applebee's restaurant. The subject property contains approximately 1.68 acres and is zoned Town Activity Center-Edge (TAC-E). The location of the proposed redevelopment is in the northwestern quadrant of US 301 and Heritage Boulevard in the Bowie Gateway Center development.

Presentations

Mr. Joe Meinert, City Planning Director, noted that the Planning Department's name was recently changed to the Department of Planning and Sustainability. He then reviewed the staff report and stated that the application meets all the applicable requirements and staff recommends approval with five conditions, some of which relate to consistency within the plan's information and several others that are based in the City's Development Review Guidelines.

Attorney Daniel Lynch reviewed a Powerpoint presentation that included some background information about the site developer, the Wills Group, and their work in the community. Mr. Lynch stated that the company operates a total of 53 sites in Prince George's County. Mr. Lynch showed some examples of properties with similar projects that have been built by the Wills Group. He further discussed the site plan, landscaping buffers and building architecture. Mr. David Neiss of The Wills Group further elaborated on the company's philanthropic efforts.

Questions by BAPB Members

Questions by BAPB members included:

- Will the existing Applebee's restaurant be razed? (A: Yes, the building will be razed to make way for the redevelopment.)
- Does the developer accept the staff conditions? (A: Yes, the developer accepts all the conditions listed in the staff report.)
- With there being six other gas stations and four car washes within a half mile of the site, are you sure this project will be necessary and will succeed? Is this the kind of

MAYOR Timothy J. Adams

MAYOR PRO TEM Adrian Boafu

COUNCIL Michael P. Esteve • Henri Gardner • Ingrid S. Harrison • Roxy Ndebunadu • Dufour Woolfley **CITY MANAGER** Alfred D. Lott
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB www.cityofbowie.org

development the County wants in its activity centers? (A: The developer conducted a full market study and is convinced this is a good location for their facility. The TAC-E zoning exists in all the activity centers throughout the County, and gas stations, convenience stores and car washes are permitted uses in that zone, as well as the former Commercial Miscellaneous (C-M) zoning that the site is being developed under.)

- What are you doing for the community? What is being done for sustainability? How many stations do you have in the region? (A: The Wills Group and the Wills family have been very active in community philanthropy in Maryland. There is a strong culture within the company, including giving staff members days off to volunteer in the community several days per month. They support many organizations, including Safe and Healthy Homes, Maryland Food Bank, efforts to end child hunger, golf tournaments. The company donated \$1 million to food banks in Maryland during the COVID pandemic. With regard to sustainability, they are looking at each site individually for what will work. For example, EV charging stations make more sense for sites closer to I-95 vs. neighborhood stations, where many owners of electric vehicles charge them at home. There are 250 stations operated by the Wills Group in the region.)
- What is your approach to diversity and inclusion? (A: They are building this philosophy into their culture. They have a Diversity, Equity and Inclusion Officer. The company has changed the way it does business over the past five years.)
- Since many of your philanthropic efforts are related to food donations, what would you do in a community like Bowie, that may not have this need? (A: The company leadership and committee vets out the possibilities and typically engages with 3-4 organizations per year. They are open to any suggestions.)

Public Hearing

No one was present for the public hearing.

BAPB Motion

Mr. Carl Schuettler moved to recommend **APPROVAL** of Detailed Site Plan #22016, with the five conditions recommended by staff. Mr. Ron Skotz seconded the motion. In response to the applicant's statements about their philanthropy efforts, the BAPB asked the applicant to provide documentation and evidence of their involvement and typical programs to the City Council.



City of Bowie

15901 Fred Robinson Way
Bowie, Maryland 20716

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, ICMA-CM, CPM
City Manager

SUBJECT: Detailed Site Plan #22016
Dash In Convenience Store, Gas Pumps and Car Wash

DATE: September 1, 2022

I. Background and Proposal

Dash In Food Stores, Inc. has filed an application for Detailed Site Plan approval under the prior Commercial Miscellaneous (C-M) zoning for the 1.68-acre property. The property is in the northwest corner of US 301 and Heritage Boulevard (see Attachment #1). The redevelopment proposal includes a 4,500 square foot convenience store, gas station and car wash to replace the existing 5,641 square foot Applebee's restaurant (see Attachment #2). The current zoning is Town Activity Center-Edge (TAC-E). The new County Zoning Ordinance, which will become effective on April 1, 2022, will permit a convenience store, gas pumps and car wash in the Town Activity Center-Edge (TAC-E) zone as a matter of right.

In 1975, the District Council changed the zoning on the property from R-R (Rural Residential) to C-M (Commercial-Miscellaneous) as part of the former International Renaissance Center (IRC) (a.k.a. the "City of Capitals" subdivision). The general purpose of the C-M Zone is to provide locations for concentrations of miscellaneous commercial uses; these locations should be on nonresidential streets. The C-M Zone generally allows varied retail uses, including office and highway-oriented uses. In addition to zoning use restrictions, the property was made subject to a Conceptual Site Plan (#CSP-78080) which illustrates the types of uses and general building locations. Submission of a Conceptual Site Plan was required by the District Council as part of the Sectional Map Amendment (SMA) zoning approval in 1975. The original Conceptual Site Plan, showing the subject property as a non-fast food restaurant use, was approved by the County Planning Board in July 1979 (see Attachment #3).

After the Conceptual Site Plan approval, several Detailed Site Plans for various buildings within the center were approved. On November 18, 1993, the Planning Board approved DSP-93047/01 for a three-story bank building and a one-story restaurant (Ground Round) to be located on Lot 1, Block E of the City of Capitals. DSP-93047/04 was approved to accommodate the development of an Applebee's restaurant in lieu of the Ground Round on the subject property. On October 30, 1996, Lot 1 was resubdivided into Lots 8 and 9. This proposal involves Lot 8.

In February 2022, a revision to the Conceptual Site Plan was approved by M-NCPPC staff, substituting the proposed use for the restaurant use on Lot 8.

MAYOR Timothy J. Adams

MAYOR PRO TEM Adrian Boafu

COUNCIL Michael P. Esteve • Henri Gardner • Ingrid S. Harrison • Roxy Ndebunadu • Dufour Woolfley **CITY MANAGER** Alfred D. Lott
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The 2006 Bowie and Vicinity Master Plan created the Bowie Regional Center, which includes Melford, the Bowie Town Center and the Bowie Gateway Center. In the Bowie Gateway Center, the Master Plan suggests, in the short term, “infill and small-scale redevelopment of existing areas” could occur. The Approved 2022 Bowie, Mitchellville and Vicinity Area Master Plan included a specific policy for Economic Prosperity, as follows: EP 4.2 Construct infill retail, service, and eating and drinking options as Bowie Local Town Center develops or redevelops.

A Statement of Justification was submitted for this application (see Attachment #4).

II. Stakeholders Meeting

On July 13th, Planning staff conducted a virtual Stakeholders Meeting for Detailed Site Plan #22016. A total of 16 people attended the meeting. Stakeholder questions were focused on access to the site, walkability, traffic impacts, the need for environmentally sensitive development (including use of renewable energy and 100% native plant species) and the need to provide electric vehicle (EV) charging stations. There were many comments from Stakeholders who were opposed to the City losing a sit-down restaurant and gaining only another gas station.

III. Analysis of Detailed Site Plan #22016

Section 27-285(b)(1) of the County Zoning Ordinance requires that the following finding be made for a Detailed Site Plan to be approved by the County Planning Board:

The Planning Board may approve a Detailed Site Plan if it finds that the Plan represents a most reasonable alternative for site design guidelines without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for its intended use. If it cannot make this finding, the Planning Board may disapprove the Plan.

Site design guidelines include parking, loading and circulation; lighting; grading; service areas; and, architecture. The DSP may be approved since it will represent a reasonable alternative without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for its intended use. Staff finds the proposed development will enhance the utility of the specific site and the entire Bowie Gateway Center. Additionally, the use is permitted by right.

A review of DSP #22016 in relation the City’s Development Review Guidelines resulted in one item needing to be addressed. The City’s guidelines for commercial development include:

2.1 In commercial and public uses, entrance and exit doors should be equipped with a mechanical door opening device, preferably the overhead door sensory device, such as those typically found in grocery stores.

To comply with the City’s guideline, a note should be added to the Detailed Site Plan requiring the entrance and exit doors to be equipped with mechanical door opening devices.

Additionally, staff identified several corrections and changes necessary to address the finding for Detailed Site Plan approval:

1. General Note 4 says the Fuel Facility will have seven multi-product dispensers. The Plan shows only six. The site plan and elevation drawings should be revised to be consistent.

2. As an added measure of safety to prevent trucks backing into the fire hydrant, bollards should be installed in front of the fire hydrant next to the dumpster enclosure area.
3. The parking spaces shown do not match the dimensions identified in Standard Note 6 E. 9.5' x 19'. Some spaces are shown at 10' x 19' and others are shown at 10' x 17'. The Detailed Site Plan should be revised to correct this discrepancy and meet the minimum size standards for parking spaces.
4. Of the total of 29 shade trees, only 51% are native. All shade trees should be native species. Likewise, only 70% of the 230 shrubs are native. All shrubs should be native species or an acceptable justification provided for not using native tree species.

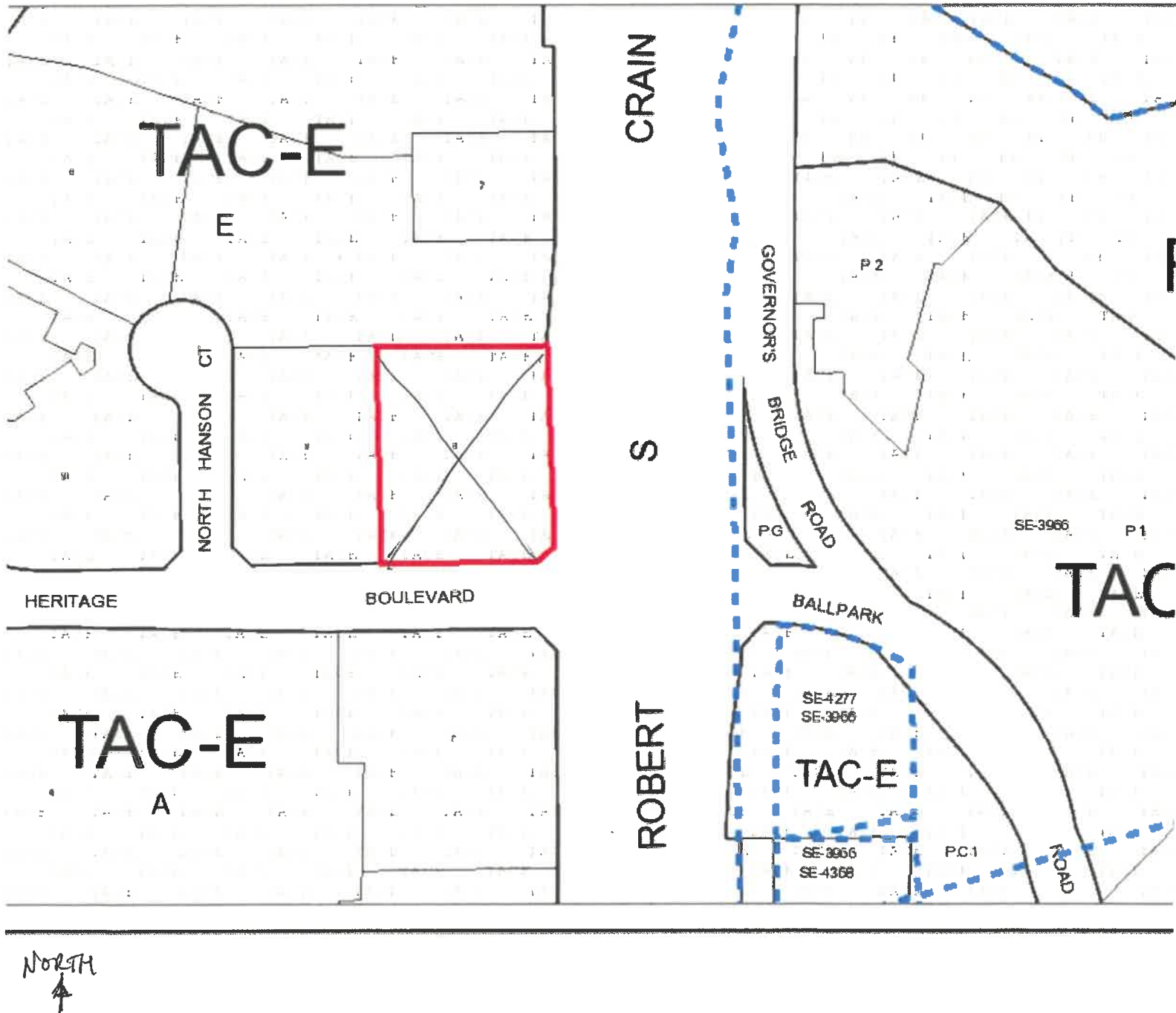
IV. Outstanding Issues

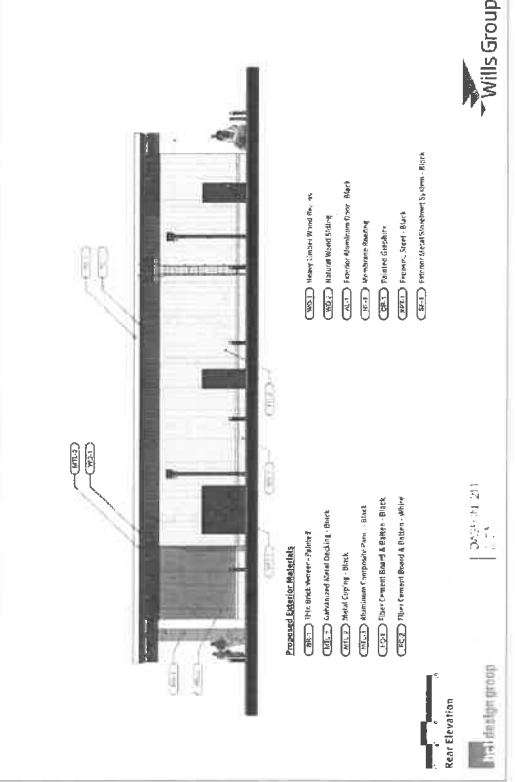
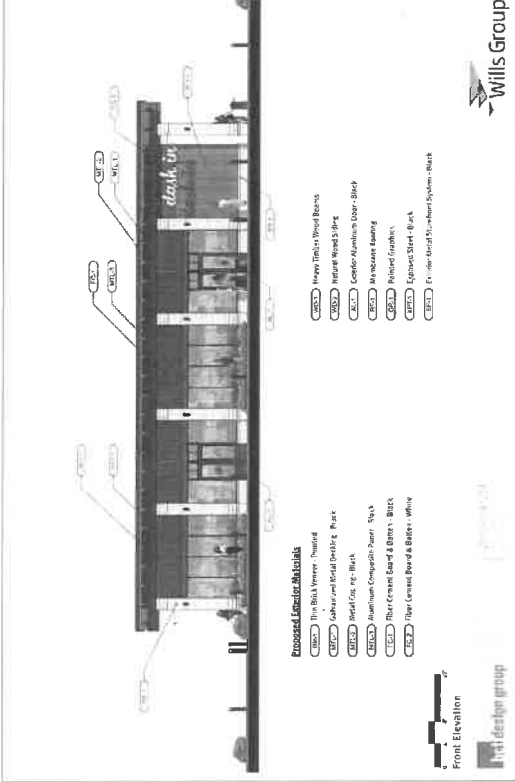
None

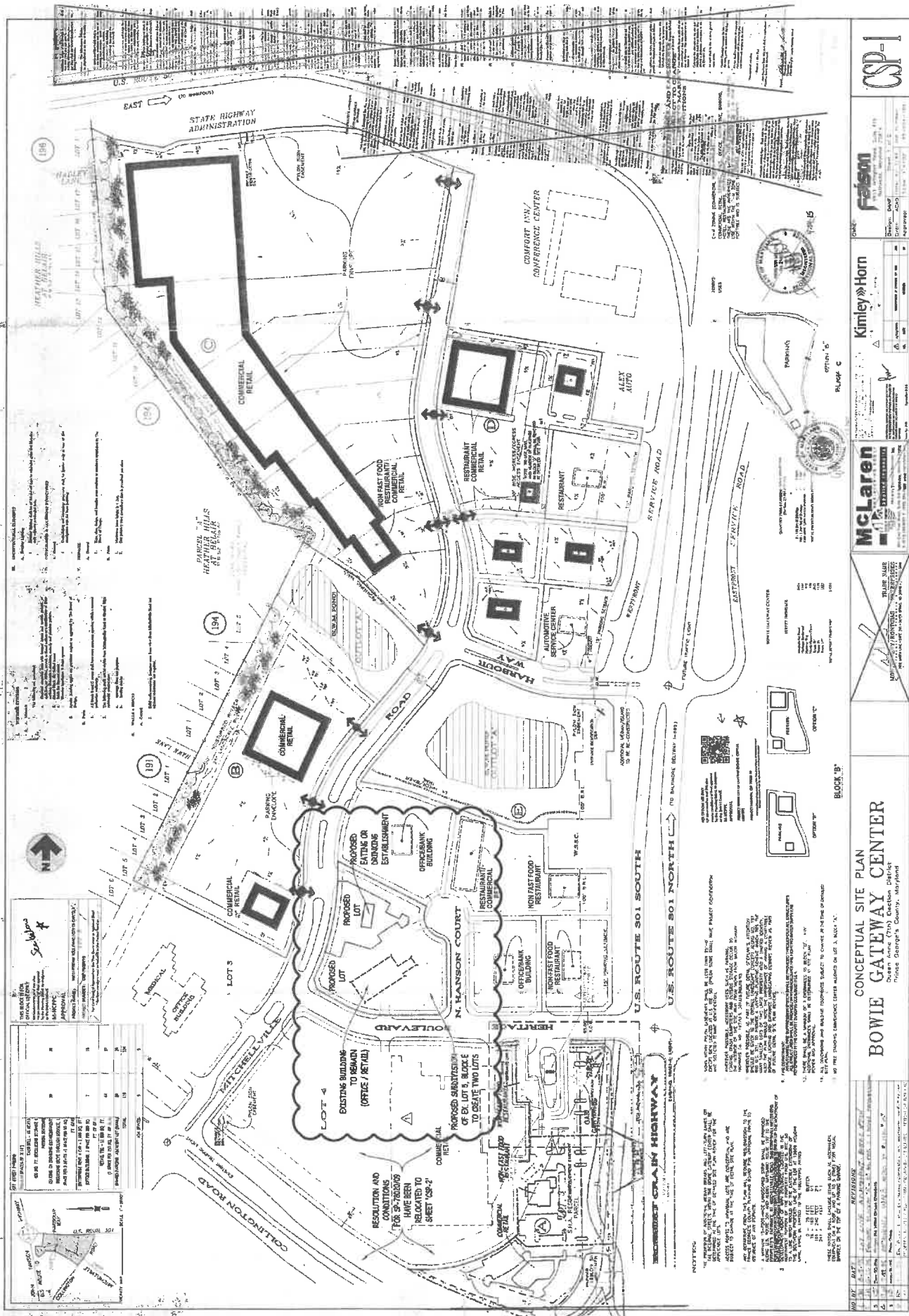
V. Recommendation

With the conditions set forth below, staff finds the Detailed Site Plan proposed for Dash In site will meet the findings for approval set forth in Section 27-285(b). Specifically, the proposed Detailed Site Plan represents a reasonable alternative for satisfying the site design guidelines, without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for its intended use. Therefore, staff recommends **APPROVAL** of Detailed Site Plan #22016 with the following conditions, which are intended to improve the site design and address conformance with the County Zoning Ordinance and City Development Review Guidelines:

1. The Detailed Site Plan and elevation drawings shall be revised to make the number of multi-product fuel dispensers consistent with each other.
2. Bollards shall be installed in front of the fire hydrant next to the dumpster enclosure area as an added measure of safety to prevent trucks backing into the fire hydrant.
3. The Detailed Site Plan should be revised to correct the discrepancy in parking space sizes and meet minimum size standards.
4. All shade trees and shrubs shall be native species.
5. All entrance and exit doors shall be equipped with mechanical door opening devices, preferably the overhead door sensory device, such as those typically found in grocery stores.







**STATEMENT OF JUSTIFICATION
DSP-22016
DASH-IN BOWIE**

APPLICANT: Dash In Food Stores, Inc.
P.O. Box 2810
LaPlata, Maryland 20646

CORRESPONDENT: Daniel F. Lynch, Esq
McNamee Hosea
6411 Ivy Lane, Suite 200
Greenbelt, Maryland 20770
(301) 441-2420 Voice
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dlynch@mhlawyers.com

REQUEST: Detailed Site Plan pursuant to Section 27-285(b) of the Zoning Ordinance.

I. DESCRIPTION OF PROPERTY

1. Address – 4100 Crain Highway, Bowie, Maryland 20716
2. Use - Retail Sale of Gasoline, Car Wash and Food and Beverage Store
3. Incorporated Area - N/A
4. Council District – 7th
5. Lots – Lot 8, Block E
6. Total Area – 1.68 Acres
7. Tax Map – Map 55/Grid D2
8. Location – Located on the north side of Heritage Boulevard at its intersection with US 301.
9. Zoned: TAC-E
11. Owner – Gardner Bowie, LLC
12. Zoning Map – 206NE14

II. APPLICANT'S PROPOSAL

The applicant, Dash-In Food Stores, Inc. is requesting the approval of a Detailed Site Plan for that property located at 4100 Crain Highway, Bowie, Maryland (the "Subject Property") in conformance with the criteria set forth in Section 27-285(b) of the Zoning Ordinance. The applicant is proposing construct a gas station, food and beverage store and car wash on the Subject Property. Although the property has been rezoned to TAC-E, the applicant is making this application in accordance with the C-M Zone pursuant to the transition provisions contained in the Zoning Ordinance.

III. DEVELOPMENT HISTORY

The City of Capital property, commonly known as Bowie Gateway Center was originally rezoned from the R-R Zone to the C-M Zone by the Prince George's County Council in 1975 as part of the Bowie-Collington Sectional Map Amendment (CR-108-1975, Amendment 14). The conditions of the rezoning required the approval of Comprehensive Site Plan, which would include a conceptual development plan for the entire property, by the Planning Board. On July 26, 1979, the Planning Board approved a development concept plan, CSP-7808/01 (entitled "Comprehensive Design Plan") as part of the "Comprehensive Site Plan" for the City of Capital. The development site plan approval required that prior to the development of any portion of the site, a Detailed Site Plan for that portion be approved by the Planning Board. The approved development concept plan, along with the Detailed Site Plans for individual lots, would constitute the "Comprehensive Site Plan" required by Amendment 14 of CR-108-1975.

Subsequent to this approval, a number of Detailed Site Plans for various buildings within the center have been approved, the most recent of which, DSP-91016/02 was approved for a bank (NFCU) in 2016. In addition, a number of amendments to the Conceptual Site Plan have been approved for the center and the most recent was CSP-78020/12 to allow an eating and drinking establishment with drive-through service.

On November 18, 1993 the Planning Board approved DSP-93047/01 for a three story bank building and one story restaurant (Ground Round) to be located on Lot 1, Block E of the City of Capitals. DSP-93047/04 was approved to accommodate the development of an Applebee's restaurant for the Ground Round on the subject property. On October 30, 1996 a plat was approved which resubdivided Lot 1 into Lots 8 and 9. The proposed Dash In will be located on Lot 8 which is developed with an Applebee's restaurant. CSP-78020/11 was approved

IV. COMMUNITY

The subject property is located on the north side of Heritage Boulevard at its intersection with US 301. The property is located in the Bowie Regional Center as designated in the *2005 Master Plan and Sectional Map Amendment for Bowie and Vicinity*. The property is surrounded by the following uses:

North: Medical office building in the C-M Zone.

South: Vacant building in the C-M Zone

East: US 301 and across US 301 retail commercial uses (Home Depot and AutoZone) in the C-M Zone.

West: Bank in the C-M Zone.

V. CRITERIA FOR APPROVAL

The criteria for approval of a Detailed Site Plan are set forth in Section 27-285(b) and the Site Design Guidelines are set forth in Section 27-274.

Section 27-285

(b) Required findings.

- (1) The plan represents a reasonable alternative for satisfying the site design guidelines, without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for its intended use;

Comment: This Detailed Site Plan represents a reasonable alternative for satisfying the site design guidelines. The plan does not require unreasonable costs nor does it detract substantially from the utility of the proposed development for its intended use as a gas station and food and beverage store. The site design guidelines are found in section 27-274 of the Zoning Ordinance.

Section 27-274 Design Guidelines

(1) General.

- (A) The Plan should promote the purposes of the Detailed Site Plan.

Comment: The purposes of the Detailed Site Plan are found in Section 27-281 (b) & (c).

Section 27-281. Purposes of Detailed Site Plans.

(b) General purposes.

- (1) The general purposes of Detailed Site Plans are:

(A) To provide for development in accordance with the principles for the orderly, planned, efficient and economical development contained in the General Plan, Master Plan, or other approved plan;

- (B) To help fulfill the purposes of the zone in which the land is located;

(C) To provide for development in accordance with the site design guidelines established in this division; and

(D) To provide approval procedures that are easy to understand and consistent for all types of Detailed Site Plans.

(c) Specific purposes.

(1) The specific purposes of Detailed Site Plans are:

(A) To show the specific location and delimitation of buildings and structures , parking facilities, streets, green areas, and other physical features and land uses proposed for the site;

(B) To show specific grading, planting, sediment control, tree preservation, and storm water management features proposed for the site;

(C) To locate and describe the specific recreation facilities proposed, architectural form of buildings, and street furniture (such as lamps, signs, and benches) proposed for the site; and

(D) To describe any maintenance agreements, covenants, or construction contract documents that are necessary to assure that the Plan is implemented in accordance with the requirements of this Subtitle.

Comment: This Detailed Site Plan promotes the purposes of Detailed Site Plans. Specifically, this plan helps to fulfill the purposes of the C-M Zone in which the subject land is located. A gas station, car wash and food and beverage store are permitted uses in the C-M Zone. The plan gives an illustration as to the approximate location and delineation of the building, its parking, streets, green areas, and other similar physical features and land uses proposed for the site.

In addition to the purposes set forth in Section 27-281, Section 27-274 further requires the Applicant to demonstrate the following:

(2) Parking, loading, and circulation.

(A) Surface parking lots should be located and designed to provide safe and efficient vehicular and pedestrian circulation within the site, while minimizing the visual impact of cars. Parking spaces should be located to provide convenient access to major destination points on the site.

(B) Loading areas should be visually unobtrusive and located to minimize conflicts with vehicles or pedestrians.

(C) Vehicular and pedestrian circulation on a site should be safe, efficient, and convenient for both pedestrians and drivers.

Comment: This Detailed Site Plan demonstrates conformance with this Design Guideline. The plan shows that a majority of proposed parking spaces associated with the gas station and food and beverage store are perpendicular to the sidewalk located on the north, south and east sides the food and beverage store. There are also 5 parking spaces located along the northern property line and 6 parking spaces located on the north side of the car wash. In addition there are generous drive aisles provided to help the safe circulation of vehicles. The applicant believes that this layout will prevent any conflicts between vehicles and pedestrians on the Subject Property.

(3) Lighting.

- (A) For uses permitting nighttime activities, adequate illumination should be provided. Light fixtures should enhance the design character.

Comment: This plan complies with the design guidelines outlined in sub-part (3). Adequate lighting will be provided to illuminate entrances and parking areas throughout the site. Lighting Details are shown on the photometric plan.

(4) Views.

- (A) Site design techniques should be used to preserve, create, or emphasize scenic views from public areas.

Comment: This Detailed Site Plan complies with the design guidelines outlined in sub-part (4) and the plan is designed to preserve, create, or emphasize views from the public roads that surround the property. The applicant is providing a 15-foot wide landscape strip along the US 301 frontage in compliance with the approved CSP and a 4.2 landscape strips located along the Heritage Boulevard frontage. The applicant believes that these landscape strips will enhance the views of this property from travelers along US 301 and Heritage Boulevard.

(5) Green Area.

- (A) On site green area should be designed to complement other site activity areas and should be appropriate in size, shape, location, and design to fulfill its intended use.

Comment: The Detailed Site Plan notes that the site will comply with the green space requirements and the Tree Canopy Coverage requirements.

(6) Site and streetscape amenities.

- (A) Site and streetscape amenities should contribute to an attractive, coordinated development and should enhance the use and enjoyment of the site.

Comment: As indicated above, the applicant is proposing to install a 15-foot landscape strip along the US 301 frontage and a 4.2 Landscape Strip along the Heritage Boulevard frontage. The Landscape Plan also provides for compliance with Section 4.3 of the Landscape Manual. Given the size of the property and the nature of the use, the applicant is not proposing any other streetscape amenities.

(7) Grading.

(A) Grading should be performed to minimize disruption to existing topography and other natural and cultural resources on the site and on adjacent sites. To the extent practicable, grading should minimize environmental impacts.

Comment: The site is currently developed with an eating and drinking establishment and the applicant is proposing a minimal amount of additional grading as part of this redevelopment proposal.

(8) Service Areas.

(A) Service areas should be accessible, but unobtrusive.

Comment: The proposed loading space located on the north side of the property and complies with 4.4 of the Landscape Manual. The trash and recycling area will be surrounded by landscaped screening.

(9) Public Spaces.

(A) A public space system should be provided to enhance a large-scale commercial, mixed use, or multifamily development.

Comment: The applicant is not proposing to provide public space as part of this amendment.

(10) Architecture.

(A) When architectural considerations are referenced for review, the Conceptual Site Plan should include a statement as to how the architecture of the buildings will provide a variety of building forms, with unified, harmonious use of materials and styles.

(B) The guidelines shall only be used in keeping with the character and purpose of the proposed type of development and the specific zone in which it is to be located.

(C) These guidelines may be modified in accordance with section 27-277.

Comment: This Detailed Site Plan complies with the design guidelines outlined in sub-part (10). As stated earlier, this Detailed Site Plan provides the front, rear and side exterior elevations of the proposed building. This Detailed Site Plan also provides the building materials, such as the brick veneer, glass, steel and aluminum that will be used for the proposed building. Generally speaking, the proposed architecture of the food and beverage store and car wash represents the newest prototype Dash-In building and the applicant intends to implement this design and associated branding on all future sites in Prince George's County as well other jurisdictions in this region.

With regard to the proposed signage for the site, the Detailed Site Plan contains a compliance chart demonstrating that the building mounted signage and freestanding signage complies with the standards for the C-M Zone.

In addition to the requirements outlined in Section 27-274, Section 27-285 further requires that the Applicant demonstrate the following:

(2) The Planning Board shall also find that the Detailed Site Plan is in general conformance with the approved Conceptual Site Plan (if one was required);

Comment: The DSP has been design in accordance with the underlying conditions of approval of CSP-78012, as amended.

(3) The Planning Board may approve a Detailed Site Plan for Infrastructure if it finds that the plan satisfies the site design guidelines as contained in Section 27-274, prevents offsite property damage, and prevents environmental degradation to safeguard the public's health, safety, welfare, and economic well-being for grading, reforestation, woodland conservation, drainage, erosion, and pollution discharge.

Comment: Not applicable.

VI. PRIOR APPROVALS

The prior approvals are set forth in Section III above. The two prior approvals that are relevant to this application are CSP-78020/02, CSP-78020/11 and 4-95119. First, CSP-78020/11 was approved by the Planning Director for the purpose on amending the use on the subject property to reflect a gas station, car wash and food and beverage store. CSP-78020/02 was approved by the Planning Board on September 10, 1982 subject to 5 conditions. Each relevant condition is listed in below, followed by comment.

4. Development of individual lots along US 301 and MD 192 shall provide consistent landscaping/berming within the 15-foot wide landscape strip along US 301 and MD 197 to tie the individual development into a coherent identity.

Comment: The Landscape Plan submitted in conjunction with the DSP set shows the 15 foot wide landscape strip. The landscape strip is consistent with other property with frontage on US 301 and MD 197.

5. The design of signs, lighting and entrance features on individual lots shall be carefully coordinated throughout the entire center to ensure the compatibility among these elements and to enhance the overall development character and appearance. National logos shall not be prohibited. Monumental signs for the center (not for individual businesses) shall be permitted at the locations shown on the subject plan.

Comment: The detailed site plan demonstrates conformance with this condition. Sheet 8 of the plan set contains the detail sheet for the site. The applicant is not proposing and entrance feature for the site and the monumental sign for the center is not located on the subject property.

4-95119 was approved by the Planning Board on December 21, 1995 subject to 2 conditions. The relevant condition is as follows, subject to comment:

2. No building permits for any development located on Lots 8 and 9, Block E of the City of Capitals shall be issued in excess of 60,651 square feet of gross floor area of C-M development in accordance with the following caps for the individual lots:

Lot 8, Block E 32,899 square feet
Lot 9, Block E 27,752 square feet

Comment: This detailed site plan is proposing 5,844 square feet of development on Lot 8 and therefore conforms to the approved preliminary plan.

VI. CONCLUSION

The applicant respectfully submits that all of the criteria for approving a Detailed Site Plan have been met and on behalf of Dash-In Food Stores, Inc, requests the approval of this application.

Respectfully submitted,

McNAMEE HOSEA

A handwritten signature in dark ink, appearing to read 'D. Lynch', is written over the printed name 'McNAMEE HOSEA'.

Daniel F. Lynch



Memorandum

TO: City Council

FROM: Daniel Mears, Assistant City Manager

SUBJECT: Branding Initiative Report

DATE: 09/01/2022

For the last nine months, the City has been going through a branding and visioning initiative. Much of the work has been performed by consultants from Trajectory Brands, Inc., with ongoing involvement throughout the process from a cross-functional advisory committee.

Public engagement has been a key part of the work throughout this project, with interviews, surveys, and in-person opportunities for input and feedback. The overall sentiment was that people like living in Bowie and are proud of their city. They like the community feel, the parks and other amenities, the diversity, and the location. Trajectory calls these characteristics Bowie's brand pillars and are using them to guide development of visual design elements and messaging about Bowie.

Both the pillars and the design elements have gone through a gradual process of review and refinement over the last several months. The advisory committee participated in workshops at critical points in the process and members have provided input on what the consultants were creating. The group reviewed an initial group of about a dozen approaches, that were eventually narrowed down to three options. The three options were presented to the public by means of a community survey and through posters at National Night Out. Using that feedback, the designs were further modified and reduced to two choices, which the group reviewed and discussed last week. A majority of the committee favors the design approach being presented on Tuesday evening for its uniqueness and boldness.

A summary of the Trajectory presentation is attached. More specific details will be shared during the presentation on Tuesday evening. Also attached is a list of the people who participated in the steering committee.

At the Council's meeting on Tuesday, September 6, 2022, Mr. Stephen Weir, of Trajectory will discuss the results of their work thus far. He will explain their discovery and engagement process and how they took what they heard and crafted it into recommended brand pillars and visual elements for the City of Bowie.

The project is not yet complete. Design work is 95% complete, with some slight design modifications still possible. And there is much work still to be done to introduce and implement a new brand for the City of Bowie. The first place the new look will likely be seen is on the redesigned City website and

on our various social media platforms. However, before any of that occurs, staff requests Council's endorsement of the approach and design to date.

Branding Initiative – Advisory Committee Members

Ingrid Harrison, City Councilmember

Boyd Campbell, realtor/business owner in Bowie and former resident

Elveeda Dixon, resident and member of Bowie Diversity Committee

Mike Rauck, resident and moderator Bowie Living Facebook page

Daniel Mears, Assistant City Manager

Lori Cunningham, Community Outreach Coordinator, Community Services Department

Bethany DeRight, Public Information Specialist, Bowie Police Department

Ashleigh Diaz, Sustainability Manager, Planning Department

John Henry King, Economic Development Director

Stephanie Lopez, Communications Analyst, Communications Division

Una Cooper, Director, Communications Division

ATTACHMENTS: 1. 20220906 - Branding presentation - Trajectory

City of Bowie

Brand
development

Aug. 31, 2022

City Council submission

trajectory



Project context and objectives

Trajectory was engaged in June 2021 to facilitate a brand development process in partnership with the City of Bowie.

The primary objective of this project was to develop a unifying brand strategy for the City of Bowie, as well as introduce a new corporate logo and visual identity system. The new identity would be used primarily for the marketing and promotion of the city, both within Bowie's city limits and beyond. This identity does not replace the existing city seal but serves as a complement and will be used where appropriate. The seal will remain the primary identity for official city business and other applications as appropriate.

Other important objectives of this project include:

- Sharpen the narrative and key messaging that builds on many of Bowie's strengths so that it may be communicated more clearly, more effectively and more consistently
- Build community pride by identifying and promoting what makes Bowie a distinct and appealing place (to live, work, play, and invest)
- Promote Bowie's diversity as a strength
- Provide a compelling, robust and flexible visual identity system that works for the many marketing and communications needs of the city.

A few examples of how many places maintain both an official city seal and a community brand, or marketing brand. They are complementary and each serves a distinct role within the city (and beyond).



Methodology and community engagement

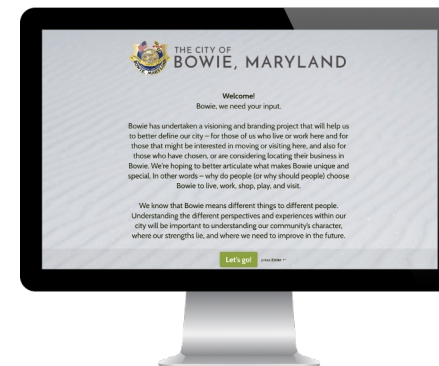
This project was led by Trajectory and a core project team from Bowie, and was supported and guided by a broader Project Advisory Committee.

There were four phases to this project:

1. **Discovery:** Context setting, on-boarding, research, audits, community engagement.
2. **Brand strategy development:** Develop the key tenets - we call them brand pillars - of the Bowie narrative through an iterative series of workshops, surveys, and community engagement.
3. **Brand expression:** Through a similar series of iterative workshops, surveys, and other community engagement we developed a robust visual identity system. Initially starting with a range of options and refining down to a single recommendation.
4. **Implementation blueprint:** Still to come, this final phase brings the brand to life with creative assets and brand guidelines, and plans for the effective and efficient introduction of the brand to the Bowie community.

Robust community engagement was a guiding principle of this project and is critical to ensure an authentic and meaningful brand is developed. Highlights of the engagement included:

- 25 one-on-one interviews with a diverse mix of city leadership and representatives across important aspects of the city (economic development, heritage, recreation, police services, Senior Center, Bowie State University, Green Team, faith-based groups, the arts, and more).
- Two community surveys with over 700+ total respondents
- 5 Advisory Committee workshops
- In-person engagement and consultation at National Night Out



Recommendations: brand pillars

More than just our logo, our brand is the cumulative set of expectations and external perceptions people have about us. Our reputation, partnerships, services, experiences, communities, marketing and communications all play a role in actively shaping it.

Our three brand pillars were developed through extensive community consultation, and provide a simple framework that will help communicators tell a more consistent story about Bowie and highlight the messages that most resonate and are most compelling. It is intended to showcase the best of Bowie and be our realistic aspirations.

Family-centered roots for tomorrow



Built by neighbors; working for all



Home base for growing businesses



Recommendations: brand pillars

The brand pillars are well supported with numerous ‘proof points’ for each (shown below).

Family-centered roots for tomorrow

- Excellent public and private school options
- Variety of retail and convenience shopping
- Number and quality of natural greenspaces, paths & trails; destination parks (Allen Pond, Whitemarsh, etc.)
- Among the highest number of ballfields per capita in MD
- Home of Bowie Baysox AA affiliate of the Baltimore Orioles
- Future home of Liberty Sports Park and a recreational complex on the former racetrack site
- Great recreational facilities including an ice rink, municipal gymnasium, and a nationally accredited Senior Center
- Convenient healthcare options nearby
- Programs for all ages

Built by neighbors; working for all

- Diverse, inclusive suburban haven embracing 70+ spiritual and religious centers and numerous international groups
- Range of housing options across city neighborhoods and communities
- Variety of community festivals, concerts, performances, and other cultural amenities
- Community-based policing, one of MD’s safest cities
- Numerous Green City initiatives
- Engaged, activist population
- Solar farm and Electric Vehicle charging stations
- Service-focused & fiscally responsible (AAA bond rating)

Home base for growing businesses

- For business, central location and prime access to DC, Baltimore and Annapolis.
- Easy access by major highways
- MARC connection to Baltimore and DC and BWI Airport
- Home base for many professionals and independent enterprises
- Well-educated, affluent workforce
- Bowie State University on our doorstep
- Dynamic, entrepreneurial “ecosystem” for independent businesses fueled by Bowie Business Innovation Center (a renowned accelerator for companies and contractors), and the city’s business-savvy development programs
- Ideal location for “hybrid” workstyle professionals, firms, and entrepreneurs.

Recommendations: visual identity

There are many strategic objectives and functional considerations that must be addressed when developing a visual identity. The logo and visual system endorsed by a majority of the Advisory Committee, and presented here, captures the spirit of the Bowie narrative and provides a strong design platform that is distinct, flexible, fun, and celebrates the best of Bowie.

The symbol is inspired by the many communities of Bowie and its advantageous central proximity to Baltimore, Annapolis, and D.C. The colors celebrate Bowie's distinct diversity, positivity, and vibrancy.

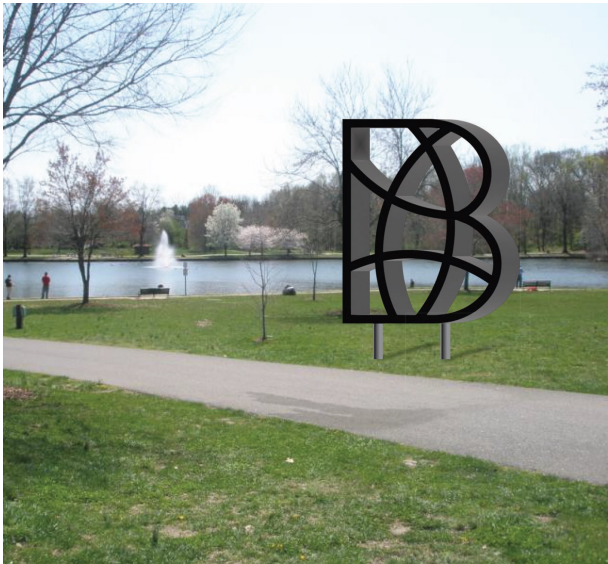
The element above the 'i' is a nod to the graphic elements contained within the Maryland state flag.

Multiple versions of the logo have been developed to maximize utility across the range of media.



Recommendations: visual identity

The visual system extends well beyond simply a logo, as a complete and robust visual system has been developed. This helps ensure vibrancy in the market, a range of creative assets for Bowie’s marketers, and an ability to endure for years to come. We look forward to sharing more of the visual system at the City Council meeting on September 6th.



Recommendations: visual identity

A few additional sample applications...



Thank you.

trajectory