# City of Bowie
## Regular City Council Meeting

**Monday, March 6, 2023**
**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.** Adoption of Resolution R-14-23 - Approving an Agreement with South Lake Commercial, LLC for the Installation and Maintenance of Trailhead Amenities and Establishment of a Public Access Easement at South Lake and Authorizing the City Manager to Execute the Agreement

**B.** Adoption of Resolution R-15-23 Accepting Bid Proposal for Consulting Services for the Five Year HUD CDBG Consolidated Plan FY 2024-2028 (HUD FY2023-2027)

**C.** Adoption of Resolution R-16-23 - Adopting the Office of Emergency Management's Integrated Preparedness Plan

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

**A.** Detailed Site Plan DSP-20003-01, Dash In Mill Branch Crossing - The developer is requesting the City's approval recommendation for a Detailed Site Plan proposing a 4,500 sq. ft. Dash In convenience store, gas station with eight fuel dispensers and a car wash - **Public Hearing/Eligible for Action**

**B.** Special Exception SE-22006, Dash In Car Wash at Mill Branch Crossing - The developer is requesting the City's approval recommendation for a Special Exception application proposing a 4,500 sq. ft. Dash In convenience store, gas station with eight fuel dispensers and a car wash - **Public Hearing/Eligible for Action**

**C.** Economic Development Activity Impact Brief - Impact of the incentive payments made to Inovalon requested by Councilmember Hawkins.

**D.** South Bowie Revitalization Committee - Mayor Pro Tem Ndebumadu would like to establish a revitalization advisory committee for South Bowie

**E.** Economic Development Roundtable/Working Group - Mayor Pro Tem Ndebumadu would like the City of Bowie to host an Economic Development Roundtable Discussion

**F.** Women's History Month Celebration Reception - Discussion on a proposed Women's History Month Celebration Reception by Mayor Pro Tem Ndebumadu

## 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 3/8/23 and 3/11/23 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 2023 Council Meetings list. Once the meeting video opens, be sure to click on "CC" button to turn on closed captioning.**

**NEXT REGULAR MEETING OF THE BOWIE CITY COUNCIL - MONDAY, MARCH 20, 2023 - COUNCIL CHAMBERS - 8:00 P.M.**

# Memorandum

**TO:** City Council

**FROM:** Awilda Hernandez, City Clerk

**SUBJECT:** City Committee Appointments/Reappointments/Swearing-In

**DATE:** 03/02/2023

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Committee Appointments and Swearing-in:

1. Ms. Nicole Warner was interviewed on February 21 for appointment to the Education Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please move to appoint her.

**ATTACHMENTS:** None

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Resolution R-14-23, South Lake Trailhead Agreement - Approving an Agreement with South Lake Commercial, LLC for the Installation and Maintenance of Trailhead Facilities and Establishment of a Public Access Easement at South Lake and Authorizing the City Manager to Execute the Agreement

**DATE:** 03/02/2023

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The commercial developer of South Lake, South Lake Commercial, LLC, has proposed an easement agreement to establish a Trailhead with public amenities along Fairmont Drive in the South Lake subdivision. The proposed Trailhead easement area is located along Fairmount Drive, immediately adjacent to the public right-of-way, at the northeast corner of Fairmont Drive and an intersection with a private commercial street located opposite Glenn Lake Drive (see Attachment #1). The trailhead area is part of Pad Site 27 shown on the approved Detailed Site Plan for the commercial portion of South Lake (DSP-19021).

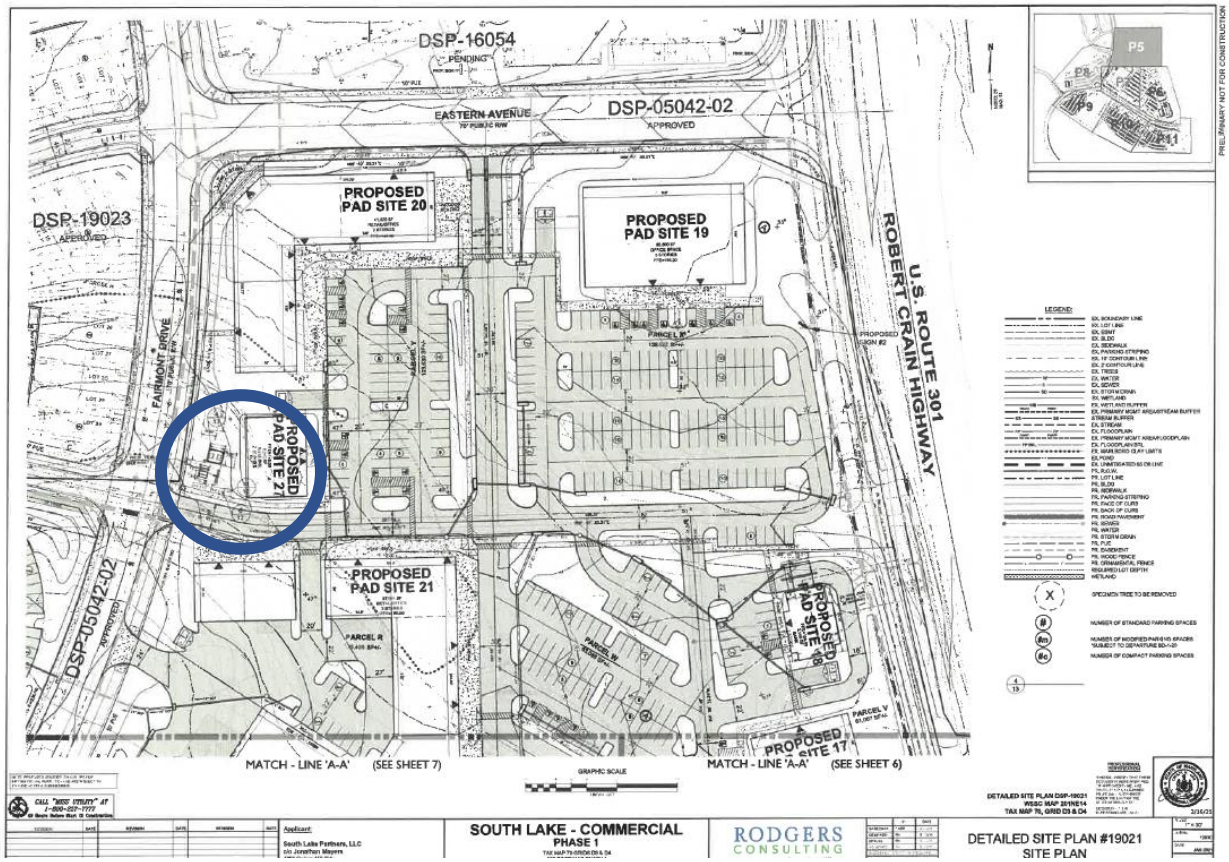
The South Lake development was approved with the County's Master Plan trail alignment running along the main public streets within the development (see Attachment #2). The purpose of re-aligning the original trail, which was intended to be constructed along the Collington Branch stream, was to avoid floodplain and wetland issues, as well as avoid disturbance and clearing of additional woodland along the western edge of development. The approved trail alignment starts at the development entrance at Old Central Avenue in the north, and follows the main streets in South Lake, including Summit Point Boulevard, Fairmont Drive and Prince George's Boulevard, passing by Liberty Sports Park and connecting into the Collington Center Employment Park. The planned trail system continues south through several developments to Upper Marlboro.

South Lake Commercial, LLC has executed the attached agreement, which guarantees public access to the Trailhead and provides for perpetual maintenance by the developer, its successors and/or assigns. Under the agreement, the City will have the authority to ensure that the Trailhead amenities installed by the developer, which include a small pavilion with two picnic tables, benches, bike racks and a bicycle service kiosk, a community (informational) kiosk, and waste receptacles, will be maintained. Additionally, the agreement guarantees trail users the right to park in the commercial businesses' parking lots. The City has already executed a similar agreement for amenities within the stormwater management parcels in South Lake. The City Attorney has reviewed the attached agreement and finds it acceptable.

Recommendation: It is recommended that City Council APPROVE Resolution R-14-23.

**ATTACHMENTS:**

1. 20230306 - Trailhead Location Attachment #1
2. 20230306 - Attachment #2
3. 20230306 - Resolution R-14-23
4. 20230306 - South Lake Trailhead Agreement Executed


DSP-16054
PENDING
EASTERN AVENUE
DSP-05042-02
APPROVED
DSP-19023
APPROVED
PROPOSED PAD SITE 20
PROPOSED PAD SITE 19
PROPOSED PAD SITE 27
PROPOSED PAD SITE 21
PROPOSED PAD SITE 18
PROPOSED SITE 17
PARCEL R
PARCEL V
FAIRMONT DRIVE
U.S. ROUTE 301
ROBERT CRAIN HIGHWAY
MATCH - LINE 'A-A' (SEE SHEET 7)
MATCH - LINE 'A-A' (SEE SHEET 6)
GRAPHIC SCALE
LEGEND:
P5
SOUTH LAKE - COMMERCIAL
PHASE 1
RODGERS
CONSULTING
DETAILED SITE PLAN #19021
SITE PLAN

# Master Plan Trail Alignment and Trailhead – South Lake

# RESOLUTION
# OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
# APPROVING AN AGREEMENT WITH SOUTH LAKE COMMERCIAL, LLC FOR THE INSTALLATION AND MAINTENANCE OF TRAILHEAD FACILITY AMENITIES AND ESTABLISHMENT OF A PUBLIC ACCESS EASEMENT AT SOUTH LAKE AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

**WHEREAS,** the commercial developer of South Lake, South Lake Commercial, LLC, has proposed the creation of a public Trailhead facility within the project adjacent to the Master Plan trail which runs parallel to the public rights-of-way of Summit Point Boulevard, Fairmont Drive and Prince George's Boulevard; and

**WHEREAS**, the agreement provides the City with the authority to ensure that the Trailhead amenities installed by the developer, which include a small pavilion with two picnic tables, benches, bike racks and a bicycle service kiosk, a community (informational) kiosk, and waste receptacles, will be maintained and, additionally, guarantees trail users the right access the Trailhead and to park in the South Lake commercial businesses' parking lots; and

**WHEREAS,** South Lake Commercial, LLC has executed the attached agreement, which guarantees public access to the Trailhead and provides for perpetual maintenance by the developer, its successors and/or assigns; and

**WHEREAS,** the City has already executed a similar agreement for amenities within the stormwater management parcels in South Lake.

**NOW THEREFORE BE IT RESOLVED** that the City Council approves the attached Agreement with South Lake Commercial, LLC for the installation and maintenance of Trailhead facilities and establishment of a public access easement at South Lake and authorizes the City Manager to execute the Agreement.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on March 6, 2023.

| **ATTEST:** | **THE CITY OF BOWIE, MARYLAND** |
|---|---|
| _____ | _____ |
| Awilda Hernandez<br>City Clerk | Timothy J. Adams<br>Mayor |

AGREEMENT FOR THE INSTALLATION AND MAINTENANCE OF TRAILHEAD FACILITY AMENITIES AND EASEMENT

THIS AGREEMENT FOR THE INSTALLATION AND MAINTENANCE OF TRAILHEAD FACILITY AMENITIES AND EASEMENT (this "Agreement") is made this ____, of _____ 2023 by and between the CITY OF BOWIE, MARYLAND a municipal corporation of the State of Maryland ("the City"), with an address of 15901 Fred Robinson Way, Bowie, Maryland 20716 and SOUTH LAKE COMMERCIAL LLC, a Maryland limited liability company (the "Owner"), with its principal place of business located at _____.

RECITALS

A. WHEREAS, the Owner is the developer of the commercial parcels located within the mixed-use development presently known as South Lake (formerly known as Karington), located in the City of Bowie, Prince George's County, Maryland, in the southwest quadrant of the intersection of U.S. Route 301 and Maryland Route 214; and

B. WHEREAS, the South Lake plans for development include sections of the master-planned Collington Branch trail along its frontage on the proposed extension of Prince George's Boulevard and Fairmont Drive, that have been designated for public use; and

C. WHEREAS, pursuant to the approved Detailed Site Plan for South Lake Commercial – Phase 1 (DSP-19021; PGCPB No. 2021-79), the Owner is required to construct a publicly accessible Trailhead Facility on the east side of Fairmont Drive within part of Outparcel 'D' shown on Exhibits A and B, consisting of approximately 0.49 acres (the "Trail Easement"), which will include a small pavilion with two picnic tables, benches, bike racks and a bicycle service kiosk, a community (informational) kiosk, and waste receptacles; and

D. WHEREAS, the Owner desires to grant the public the right-of-entry upon the Trail Easement for purposes of public use of the Trailhead Facility and its associated amenities; and

E. WHEREAS, the City desires to ensure public access to the Trailhead Facility and its amenities and to ensure Owner maintains the Trailhead Facility, under the terms and conditions set forth herein.

NOW, THEREFORE, WITNESSETH: in consideration of the mutual covenants set forth below and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Recitals set forth above are incorporated as operative provisions of this Agreement.

2. The Owner, with full authority to execute agreements and easements and possessing all right, title and interest in the Property described above and shown on Exhibit B hereto, in consideration for the development of the property reflected in Detailed Site Plan DSP-19021; PGCPB No. 2021-79 does, on its own behalf and intending to bind the Owner's heirs, successors and assigns, stipulates full awareness, understanding and acceptance of its responsibilities under this Agreement and shall install and maintain in good condition and shall properly repair and maintain the Trail Easement consisting of 1,785 square feet established and depicted in Exhibit B and the Trailhead Facility located therein consisting of a pavilion with two picnic tables, benches,

bike racks and a bicycle service kiosk, a community kiosk, and waste receptacles(herein also referred to as the "amenities") (*See* Exhibits A and B). The Owner hereby agrees to perform or cause to be performed all maintenance of the Trail Easement and Trailhead Facility, including all of the aforementioned amenities to be located within the Trail Easement to ensure their use for their intended purpose.

3. Owner hereby grants to the City and the public generally, the right of entry upon the Property over and across the Trail Easement as that Easement is identified in Exhibits A and B hereto, as well as the right to the use and enjoyment of all improvements within the Trail Easement, referred to herein as the Trailhead Facility and/or amenities. Such rights shall continue in perpetuity. Owner further grants the City, its successors and assigns the right of entry upon the Property over and across the Trail Easement as that Easement is identified in Exhibits A and B hereto, for the purpose of maintaining the Trail Easement, the Trailhead Facilities and the amenities as further addressed below.

4. Amendments to this Agreement must be approved by all Signatories to this Agreement and may be recorded with the Office of Land Records.

5. The Owner shall permit parking for members of the public wishing to use the trail or the Trailhead Facility, in common with the other adjacent retail and commercial uses, in a reasonably unrestricted manner in the vicinity of the trailhead (parcel 21).

6. The Owner shall provide navigational signage directing motorists wishing to use the trail towards the parking in the vicinity of the trailhead (parcel 21). This signage shall be placed at a mutually agreed upon location in the site plan.

7. The Owner shall allow for a specially installed trailhead sign to be provided and maintained by the Maryland-National Capital Park and Planning Commission (MNCPPC) at a mutually agreed upon location.

8. The Owner hereby grants the City the right to enter upon the Trail Easement at any time to inspect the Property, the Trailhead Facilities and associated amenities and to correct any condition deemed by the City, in its sole and absolute discretion, to be an emergency, dangerous or otherwise contrary to the public health, safety or welfare.

9. Subject to the provision of Paragraph __ below, the Owner shall have thirty (30) calendar days after receipt of an inspection report from the City to perform all maintenance and repairs that are required to correct defects listed in the report.

10. The Owner shall perform all work in a good and workmanlike manner, in accordance with all applicable laws, rules and regulations, and, when applicable, in accordance with the applicable perpendicular parking pavement maintenance requirements set forth herein.

11. Should the Owner fail to provide and install or maintain the Trailhead Facility, pavilion, picnic tables, benches, bike racks, a bicycle service kiosk, a community kiosk, and waste receptacles, or fail to correct any defects reported to the Owner by written notices from the City within the thirty (30) day period allotted for such correction, the City shall have the right to enter the Property and install the amenities and/or perform the necessary repairs and assess all costs therefor to the Owner. In the event that the Owner receives an invoice pursuant to this paragraph,

the Owner shall have thirty (30) days to pay the invoice. If the required maintenance or repair under this paragraph is such that it cannot be completed with the thirty (30) day period provided, the Owner shall so notify the City and the City shall extend the period for completing the repairs for a reasonable period of time.

In the event the Owner fails to act, the Owner hereby authorizes the City to perform the necessary maintenance or repairs and assess the Owner for the reasonable cost of the work and any applicable penalties. The Owner will not receive compensation for any amenity damaged or removed by the City.

12. All reasonable expenditures incurred by the City required to make the repairs including the removal of any amenity shall be reimbursable to the City by the Owner and may be charged as a lien against the property, collectible in the same manner as property taxes, if the Owner fails to reimburse the City for such costs within thirty (30) days of an invoice for such costs from the City.

13. Provided the City complies with its obligations under this Agreement, the Owner agrees that the public shall have the full and free use of the Trailhead Facility and any real and/or personal property located within the Trail Easement.

14. The Owner agrees to indemnify and hold the City and its agents harmless from and against all claims, demands, suits, liabilities, losses, damages, and payments, claimed by the City or made against the City by third parties, that result or arise from the performance of maintenance of the Trailhead Facility or its agents or employees, except to the extent caused by the City's negligence or intentional misconduct.

The Owner also agrees to indemnify, defend, and hold the City and its agents harmless from and against all claims, demands, suits, liabilities, losses, damages, and payments, made against the City by third parties, that result from property damage or personal injury arising from their use of the Trailhead Facility or which arise as a result of Owner's negligence or willful misconduct.

15. The Owner shall have the right to assign this Agreement to a Commercial Owner's Association for South Lake ("Association"), provided the Association accepts and assumes all rights, responsibilities, liabilities and obligations hereunder, in which event the Owner shall be released from all responsibilities, liabilities and obligations under this Agreement, and the City agrees to look solely to the Association for performance and satisfaction thereof.

16. This Agreement shall run with the land and shall bind the City and the Owner, and its successors, receivers, and assigns and shall be recorded among the Land Records of Prince George's County, Maryland.

17. Any notices required or permitted to be given in connection with this Agreement must be in writing and shall be given by certified or registered mail, or by hand delivery, or by a recognized overnight delivery service such as UPS, with a written receipt by the addressee, or by facsimile or electronic mail (providing an original is received by the receiving party within two (2) business days using a recognized overnight delivery service) to the following addresses:

| | |
|---|---|
| If to the City: | Mr. Alfred Lott, City Manager<br>City of Bowie<br>1590I Excalibur Road Bowie, MD 20716<br>Phone: (301) 262-6200<br>E-Mail: alott@cityofbowie.org |
| With a copy to: | Elissa D. Levan, City Attorney<br>Levan Ruff LLC<br>2007 Tidewater Colony Drive, Suite B<br>Annapolis, Maryland 21401 |
| If to South Lake: | South Lake Commercial LLC<br>10100 Business Parkway<br>Lanham, MD 20706<br>Attn: Gary W. Michael<br>Phone: 301-918-2902<br>gmichael@naimichael.com |
| With a copy to: | Arthur J. Horne, Jr., Esq.<br>Shipley & Horne, P.A.<br>1101 Mercantile Lane, Suite 240<br>Largo, MD 20774 |

18. This Agreement shall be governed by the laws of the State of Maryland. Any suit to enforce the terms hereof or for remedy for breach hereof shall be brought exclusively in the courts of the State of Maryland for Prince George's County and the parties expressly consent to the jurisdiction thereof and agree and acknowledge that venue is proper therein and waive any right that they may otherwise have to bring such suit in or transfer or remove such suit to the courts of any other jurisdiction. This Agreement may be executed in counterparts that together shall constitute one instrument.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF, Owner and the City have executed this Agreement as of this _____ day of _____, 2023.

ATTEST:

SOUTH LAKE COMMERCIAL LLC
a Maryland limited liability company

_____

By: _____
Gary W. Michael, Manager

THE CITY OF BOWIE, MARYLAND

_____
Awilda Hernandez, City Clerk

By: _____
Alfred D. Lott, City Manager

STATE OF MARYLAND )
COUNTY OF Prince George's ), ss:

I HEREBY CERTIFY that on this 1st day of March, 2023, before me, a Notary Public in the State and County aforesaid, personally appeared Gary W. Michael, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, who acknowledged himself to be the Manager of South Lake Commercial LLC, a Maryland limited liability company, and that being authorized so to do, he executed the foregoing instrument for the purposes therein contained, by signing the name of the partnership as such Managing Partner.

IN WITNESS WHEREOF, I have set my hand and official seal.

SUZANNE CLEARY
NOTARY PUBLIC
ANNE ARUNDEL COUNTY, MD
MY COMMISSION EXPIRES APRIL 03, 2026

_____
Notary Public

My Commission Expires: 4-3-2026

STATE OF MARYLAND )

COUNTY OF _____), ss:

I HEREBY CERTIFY that on this ____ day of _____, 2023, before me, a Notary Public in the State and County aforesaid, personally appeared Alfred Lott, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, who acknowledged himself to be the City Manager of the City of Bowie, Maryland, and that he, as such City Manager, being authorized so to do, he executed the foregoing instrument for the purposes therein contained, by signing the City Manager of the City of Bowie.

IN WITNESS WHEREOF, I have set my hand and official seal.

_____

Notary Public

My Commission Expires:

[Remainder of page left intentionally blank]

Tax I.D. No. 07-5668958
(Outparcel D)

## Exhibit A

## Description of
## Trail Easement
## Across the Property of
## South Lake Commercial LLC
## Queen Anne (7th) Election District
## Prince George's County, Maryland

Being a strip or parcel of land running in, through, over and across part of Outparcel 'D', as shown on a plat of subdivision entitled "Plat One, South Lake, Outparcels C-F + H, (A Resubdivision of Karington)" and recorded among the Land Records of Prince George's County, Maryland, in Plat Book ME 254 at Plat Number 65; said Outparcel 'D' being part of the property acquired by South Lake Commercial LLC, a Maryland limited liability company, from South Lake Partners, LLC, a Maryland limited liability company, by a deed dated June 22, 2021 and recorded among the aforementioned Land Records in Liber 46352 at folio 482, and being more particularly described as follows:

Beginning for said strip or parcel of land at a point on the easterly or 776.76 arced line of Fairmont Drive, a 70' Public R/W, with a radius of 1308.71' (labeled "C20"), as shown on and dedicated by the aforesaid plat of subdivision entitled "Plat One, South Lake", and recorded in Plat Book ME 254 at Plat No. 65, said point being an arc distant of 293.61 feet from the northerly end thereof; thence running with part of said easterly line the following course and distance:

1. 43.43 feet along the arc of a curve deflecting to the left, having a radius of 1308.71 feet (chord: North 10° 59' 30" East, 43.43 feet) to a point; thence departing the aforesaid easterly line and running across the aforesaid Outparcel 'D' the following five (5) courses and distances:

2. South 77° 20' 33" East, 38.21 feet to a point; thence

3. South 13° 02' 13" West, 33.65 feet to a point; thence

4. South 76° 57' 47" East, 16.10 feet to a point; thence

5. South 13° 02' 13" West, 10.00 feet to a point; thence

6. North 76° 57' 47" West, 52.76 feet to the Point of Beginning; containing 1,785 square feet or 0.04098 acres of land more or less as shown on the attached **Exhibit B.**

This description was prepared by Rodgers Consulting, Inc. and is in the Maryland Coordinate System (NAD 83/2011).

The undersigned, being a licensed surveyor, personally prepared or was in responsible charge of the preparation and the survey work reflected in this metes and bounds description, in compliance with the requirements set forth in "COMAR" Title 09, Subtitle 13, Chapter 06, Regulation .12.

(License Expiration Date: 12-18-2022)

STATE OF MARYLAND
DAVID LEE HARMAN
No. 21709
PROFESSIONAL LAND SURVEYOR

03-09-2022

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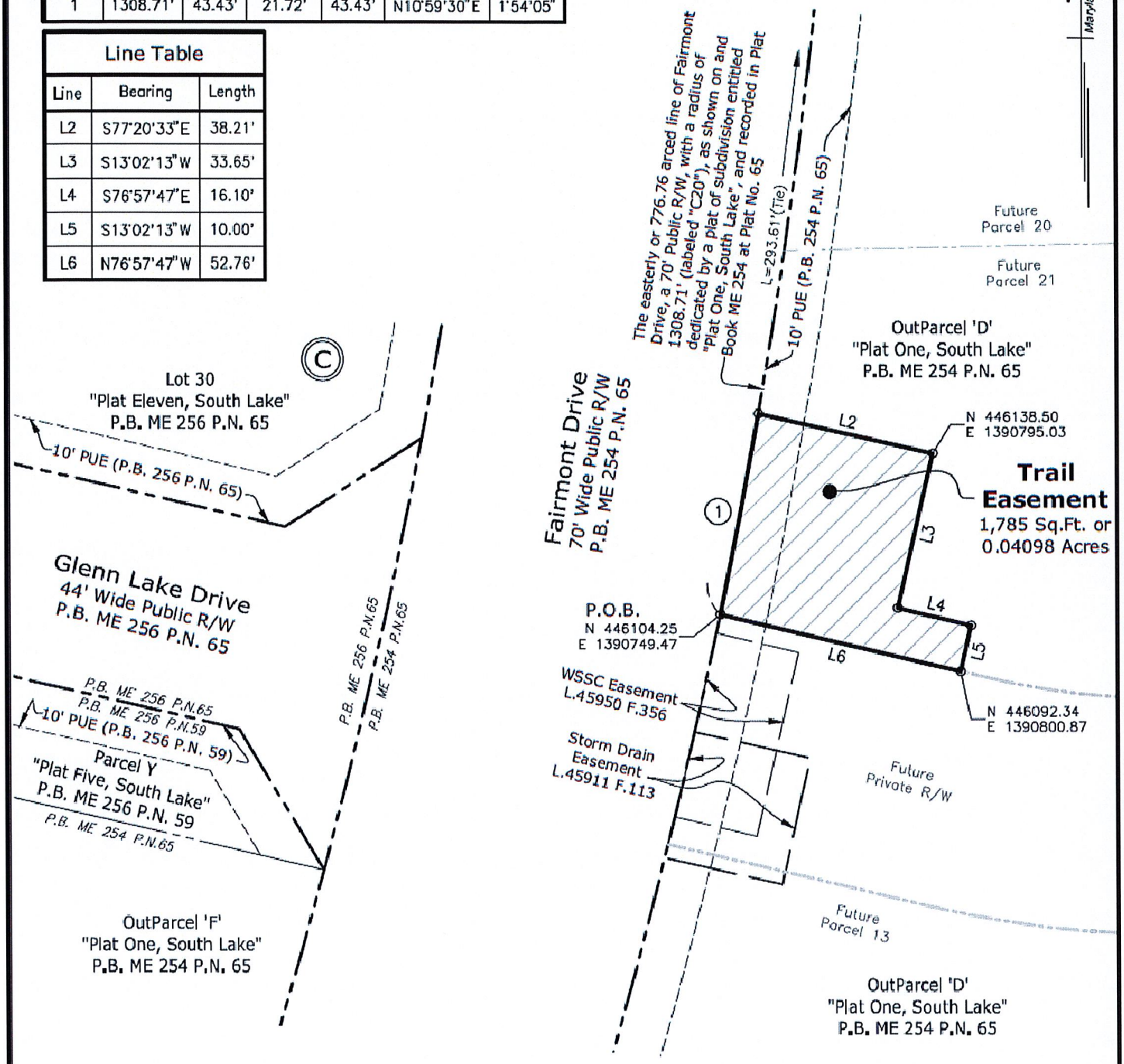
RCI Job No. 1223B

# Exhibit B

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve | Radius | Length | Tangent | Chord | Bearing | Delta |
| 1 | 1308.71' | 43.43' | 21.72' | 43.43' | N10°59'30"E | 1°54'05" |

| Line Table | | |
|---|---|---|
| Line | Bearing | Length |
| L2 | S77°20'33"E | 38.21' |
| L3 | S13°02'13"W | 33.65' |
| L4 | S76°57'47"E | 16.10' |
| L5 | S13°02'13"W | 10.00' |
| L6 | N76°57'47"W | 52.76' |




**Sketch of**
**Trail Easement**
**Across the Property of**
**South Lake Commercial LLC**
**Queen Anne (7th) Election District**
**Prince George's County, Maryland**
**Scale: 1" = 30' March, 2022**

0 30 15 60
GRAPHIC SCALE IN FEET
(1" = 30')


RODGERS CONSULTING
19847 Century Boulevard, Suite 200, Germantown, Maryland 20874
Ph: 301.948.4700, Fx: 301.948.6256, www.rodgers.com


N:\MD-Prince George's\South Lake\autocad\Surveying\Easements\Trail\Exhibit A_Trail Easement.dwg Mar 08, 2022

Job No.: 12235

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Accepting Bid Proposal for Consolidated Plan and Annual Action Plan Consulting Services for HUD CDBG Program FY 2024-2028 (HUD FY2018-2022), Resolution R-15-23

**DATE:** 03/02/2023

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A Public Notice was issued advertising the City's Intent to Negotiate, several licensed and experienced firms were contacted, and bid packages were sent to selected firms for the above referenced project. This project is being done in accordance with the HUD's requirements that all Entitlement Communities develop a five (5) year consolidated plan to include the following six elements: (1) Needs assessment, (2) priorities, (3) resources, (4) goals, (5) administration of programs, and (6) evaluation of performance. The project is being funded through the U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant Program.

At the close of bidding on Friday, February 17, 2023, one (2) of the four (4) proposals was submitted, and one was withdrawn due to inability to satisfy the product development timeline requirements. Below is a tabulation of the bid proposals received:

| | |
|---|---|
| TDA Consulting, Inc. | $36,830 |
| Mullin & Lonergan Associates<br>Pittsburgh, PA | Withdrawn |
| The Cloudburst Group<br>New Carrollton, MD | No Bid |
| Enterprise Community Partners<br>Washington, DC | No Bid |

The Office of Grant Development and Administration recommends that the most responsive and responsible bid proposal, TDA Consulting, Inc. for $36,830, be accepted. The total FY22 budget for this project is $188,403 and the consolidated plan consulting bid is a part of this budget.

I concur with the above recommendation and request your approval of Resolution R-15-23.

ADL:JB

**ATTACHMENTS:** 1. 20230306 - Resolution R-15-23

# RESOLUTION
# OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
# ACCEPTING BID PROPOSAL FOR CONSULTING SERVICES FOR THE FIVE-YEAR HUD CDBG CONSOLIDATED PLAN FY 2024-2028 (HUD FY2023-2027)

**WHEREAS,** a public notice was issued, and several licensed and experienced firms were contacted and requests for proposals were sent to selected firms for consulting services for the HUD CDBG five-year consolidated plan; and

**WHEREAS,** the City, as an Entitlement Community, is required by HUD to produce a five (5) year consolidated plan fro the period FY 2024-2028; and

**WHEREAS,** this project is being funded through the U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant Program, and

**WHEREAS,** at the close of bidding at 5:00 p.m., Friday, February 17, 2023, one (1) complete proposal had been received; and

**WHEREAS,** after careful review of the proposal submitted, it was determined that TDA Consulting, Inc. had submitted the most responsive and responsible proposal in the amount of $36,830.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, that the Council accepts the proposal of TDA Consulting, Inc. and hereby directs the City Manager to sign a contract with TDA Consulting, Inc. for $36,830.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at the Regular Meeting on March 6, 2023.

ATTEST:

_____ _____

Awilda Hernandez, City Clerk Timothy J. Adams, Mayor

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Adoption of the Office of Emergency Management's Integrated Preparedness Plan

**DATE:** 03/02/2023

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One of the missions of the Office of Emergency Management is to prepare staff and residents of the City of Bowie for times of disasters, emergencies and other critical events. We have identified areas of improvement in After Action Reports from previous events, disasters and emergencies along with improvement plans to address those areas in order to improve the knowledge and skills of staff and residents to increase the resiliency of the entire city in the event of natural, human-caused or technological emergencies. The Integrated Preparedness Plan summarizes the training and planning priorities of the City of Bowie Office of Emergency Management over the next three years to increase the preparedness, response and recovery capabilities of the City.

**ATTACHMENTS:**
1. 20230306 - Resolution R-16-23
2. 20230306 - Integrated Preparedness Plan

**RESOLUTION**
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**
**ADOPTING THE CITY OF BOWIE INTEGRATED PREPAREDNESS PLAN**

**WHEREAS,** the one of the missions of the City of Bowie Office of Emergency Management is to prepare staff and residents to prepare for, respond to, mitigate and recover from natural, human-caused or technological disasters and emergencies; and

**WHEREAS,** the Office of Emergency Management has, through After-Action Reports from previous events, disasters and emergencies, identified areas for improvement; and

**WHEREAS,** effective preparedness planning includes improving the knowledge and skills of staff and residents through training, exercises, planning and outreach to increase the resiliency of the entire city.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, that it adopts the City of Bowie Office of Emergency Management's Integrated Preparedness Plan and authorizes the City Manager or his/her designee to make appropriate changes to the plan and to keep it updated and current.

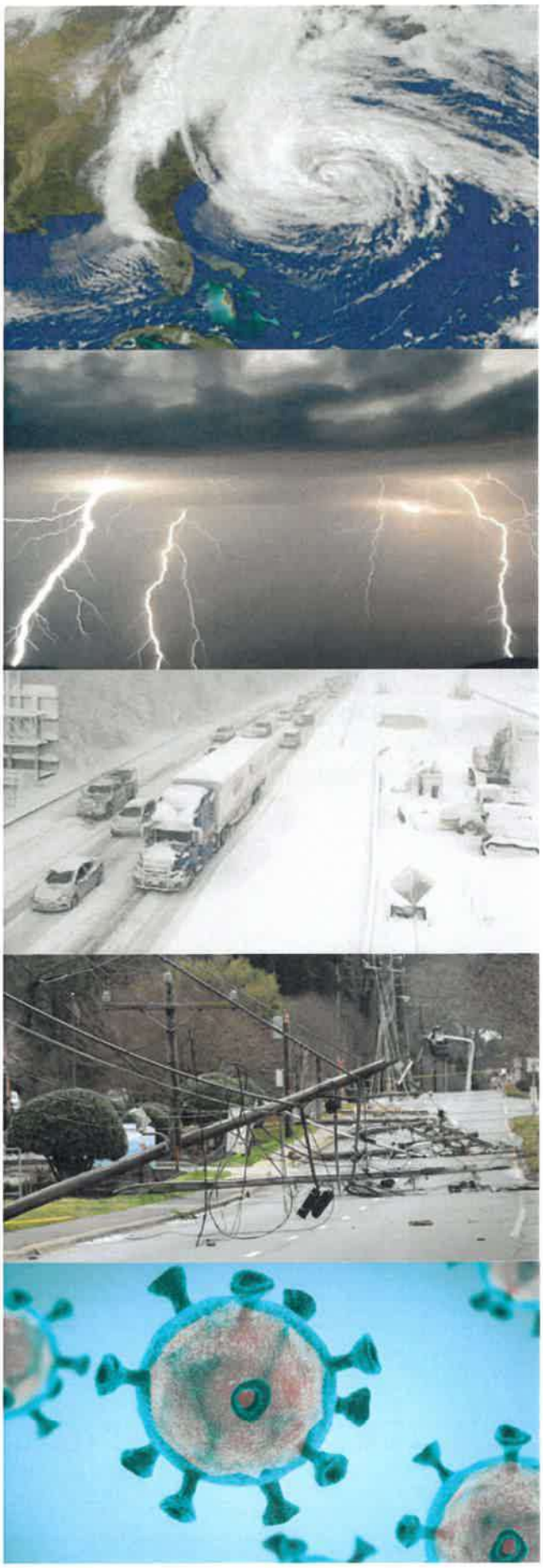
**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on March 6, 2023.

| **ATTEST:** | **THE CITY OF BOWIE, MARYLAND** |
|---|---|
| _____ | _____ |
| Awilda Hernandez<br>City Clerk | Timothy J. Adams<br>Mayor |

# City of Bowie

Integrated Preparedness Plan

January 2023



# INTEGRATED PREPAREDNESS PLANNING TEAM

**Director of Emergency Management:**

Lee Cornwell
Director of Emergency Management
15901 Fred Robinson Way
Bowie MD, 20716
301-809-3079 (office)
240-832-3268 (cell)
lcornwell@cityofbowie.org

**Training/ Exercise POC:**

Elizabeth Baker
Emergency Management Specialist
15901 Fred Robinson Way
Bowie MD, 20716
240-544-5644 (office)
240-320-3233 (cell)
ebaker@cityofbowie.org

**Planning/Risk Assessments POC:**

Stephanie Robinson
Emergency Management Specialist
15901 Fred Robinson Way
Bowie MD, 20716
301-809-3088 (office)
240-691-9847 (cell)
srobinson@cityofbowie.org

# APPROVAL

This Integrated Preparedness Plan (IPP) complies with applicable internal policy and other local and state regulations. This IPP plan has been distributed internally within the City of Bowie.

Alfred D. Lott
*City Manager*
*City of Bowie*
*15901 Fred Robinson Way*
*Bowie MD, 20716*

# PURPOSE

The City of Bowie Integrated Preparedness Plan (IPP) summarizes the training and planning priorities of the Bowie Office of Emergency Management over the next three years to increase the preparedness, response, and recovery capabilities of the City's staff, residents and its facilities. By improving the knowledge and skills of staff and residents through training, exercises, planning and outreach, the IPP aims to increase the resiliency of the entire city in the event of natural, human-caused or technological emergency. This IPP will focus on building the capabilities that were identified through after-action reports and improvement plans from prior trainings, exercises and real-world emergencies.

The content of this plan outlines the preparedness programs the City of Bowie Office of Emergency Management is currently undertaking. The IPP also includes a snapshot of the Improvement Action Plan, an action tracking document that outlines the areas for improvement (AFI), potential best practices (PBP) and mission critical tasks (MC) that were identified in the City's after-action reports. The City of Bowie Office of Emergency Management will administer the IPP and the Improvement Action Plan with contributions and participation from all departments. The IPP will be reviewed and updated with necessary revisions on a regular basis, including but not limited to, following any major incident activation.

# PREPAREDNESS ACTIVITY CONSIDERATIONS

The City of Bowie Office of Emergency Management developed a comprehensive training and exercise program using a variety of sources. These included the most recent Threat and Hazard Identification and Risk Assessment (THIRA), exercises, and after-action reports (AARs) from real-world events.

## Threats, Hazards, and Risks

The City of Bowie experiences a wide range of threats, hazards, and risks. These include those that occur on a relatively regular basis, and those that occur less often but with much higher severity. Low frequency, high severity events are those that seem to 'come out of nowhere'. For Bowie, this includes hurricanes, derechos, flash flooding and earthquakes. In recent years, the State of Maryland has been impacted by Hurricanes Isabel, Sandy, and Isaias, all producing various levels of damage. The 2012 derecho, a straight-line windstorm with peak winds of 70mph, produced a significant amount of damage and debris with little to no warning. The power outages were widespread and lasted for multiple days.

The hazards that the City of Bowie experiences on a regular basis include severe storms (localized flooding and high winds), tornadoes, heat waves, extreme cold, and severe winter weather. This is evident by the 2022 July Microburst and EF 1 Tornado. These storms caused a significant amount of damage in a very localized area and are becoming increasingly more common. More importantly, the microburst caused extensive and extended power outages, combined with extreme heat indexes, required the opening of cooling centers during the day.

## Capability Assessments, Corrective Actions, and Improvement Plans

As disasters and preparedness have evolved, the way we plan for them has had to change. The City now follows the Federal Emergency Management Agency's all-hazard, capability-based preparedness planning. By planning by capability rather than specific hazard, the City will be better prepared to scale up, adapt and overcome any unique situation. Over the past few years, the City of Bowie has tested multiple capabilities through real-world event activations, training, and exercises. Each preparedness program listed below has a corresponding capability the City is striving to establish, maintain or improve. The capabilities are measured on a regular basis through the Prince George's County Threat and Hazard Identification and Risk Assessment (THIRA), Prince George's County Hazard Mitigation Plan, as well as through the City's after-action reports and improvement plan action tracking.

Table 1: Core Capabilities by Mission Area[6]

| Prevention | Protection | Mitigation | Response | Recovery |
|---|---|---|---|---|
| Planning | | | | |
| Public Information and Warning | | | | |
| Operational Coordination | | | | |
| Intelligence and Information Sharing | | Community Resilience | Infrastructure Systems | |
| Interdiction and Disruption | | Long-term Vulnerability Reduction | Critical Transportation | Economic Recovery |
| Screening, Search, and Detection | | Risk and Disaster Resilience Assessment | Environmental Response/Health and Safety | Health and Social Services |
| Forensics and Attribution | Access Control and Identity Verification | Threats and Hazards Identification | Fatality Management Services | Housing |
| | Cybersecurity | | Fire Management and Suppression | Natural and Cultural Resources |
| | Physical Protective Measures | | Logistics and Supply Chain Management | |
| | Risk Management for Protection Programs and Activities | | Mass Care Services | |
| | Supply Chain Integrity and Security | | Mass Search and Rescue Operations | |
| | | | On-scene Security, Protection, and Law Enforcement | |
| | | | Operational Communications | |
| | | | Public Health, Healthcare, and Emergency Medical Services | |
| | | | Situational Assessment | |

FEMA National Preparedness Goal (2015)

## External Sources and Requirements

There are four dams located within the City of Bowie municipal limits. Three are classified as significant risk dams and one is classified as a high-risk dam. The Maryland Department of Environment Dam Safety Division requires each dam owner to maintain an Emergency Action Plan for all high and significant risk dam as well as exercise those plans every other year. The City of Bowie is currently in compliance with this requirement.

# PREPAREDNESS PRIORITIES

Based on the above-mentioned considerations, the following priorities will be the focus for the multi-year cycle of preparedness:

| Preparedness Priorities |
|---|
| **Emergency Operations Center Training Program**<br>o Emergency Support Function (ESF) #5 – Information and Planning and Damage Assessment Appendix<br>o Quarterly Training<br>o Emergency Support Function (ESF) #6 – Mass Care, Housing and Human Services and Extreme Temperature, Sheltering Appendices<br>o Emergency Support Function (ESF) #2 – Communications<br>o Emergency Operations Center Position Quarterly Training<br>▪ Emergency Operations Center - Operational Role Workshops<br>o Full-Scale Exercise (2023)<br>o PIO and JIS Training/ Exercise (2024) |
| **Shelter Planning and Training Program**<br>o Sheltering Role Specific Training<br>o Shelter Walk-Through and Official Designation<br>o American Red Cross Shelter Simulation Training<br>o Shelter Exercise TBD<br>o Mass Care Cache Plan and Implementation |
| **Damage Assessment Planning and Training Program**<br>o Quarterly Training<br>o In-Field Exercises/ Drills |
| **Operational Communication Planning and Training Program**<br>o Critical Information Internal Alert Notification Policy Updates<br>o Critical Information Internal Alert Notification Policy Training, Policy Drills and Exercises |
| **High and Significant Dam Exercise and Training Program**<br>o Tall Oaks Dam Tabletop Exercise (2023)<br>o UM Science/ Tech Dam Tabletop (2024)<br>o New Bowie Town Center Dam Exercise (2025) |
| **Emergency Action Plan Program All Facilities**<br>o CPR/ AED and First Aid Training Program<br>o Evacuation Chair Training<br>o Shelter in Place/ Fire Evacuation Drills<br>o Panic Alarm Testing<br>o Bowie Facility EAP Training/ Exercise |

# Emergency Operations Center Training Program

Improve the knowledge and scalability of the Emergency Operations Center staff. Ensure each staff member understands their specific emergency operations center role and how it aligns with their day-to-day duties. Continue to develop training plans to support those roles and promote cross-training between departments to increase resiliency and knowledge.

## Corresponding Capabilities:

Planning, Operational Coordination, Public Information and Warning, Situational Assessment, Infrastructure Systems, Mass Care Services, Logistics and Supply Chain Management, and Operational Communications.

## Rationale:

The City of Bowie has activated the Emergency Operations Center over a dozen times in the last three years including but not limited to Covid-19, Tropical Storm Isaias, Civil Unrest, tornadoes, microbursts, derechos and activations for planned events. Each of these activations provide the opportunity for training, testing and improvements. The addition of focused training and exercises will allow city staff to improve their skills in a no-fault environment.

## Planning Factors:

This section is guided by the City of Bowie Emergency Operations Plan (updated 2016), ESF 05-01 Damage Assessment (Draft) and City of Bowie Communications Policy 17-04. In addition, the Emergency Support Function 6, Mass Care, Housing and Human Services Plan is currently in draft form along with appendices 06-01 Extreme Temperatures and 06-02 Sheltering. Each plan in draft is expected to be completed and implemented by the end of 2023.

## Supporting Training Courses:

- EOC Operational Role Seminars

  Upon the implementation of a finalized roles and responsibility program, each member of the Emergency Operations Center (EOC) will receive training on their specific role. These include the Operations, Logistics, Finance and Command Sections. Upon completion of the training, each EOC member will receive a skillset book, with additional training signoffs to be completed during subsequent training, exercises, and regular duties.

- Quarterly WebEOC Training

  Four WebEOC training courses will be held throughout each year, two instructor led training and two self-paced training. Staff may attend all offered WebEOC trainings but are required to attend at least two training sessions each year.

- G318 Local Hazard Mitigation Planning

  The Mitigation Planning Workshop for Local Governments course assists representatives of local communities or multi-jurisdictional planning areas to develop a mitigation plan that meets community needs as well as the Section 322 local government planning requirements as described in 44 CFR Section 201.6. This workshop explains each of the requirements,

demonstrates how the Federal Emergency Management Agencies' new Mitigation Planning How-to-Guides can be used to address each requirement, and provides opportunities to begin the planning process in group activities with representatives of the same community or planning area.

- G205 Recovery from Disaster the Local Community Role

  This course covers the activities usually performed by local governments after the emergency response to a disaster has peaked and the long–term activities (called recovery) begin. Recovery may commence while the emergency response is still ongoing; however, recovery activities usually require different knowledge, skills and abilities than response activities, and are usually performed by a different team of people. This course identifies the types of local government officials who may serve on a disaster recovery team and describes their roles and responsibilities as a member of that team.

- G775 Emergency Operations Center Management and Operations

  This course provides participants with the knowledge and skills to effectively manage and operate EOC's and multi-agency coordination systems at the local, state and federal levels of government. This course describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system.

- G358 Evacuation and Re-entry Planning

  This course is designed to provide participants with the knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdictions. It uses a community's vulnerability analysis and evacuation plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient.

- FEMA EOC Skillset Curriculum

  The K2300 Intermediate Emergency Operations Center Functions has a goal of assisting individuals and jurisdictions who desire to develop or improve their Emergency Operations Centers. By the end of the course, students will be able to demonstrate, through activities and a final exam, the managerial and operational roles of the modern-day EOC as a National Incident Management System Command and Coordination functional group operating within a Multiagency Coordination System. The advanced courses focus on the appropriate tasks and products associated with those skillsets.

## Supporting Exercises:

- EOC Activation Full-Scale Exercise (TBD 2023)

  Conduct a full-scale exercise to test the activation of the Bowie Emergency Operations Centers, focusing on staff roles and responsibilities, situational awareness, operational coordination and communication.

- EOC Joint Information System/ Joint Information Center Exercise (TBD)

  Build on the lessons learned and identified gaps from the 2023 Functional Exercise for the 2024 EOC Functional Exercise.

## Shelter Planning and Training Program

After-action reports have identified the need for a sheltering program to ensure residents have a safe place to shelter, a place to gain refuge from extreme temperatures and charge their various devices during a wide range of emergency situations.

### Corresponding Capabilities:

Planning, Public Information and Warning, Operational Coordination, On-Scene Security, Protection and Law Enforcement, Critical Transportation, Situational Assessment, Mass Care Services, and Health and Social Services

### Rationale:

The need to have a sheltering plan has been identified in multiple After-Action Reports, specifically the Larkin Chase Explosion, the July 2022 Severe Storms as well as AARs from neighboring jurisdictions who have experienced multi-family building collapses and explosions that require extended sheltering operations. In addition, extreme temperature days continue to increase and are often accompanied by a loss of power. Over the summer of 2022, during an extended power outage with high temperatures, residents took advantage of our cooling center to not only cool down but continue working from home.

### Planning Factors:

Following the recommendation of multiple after-action reports and improvement plans, the Bowie Office of Emergency Management is currently drafting Emergency Support Function 6 - Mass Care, Housing and Human Services including appendices that cover sheltering and extreme temperatures.

### Supporting Training Courses:

- American Red Cross Simulation Training
- American Red Cross Online Shelter Training

  *Reunification Service Associate, Reunification Supervisor, Reunification Manager, Sheltering Service Associate, Sheltering Supervisor, Sheltering Manager, Shelter Supervisor, and Basic Food Safety*

### Supporting Exercises:

- Sheltering Exercise (TBD)

# Damage Assessment Planning and Training Program

Damage assessments are required after an incident to measure the damage, qualify for state and federal assistance and develop objectives for response and recovery. After-action reports for the 2022 July Severe Storms highlighted the need for a centralized, simple damage assessment collection system that allowed the city to organize data from in the field, via phone calls/service requests and directly from residents.

## Corresponding Capabilities:

Planning, Public Information and Warning, Operational Coordination, On-Scene Security, Protection, and Law Enforcement, Situational Assessment, and Economic Recovery

## Rationale:

Damage assessments require trained staff, organized documentation and coordination with state and federal partners. To facilitate and expediate this process, the City of Bowie has utilized a damage assessment platform that provides in-field reporting, dashboard access for multiple users and the ability to generate complete reports. Using this tool effectively requires staff that are trained in the damage assessment, documentation and public assistance requirements.

## Planning Factors:

Following the recommendation of multiple after-action reports and improvement plans, the Bowie Office of Emergency Management is currently drafting Emergency Support Function 5 – Information and Planning including an appendix that covers damage assessment.

## Supporting Training Courses:

- Quarterly Damage Assessment Training

  Four damage assessment training courses will be offered throughout each year - one online instructor led training, one in-field training and two self-paced trainings focused on the damage assessment software. Staff are required to complete all four training sessions.

## Operational Communication Planning and Training Program

Response during any emergency situation requires that staff are promptly notified, maintain situational awareness and are able to communicate with internal and external partners effectively. This is accomplished through the efficient use of communication tools, extensive staff training and continuous networking and training with the City's response partners.

### Corresponding Capabilities:

Planning, Operational Communication, and Public Information and Warning

### Rationale:

The Larkin Chase Center Explosion, 2022 July Severe Storms, and annual City events reiterated the need for established and practiced operational communications. To increase efficiency and accountability, the Communications Department is exploring the use of Everbridge to send emergency notifications to staff in select emergencies (dam emergencies, tornado warnings, EOC activations, etc..). This program will allow staff to receive the same message at the same time on multiple devices. In addition to notifications, the Office of Emergency Management continues to work with our response partners to increase operational communication and coordination through training, exercises, and planning.

### Planning Factors:

This section is guided by the City of Bowie Emergency Operations Plan (updated 2016) in combination with the Critical Information Internal Alert Notification Policy.

### Supporting Training/ Exercise Courses:

- Everbridge Employee Notification Drills (TBD)

## High and Significant Risk Dam Exercise and Training Program

As the owner of one high hazard dam and three significant hazard dams, the City of Bowie is required by the Maryland Department of Environment, Dam Safety to have Emergency Action Plans and conduct exercises on each dam on a biannual basis.

### Corresponding Capabilities:

Planning, Public Information and Warning, Critical Transportation, Situational Assessment, Operational Communication, Operational Coordination, Infrastructure Systems, Mass Care Services

### Rationale:

The City of Bowie Office of Emergency Management has conducted tabletop exercises on two City dams, the Bowie New Town Center Dam and the Northridge Storm Water Management Pond Dam. These exercises brought together response partners and identified strengths and gaps. The Bowie Office of Emergency Management will be conducting exercises on the Tall Oaks Crossing Pond Dam and the Science and Technology Dam in 2023/2024, completing exercises on all the high and significant risk dams in the City.

### Planning Factors:

Planning factors include the New Bowie Town Center Emergency Action Plan (update 4/18/22); Northridge SWM Pond Dam Emergency Action Plan (updated 4/18/22); University of Maryland Science and Technology Dam Emergency Action Plan (updated 4/18/22) and the Tall Oaks Crossing Pond Dam Emergency Action Plan (4/18/22).

### Supporting Training Courses:

- See EOC training courses.

### Supporting Exercises:

- Tall Oaks Dam Exercise (2023)
- UM Science and Technology Dam Exercise (2024)

## Emergency Action Plan Program – All Facilities

The City of Bowie strives to provide a safe working environment and promote staff preparedness through training, exercises, and engagement. An Emergency Action Plan program will be developed for each city facility, including staff training on emergency equipment and response.

### Corresponding Capabilities:

Planning, Operational Coordination, Situational Assessment and On-Scene Security, Protection and Law Enforcement

### Rationale:

The City is required by the Occupational Safety and Health Administration (OSHA) to train all employees on their facilities specific Emergency Action Plans, which include responding to weather, human-caused and technological emergencies. In addition, the City offers a variety of preparedness training programs including CPR/AED and First Aid training, evacuation chair training, weather preparedness training, the Great Shakeout and other event specific training as needed.

### Planning Factors:

Each facility has a building specific Emergency Action Plan that will guide training, exercises and response of staff.

### Organization and Equipment Factors:

The Office of Emergency Management is methodically completing Emergency Actions Plans and the subsequent training for each facility and building owned by the City. City Hall was completed in 2021, with the Senior Center and Bowie Gymnasium on track to be completed in 2023. Remaining buildings include Bowie Parks and Ground building, Kenhill Center, Ice Arena, Bowie Public Works Campus (including satellite water/ wastewater facilities) and Historic Properties. These will be systematically completed over the course of the next three years as staffing and funding allow.

### Supporting Training Courses:

- Employee CPR/AED and First Aid Training
- Bowie City Hall Annual Emergency Action Plan Training
- Bowie City Hall Semi-Annual Floor Captain Training
- Evacuation Chair Training (City Hall)
- Bowie Senior Center Emergency Action Plan Training
- Bowie Gymnasium Emergency Action Plan Training

### Supporting Exercises:

- Bowie City Hall, Senior and Gymnasium Fire Drill and Shelter in Place Drill

# Program Reporting

By continuously monitoring improvement actions, the City of Bowie will periodically examine capabilities to ensure they are sufficient, accurate, and effective to handle the threats, hazards, and risks facing the city. These reports will inform future Integrated Preparedness Cycle activities.

Reporting activities include, but are not limited to:

- Compiling and recording areas for improvement from exercises and real-world incidents
- Determining actions and linking capabilities needed to address identified areas for improvement and associated corrective actions
- Prioritizing, assigning, tracking, reporting, and updating corrective action progress; and
- Incorporating changes, completed corrective actions, identified potential best practices, and lessons learned into future iterations of the Integrated Preparedness Cycle and Integrated Preparedness Plan.

# MULTI-YEAR SCHEDULE OF PREPAREDNESS ACTIVITIES

The following is a proposed three-year schedule of training and exercises for the City of Bowie. Any training or exercises can be added or rescheduled as needed based on needs of the City.

| Fiscal Year 2023 Training and Exercise Schedule | | | |
|---|---|---|---|
| **Quarter 1** | | **Quarter 2** | |
| **January** | | **April** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Exercise | Panic Alarm Testing | Training | G358: Evacuation and Re-entry Planning |
| Training | EAP Floor Captain Training | Training | ICS 300: Intermediate ICS for Expanding Incidents |
| Training | EAP Training -- Senior Center | Training | Damage Assessment Training |
| **February** | | **May** | |
| Training | CPR/AED and First Aid Training | Training | G108: Community Mass Care Management |
| Training | G205: Recovery From Disaster the Local Community Role | Exercise | EOC Workshop -- Role Specific |
| Exercise | Shelter in Place Drill/Tornado -- City Hall | Event | Memorial Day Weekend Parade |
| | | Training | MDEMA Conference |
| | | Training | ICS 400 |
| **March** | | **June** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | G318: Local Hazard Mitigation Planning | Training | G775:EOC Management and Operations |
| Training | EAP Training -- Bowie Gym | Training | Hurricane Preparedness |
| Exercise | Fire Drill - Senior Center | Exercise | Shelter in Place Drill -- Bowie Gym |
| Exercise | EOC Workshop -- Role Specific | Event | Juneteenth |
| | | Event | Bowiefest |
| **Quarter 3** | | **Quarter 4** | |
| **July** | | **October** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | All-Hazard EAP Briefing | Exercise | Great Shakeout |
| Exercise | Fire Drill - City Hall | Exercise | Tall Oaks Dam Tabletop |
| Training | Damage Assessment Training | Event | Old Bowie Celebrates Festival |
| Training | EOC Workshop – Role Specific | | |
| **August** | | **November** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Event | National Night Out | Training | Damage Assessment Field Training |
| Event | Bowie Gym Back-to-School Bash | Exercise | Announced Fire Drill - City Hall |
| | | Event | Election Day |
| | | Event | Veteran's Day 5K |
| **September** | | **December** | |
| Training | CPR/AED and First Aid Training | Training | Winter Weather Preparedness |
| Exercise | Announced Fire Drill -- Bowie Gym | Training | Damage Assessment Training |
| Exercise | TBD Full-Scale Exercise | | |

# MULTI-YEAR SCHEDULE OF PREPAREDNESS ACTIVITIES - 2024

| Fiscal Year 2024 Training and Exercise Schedule | | | |
|---|---|---|---|
| **Quarter 1** | | **Quarter 2** | |
| **January** | | **April** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | EAP Parks & Grounds and Historic Prop | Training | EAP DPW Main Campus |
| Training | EAP Floor Captain Training | | |
| **February** | | **May** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | EOC Training -- WebEOC | Training | EOC Training -- WebEOC |
| | | Exercise | Fire Drill -- DPW Main Campus |
| | | Event | Memorial Day Weekend Parade |
| **March** | | **June** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | Damage Assessment Training | Training | Damage Assessment Training |
| | | Training | Hurricane Preparedness |
| | | Event | Bowiefest |
| **Quarter 3** | | **Quarter 4** | |
| **July** | | **October** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Exercise | City Hall - Fire/Shelter in Place Drill | Training | New Bowie Town Center Dam Tabletop |
| Exercise | EOC Exercise TBD | Exercise | Great Shakeout |
| | | Event | Old Bowie Celebrates Festival |
| **August** | | **November** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | EOC Training -- WebEOC | Training | EOC Training -- WebEOC |
| Event | National Night Out | Event | Election Day |
| Event | Gym Back-to-School Bash | Event | Veteran's Day 5K |
| **September** | | **December** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | Damage Assessment Training | Training | Damage Assessment Training |
| | | Training | Winter Preparedness |

# MULTI-YEAR SCHEDULE OF PREPAREDNESS ACTIVITIES - 2025

| Fiscal Year 2025 Training and Exercise Schedule | | | |
|---|---|---|---|
| **Quarter 1** | | **Quarter 2** | |
| **January** | | **April** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | EAP Floor Captain Training | | |
| **February** | | **May** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | EOC Training — WebEOC | Training | EOC Training — WebEOC |
| | | Event | Memorial Day Weekend Parade |
| **March** | | **June** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | Damage Assessment Training | Training | Damage Assessment Training |
| | | Training | Hurricane Preparedness |
| | | Event | Bowiefest |
| **Quarter 3** | | **Quarter 4** | |
| **July** | | **October** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Exercise | Functional Exercise — TBD | Exercise | Great Shakeout |
| | | Exercise | Dam Tabletop |
| | | Event | Old Bowie Celebrates Festival |
| **August** | | **November** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| Training | EOC Training — WebEOC | Training | EOC Training — WebEOC |
| Event | National Night Out | Event | Election Day |
| Event | Gym Back-to-School Bash | Event | Veteran's Day 5K |
| **September** | | **December** | |
| Training | CPR/AED and First Aid Training | Training | CPR/AED and First Aid Training |
| | | Training | Winter Preparedness |

## IMPROVEMENT ACTION PLAN

Training, exercises and operational improvements are based upon recommendations for improvement from real-world events and exercise after-action reports. The results of those reports are summarized and tracked in the improvement action plan, shown below.

| Topic | Observation | COA # | Strategic/Operational/Tactical | Course of Action (COA) | In Progress | After Action Reports | Owner |
|---|---|---|---|---|---|---|---|
| Topic 1 - Critical Infrastructure | MC - Ensure life safety for staff and anyone working around swift moving water. | 1.1 | Tactical | Purchase PFDs and life saving equipment for staff working around swift moving water. | Yes | BNTC Dam Tabletop, Northridge Dam Tabletop | Bowie Department of Public Works |
| | | 1.2 | Tactical | Train staff on water safety and proper use of swift water PPE | No | | |
| | AFI - Ensure incident security to prevent unauthorized access to the EOC, city facilities and incident scenes. Develop policy for vetting visitor and responder access. | 2.1 | Operational | Identify and develop policies and SOPs for security at a variety of events and incidents | Yes | Larkin Chase Center Explosion, July 2021 Severe Storms | Emergency Management |
| | | 2.2 | Strategic | Train staff on vetting visitors during emergency incidents | No | | Emergency Management |
| Topic 2 - Communications | PBP - Dam notification trees and alternate contact lists are accurate but complex, requiring extensive time and effort to complete | 1.1 | Operational | Use Everbridge to send group alerts to staff based upon the emergency and designated response roles. Activate the acknowledge feature to track accountability. | Yes | NBTC Dam Tabletop, Northridge Dam Tabletop, Brighton Dam Tabletop | Bowie Department of Communications |
| | | 1.2 | Tactical | Add additional contacts to the communication trees based upon AARs, specifically BGE, Washington Gas and Bowie Water as needed | No | | Emergency Management |
| | AFI - Multipe events have overwhelmed the Bowie Police Department Communication Center with non-emergency calls (downed trees, power outages, general information requests) | 2.1 | Operational | Develop and implement a back-up call center system located in the EOC | No | Larkin Chase Center Explosion, July 2021 Severe Storms | Emergency Management, Police Department, Communications Division |
| | | 2.2 | Tactical | Train employees to only contact the Bowie Communications Center for real emergencies. For general information during emergency situations, staff should contact the alternative communication methods | No | | Emergency Management |
| | AFI - Increase training and experience working with local media, including organizing press conference, allowing access and conducting interviews | 3.1 | Strategic | Update/ develop a media communication plan. Ensure that plan includes working with partner response agencies such as Fire and Police, and how to incorporate multiple communication types | Yes | Larkin Chase Center Explosion, July 2021 Severe Storms | Communications Division |
| | | 3.2 | Tactical | Train staff on how to conduct a press conference, transfer responsibility between agencies and how to the lead PIO | Yes | | Communications Division |
| | PBP - Increase engagement and coorindation with local utilities during emergencies and blue sky days | 4.1 | Tactical | Invite local utilities to training and exercise events | Yes | July 2021 Severe Storms, Hurricane Isabel | Emergency Management |
| | | 4.2 | Tactical | Increase engagement with local utilities during emergencies through the EOC and the PIO | Yes | | Emergency Management |
| | AFI - Increase training and experience with Joint Information Systems internally and externally with response partners including the fire department, police department and other emergency management agenices | 5.1 | Operational | Train staff on the JIS and JIC | No | BNTC Dam Tabletop, Northridge Tabletop Dam, Larkin Chase Center Explosion, July 2021 Severe Storms | Emergency Management |
| | | 5.2 | Operational | Conduct an exercise on the JIS, engaging response partners | Yes | | Emergency Management |
| | PBP - Increase use of technology in communicating with the public during an emergency | 8.1 | Strategic | Identify new technology and programs to increase outreach to different populations during an emergency (livestream, social media, townhalls) | Yes | Larkin Chase Center Explosion, July 2021 Severe Storms | Communications Division, Emergency Management |
| | | 8.2 | Operational | Implement and train staff on new outreach methods | No | | Emergency Management |

## IMPROVEMENT ACTION PLAN CONT.

| Topic | Observation | COA # | Strategic/Operational/Tactical | Course of Action (COA) | In Progress | After Action Reports | Owner |
|---|---|---|---|---|---|---|---|
| Topic 3 - Mass Care | AFI - Multiple incidents identified a need for the City to have a sheltering plan, and coordinate that plan with partnering agencies | 1.1 | Strategic | Review sheltering capabilities and identify gaps | No | Larkin Chase Center Explosion, July 2021 Severe Storms, Hurricane Isabel | Emergency Management |
| | | 1.2 | Operational | Develop a sheltering plan in coordination with partner agencies | No | | |
| | | 1.3 | Tactical | Implement, train and maintain the sheltering plan | No | | |
| | AFI - In addition to the sheltering plan, a significant vulnerable population identified in the City of Bowie is elderly and often disable individuals who require specialized equipment | 4.1 | Strategic | Create a mass care cache plan that accounts for use, available space and expiration dates of cache items | No | Larkin Chase Center Explosion, July 2021 Severe Storms, Hurricane Isabel | Emergency Management |
| | | 4.2 | Operational | Purchase, store and rotate the mass care cache on a regular basis | No | | |
| Topic 4 - EOC Operations | AFI - The City of Bowie has limited essential employees to staff multiple operational periods | 1.1 | Operational | Cross-train staff in additional EOC roles | No | Larkin Chase Center Explosion, July 2021 Severe Storms, Hurricane Isabel | Emergency Management and Department Directors |
| | | 1.2 | Operational | Cross-train facility managers in different buildings and equipment | No | | |
| | | 1.3 | Operational | Increase situational awareness coordination with external partners | Yes | | |
| | | 1.4 | Operational | Cross-train directors in roles outside their day-to-day responsibilities | No | | |
| | AFI - During previous incidents and exercises, staff were knowledgeable in their roles but less knowledgeable in emergency response documentation platforms, ICS forms and documentation procedures and policies | 3.1 | Tactical | Increase training on ICS Logistics | No | BNTC Dam Tabletop, Northridge Dam Tabletop, Larkin Chase Center Explosion, July 2021 Severe Storms | Emergency Management |
| | | 3.2 | Tactical | Increase training on documentation and record retention polices | No | | |
| | PBP - Increase the accessibility and operational coorindation between responding agencies during an emergency through agreements to use city-owned facilities as shelters, command posts, and other emergency uses | 4.1 | Strategic | Identify the appropriate uses for various city facilities, develop plans and share with partner agencies | Yes | Larkin Chase Center Explosion, July 2021 Severe Storms, Hurricane Isabel | Emergency Management |
| | | 4.2 | Operational | Train staff event activation, choosing the correct facility for the correct incident and train with partner agencies | No | | |
| | PBP - Maryland Park and Planning Commission is the legal owner of the Northridge SWM Pond Dam but they are not mentioned in the EAP or included in training or exercises | 6.1 | Strategic | Review and confirm the legal responsibilities of City of Bowie vs MDPPC in the event of an emergency | No | Northridge Dam Tabletop | Emergency Management |
| | | 6.2 | Operational | Engage with MDPPC on future training and exercise opportunities | No | | Emergency Management |
| | AFI - During the tornado/microburst response, city staff used multiple tracking methods for recording damage. | 7.1 | Operational | Develop and implement a damage assessment plan to guide initial rapid and full damage assessments following a major disaster | Yes | July 2021 Severe Storms, Hurricane Isabel | Emergency Management |
| | PBP - Develop best practices and policies to ensure official and confidential communications during an emergency remain secure | 7.1 | Strategic | Identify gaps and points where communication channels can be compromised during an incident | No | Larkin Chase Center Explosion | Emergency Management |
| | | 7.2 | Operational | Develop policy and training for staff on communication security best practices | No | | |
| Topic 5 - Community Outreach | PBP - There was a distinct gap in community knowledge regarding insurance coverage following the July Severe Storms | 1.1 | Tactical | Promote insurance best practices and provide residents additional information and contacts | No | July 2021 Severe Storms | Emergency Management |

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Detailed Site Plan DSP-20003-01, Dash In Mill Branch Crossing

**DATE:** 03/02/2023

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Please see attached staff report.

**ATTACHMENTS:** 1. 20230306 - Staff Report Dash In Convenience Store DSP-20003-01

# LAND USE PETITION IN THE BOWIE PLANNING AREA

**Maryland - National Capital Park and Planning Commission ID:** Detailed Site Plan #DSP-20003-01
Dash In Convenience Store

**Bowie Advisory Planning Board #**23-02 **Date:** March 1, 2023

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**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;**
**__X__ (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:** East side of US 301, approximately 1,500 feet north of Mill Branch Road
5. **Proposed Use of Petitioned Property:** A 4,500 square foot Dash In convenience store, gas station with eight fuel dispensers and a car wash
6. **Size/Zone of Petitioned Property:** 3.19 acres/Zoned: CGO (Commercial General Office)
7. **Date of Hearing before BAPB:** Tuesday, February 23, 2023 at 7:00 P.M.
8. **Date of Hearing before City Council:** Monday, March 6, 2023 at 8:00 P.M.
9. **Date of Hearing before M-NCPPC:** Thursday, April 13, 2023 at 10:00 A.M.
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: | 2/15/23 | 35 |
| Notice sent to Parties of Record: | N/A | |
| Date Signs Posted: | 2/14/23 | 2 |
| 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, per the staff recommendation.

t:/docketsheet.doc

# City of Bowie

**15901 Fred Robinson Way**
**Bowie, Maryland 20716**


## MEMORANDUM

**TO:** City Council

**FROM:** Bowie Advisory Planning Board
Michael A. Byrd, Chairman

**SUBJECT:** Special Exception SE-22006
Dash In Car Wash
Detailed Site Plan DSP-20003-01
Dash In Convenience Store and Gas Pumps

**DATE:** March 1, 2023

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The Bowie Advisory Planning Board (BAPB) met on Tuesday, February 28th, to review the Special Exception request for a Dash In car wash and revision to Detailed Site Plan DSP-20003-01 for a Dash In Convenience Store under the prior Commercial Shopping Center (C-S-C) zoning for the 3.19-acre subject property. The property is located on the east side of US 301, approximately 1,500 feet north of Mill Branch Road. The development proposal includes a 4,500 square foot convenience store and gas pumps (and a car wash proposed in a separate Special Exception application). The Advisory Planning Board decided to hear both cases in a combined public hearing.

## Presentations

Mr. Joe Meinert, City Planning Director, reviewed each of the two staff reports and stated that both applications meet the criteria for approval and staff recommends approval with conditions. Planning Director Meinert advised that staff received an email from an adjacent property owner who had the following questions about the water used in the car wash:

> You indicate the carwash water will go through a grease trap before it goes into the Mill Branch Crossing development sewer system? Who makes sure the grease trap is functional and maintained? Does the Mill Branch Crossing development have their own sewer system, or does it tie into the Bowie system? Is any of that water recycled? And where is the water discharged to (the Patuxent River?)?

Attorney Dan Lynch, representing Dash In, stated that the water associated with the car wash will be recycled. It is a totally enclosed system, which is one of the most modern systems on the market today. It is efficient and environmentally friendly.

Attorney Daniel Lynch introduced the representative of The Wills Group, Ms. Renee Montgomery, and the project engineer, Mr. Nick Speech from Bohler Engineering. Mr. Lynch gave some background about The Wills Group, noting that the company operates 53 stations in Prince George's County as well as numerous other stations throughout the area. Mr. Lynch reviewed the Detailed Site Plan and Special Exception site plan, providing some background about the project. The site is part of the large, mixed-use development of Mill Branch Crossing. He discussed the access to the property and presented a rendered

site plan. He noted that the developer will accept the City's condition of providing an electric vehicle charging station at this property. The applications meet or exceed all of the requirements for approval, he said. Mr. Lynch then reviewed the architectural elevations and described the proposed buildings.

## Questions by BAPB Members

Questions by BAPB members included:

- Mr. Terry Rogers asked if a Dash In is still proposed at the Applebee's site. Mr. Lynch said, yes, that site has been approved. Mr. Rogers asked, then, if there would be two locations. Mr. Lynch concurred and added that the applicant is carrying forward the City Council's desire to include an electric vehicle charging station at the Applebee's site to this site.
- Mr. Robert Day asked if the applicant agreed with the staff recommendations? Mr. Lynch said they were in 100% agreement. A lot of the clean up items will be incorporated into the plan and will be addressed or accepted as conditions of approval. The most important one, in his opinion, is the EV charging station.
- Mr. Carl Schuettler wanted confirmation whether the Applebee's was going to remain. Mr. Lynch said it would be replaced with the Dash In. Mr. Schuettler asked how far back from US 301 would the station be. Mr. Lynch said it will have direct access from US 301 and there would be a sign. Mr. Schuettler noted that there is an Exxon station nearby and wonder if this development would duplicate something that is already there. Ms. Renee Montgomery replied that the Exxon station only has a small kiosk and the Dash In will provide a full-service store. Mr. Lynch stated that the freestanding sign will be placed 35 feet back from US 301, and the closest distance to the canopy will be approximately 160 feet from US 301. Mr. Schuettler asked for more information about the car wash using recycled water. Ms. Montgomery explained that fresh water is added, but 30-40% of the water is recycled.
- Chairman Michael Byrd asked what metrics were used to determine that two Dash In stores are needed in the same area. What were some of the economic impacts to the community and what are the benefits to having two Dash Ins. Ms. Montgomery replied that convenience is very important to consumers these days; people do not want to wait at traffic signals to get to the other side of the road. The new concept has a made-to-order kitchen and a full range of products. They will serve two different segments of consumers as customers won't cross over the highway.
- Lisa Frison asked if the company had previously taken this approach with two stores in the same community. Ms. Montgomery said the company has not, but many of their competitors have done it and it appears to be the way of the future. Ms. Frison asked about the market research and how the other companies found it to be so advantageous. It seems very redundant that there would be two Dash Ins in the same area. Ms. Montgomery replied that they are two very different trips from the consumer. The company has a wide range of experience in this industry and believes the stores will serve different customers.
- Chairman Michael Byrd asked if the two Dash In gas stations will work in concert as far as pricing goes. Ms. Montgomery replied that their intent is to operate them consistently. Chairman Byrd asked about competition, and he named several other gas

stations in the area. He wondered if the area is being inundated with two Dash Ins, and whether they had gotten any pushback from existing gas stations. Ms. Montgomery stated that those stations are legacy stations that do some types of repairs, which are different than convenience gas stations.

- Mr. Terry Rogers asked how many people would be employed at this Dash In. Ms. Montgomery stated that 25 employees is the normal staffing for the stores, which provide a variety of amenities like full-service kitchens. The store would be open 24/7 and would have approximately 25 employees working three shifts. The actual number at Mill Branch may be higher because of the car wash.
- Mr. Rogers asked about whether any County grants have been applied for. Nothing has been applied for, but Ms. Montgomery stated that the company is very philanthropic and donated over $900,000 last year, mostly to charities in Prince George's County.

## Public Hearing

1. Ms. Carolyn Allen, 2611 Weary Creek Court in the Mill Branch subdivision. Ms. Allen noted that there is an Exxon station just up the road and a Shell station with a convenience store. Her biggest concern is with the traffic that this is going to create. She asked about the widening of US 301 to accommodate this traffic. She is concerned about the type of retail. There should be healthy food options, including grocery stores. Regarding notification, she stated that the 38 homes in her subdivision did not receive notices of the public hearing. She did see the public hearing sign and wanted to attend this meeting to find out more. She has never heard of a car wash being included in the project before. She said there is a Whip Clean car wash already on US 301, and she is trying to understand the need for convenience stores when other convenience stores exist. What improvements will be made and what benefits will be provided to the neighborhood, she asked. She is also concerned about runoff from Mill Branch crossing and wants to see more information about being in compliance with WSSC. Were there conversations with the other gas station owners, such as Exxon? Will US 301 be widened or beautified as part of this development? Her subdivision's main access is through the Mill Branch Road intersection with US 301. Developers should be held to making traffic improvements.

In response to Ms. Allen's question about public notice, Ms. Lisa Avery asked staff to provide an explanation. Planning Director Joe Meinert indicated that the City sent 35 letters to surrounding properties within 500 feet of the site, which is the standard, and posted the property with two signs, one on each street (US 301 and Mill Branch Road). The site within Mill Branch Crossing is located at the northern end of the project, approximately 1,000 feet north of Mill Branch Road. The Mill Branch residential subdivision, where Ms. Allen resides, is probably another 1,000 feet south of Mill Branch Road, so the City would not have mailed public notice letters to properties that far away. The purpose of posting signs is to notify anyone else who might be interested in something happening on the property.

Mr. Ron Skotz asked about the traffic conditions that were required of the Mill Branch Crossing developer. Planning Director Joe Meinert replied that the developer is required by the conditions of Preliminary Plan of subdivision to dedicate 12 acres of land to the Maryland State Highway Administration, add a third lane northbound including an entrance road going into Mill Branch Crossing from US 301 and make further traffic intersection improvements at US 301/MD 197 and US 301/Excalibur Road.

2. Another public hearing participant who signed up as opposed to the applications, Mr. Uzbedh Hashimi, declined to speak.

Attorney Dan Lynch stated that during review of Detailed Site Plans, the adequacy of public facilities is not reviewed. That is reviewed during the Preliminary Plan of subdivision, which it was. The site plan proposed today falls within the area already tested for adequate public facilities and is part of the 77,000 square feet of approved commercial development. There is a statement in the record from the developer's traffic consultant that shows that the traffic from the Dash In project is part of the prior approved development.

Chairman Michael Byrd asked when the next opportunity will be for public input. Planning Director Meinert advised that the next opportunity is the public hearing before the City Council on March 6th. Terry Rogers offered his observation that Dash In is just a tenant in the Mill Branch Crossing project, and those issues about traffic were addressed when the subdivision was approved. Mr. Carl Schuettler further observed that convenience stores intercept traffic that is already on the road, and they are not major traffic generators.

In response to a statement by Ms. Allen about placing a convenience store in a residential area, Chairman Michael Byrd replied that the proposal meets the City and County guidelines and is appropriate to come forward for approval. Ms. Allen concluded by saying that a car wash in a residential area doesn't seem appropriate. Mr. Terry Rogers pointed out that it is a commercial area, and he doesn't expect people to hang out at the car wash. Mr. Robert Day suggested that Ms. Allen sign up to become a party of record.

Ms. Lisa Frison stated she sympathizes with Ms. Allen, as she also lives in the immediate area. If you moved to the City for the aesthetic, you want to see things that are pleasing to the eye and are good for the neighborhood. Seeing two Dash Ins in the same area is a problem. When does the neighborhood get to weigh in on the use of the commercial space, she asked?

Chairman Byrd declared the public hearing to have been held and asked the Board if they had any further questions. With no further questions, Chairman Byrd asked for a motion.

## BAPB Motion

Mr. Robert Day moved to recommend **APPROVAL** of Special Exception SE-22006 for the Dash In car wash. Mr. Terry Rogers seconded, and the motion passed by a vote of 5-1 (Frison against).

Mr. Carl Schuettler moved to recommend **APPROVAL** of Detailed Site Plan DSP-20003-01 for the Dash In convenience store and gas pumps in accordance with the staff recommendation. The motion was seconded by Terry Rogers and passed 5-1 (Frison opposed).

# 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 DSP-20003-01
Dash In Mill Branch Crossing

**DATE:** March 1, 2023

---

## I. Background and Proposal

Dash In Food Stores, Inc. has filed an application for Detailed Site Plan approval under the prior Commercial Shopping Center (C-S-C) zoning for the 3.19-acre subject property. The property is located on the east side of US 301, approximately 1,500 feet north of Mill Branch Road (see Attachment #1). The development proposal includes a 4,500 square foot convenience store and gas pumps (and a car wash proposed in a separate Special Exception application). See Attachment #2. The current zoning is Commercial General Office (CGO).

This site was the subject of a Preliminary Plan of Subdivision (#4-08052) application in 2009, which proposed the development of 619,000 sq. ft. of retail/commercial/office space and a 150-room hotel in two phases. At a public hearing on May 18, 2009, the City Council recommended approval of PPS #4-08052 with conditions. Prior to the County Planning Board hearing on May 28, 2009, the applicant withdrew the development of Phase 2 for 181,000 sq. ft. of retail/commercial space. On May 28, 2009, the Planning Board approved the site for 405,000 sq. ft. of retail/commercial space, 91,000 sq. ft. of office and a 150-room hotel.

A Zoning Text Amendment, via CB-45-2019, was approved by the County Council in 2019. Specifically, CB-45-2019 permitted by right in the C-S-C zone: a gas station; a food or beverage store in combination with a gas station; apartment housing for the elderly or physically handicapped; multifamily dwellings, at a maximum density of 48 units/net acre; and, residential townhouse dwellings, at a maximum of 20 units/net acre. Detailed Site Plan approval was required for all of these uses. The City supported CB-45-2019.

A new Preliminary Plan of subdivision (#4-19050) was approved by the County Planning Board on April 8, 2021. Due to several failed votes, the City Council did not provide a recommendation for the Preliminary Plan. Later, in 2022, the County Planning Board approved a Detailed Site Plan for the residential portion of Mill Branch Crossing. The City recommended approval of the DSP.

A Statement of Justification was submitted for this application (see Attachment #3).

## II. Analysis of Detailed Site Plan DSP-20003-01

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. Additionally, the use is permitted by right.

A review of DSP-20003-01 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.

In their review of the recent Dash In proposed at the intersection of US 301 and Heritage Boulevard, the City Council expressed a desire to see EV charging stations as part of the gas station facility, to mirror what this applicant has been doing at their other projects. It is therefore recommended that the Detailed Site Plan include at least one electric vehicle (EV) charging station.

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

1. The number of accessible parking spaces required and provided should be added to the parking requirement data in the General Notes.

2. A Do Not Enter sign should be added facing the main access road from US 301 at the first egress point to the site, which is a 15-foot wide, out-only driveway. Also, the same type of crosswalk at this location as is shown across the main entrance to the site should be added to the site plan.

3. A notation should be added to point out the proposed light shown near the loading space.

4. If street lighting is not provided by the Mill Branch site developer along the site access road from US 301 prior to the issuance of a building permit

for the Dash In convenience store, the applicant in DSP-20003-01 should install this lighting.

5. To maximize the visual impact of the site's landscaping, it is recommended that the 11 viburnum shrubs proposed around the outside of the trash enclosure area be relocated to the large, sodded area (behind the curb of the drive aisle) west of the gas pump canopy.

6. General Note #33 states that the nearest fire station is Company #43 (2.0 miles away). However, the Northview Fire Station (Company #816, located on Health Center Drive) is the nearest fire station and is approximately 1.5 miles away. This note should be corrected.

7. The site plan identifies the dimensions of an ADA accessible parking space. However, of the 14 spaces serving the car wash shown on the plan, none are designated as accessible spaces. The required symbol should be added to the site plan to designate at least one accessible parking space for the car wash use.

## III. Outstanding Issues

None

## IV. 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 DSP-20003-01, 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. 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.

2. The Detailed Site Plan shall include at least one electric vehicle (EV) charging station.

3. The number of accessible parking spaces required and provided shall be added to the parking requirement data in the General Notes.

4. A Do Not Enter sign shall be provided, facing the main access road from US 301 at the first egress point to the site, which is a 15-foot wide, out-only driveway. In addition, the same type of crosswalk shall be provided at this location as is shown across the main entrance to the site.

5. A notation shall be added to point out the proposed light shown near the loading space.

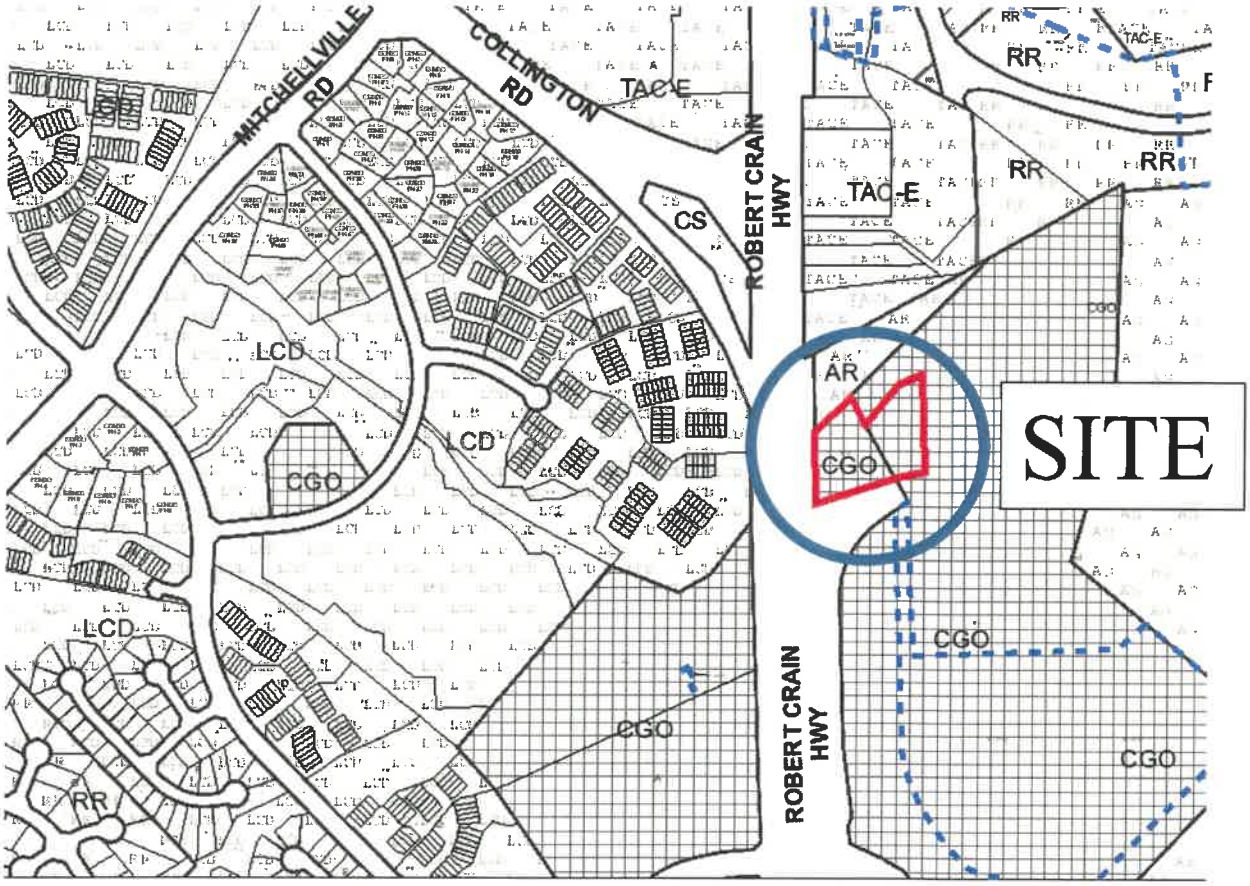
6. If street lighting is not provided by the Mill Branch site developer along the site access road from US 301 prior to the issuance of a building permit for the Dash In convenience store, the applicant in DSP-20003-01 shall install this lighting.

7. To maximize the visual impact of the site's landscaping, the 11 viburnum shrubs proposed around the outside of the trash enclosure area shall be relocated to the large, sodded area (behind the curb of the drive aisle) west of the gas pump canopy.

8. General Note #33 shall be revised to identify the nearest fire station is the Northview Fire Station (Company #816, located on Health Center Drive) which is approximately 1.5 miles away.

9. An ADA accessible parking symbol shall be added to at least one of the parking spaces serving the car wash and the parking calculations revised accordingly.

# LOCATION MAP

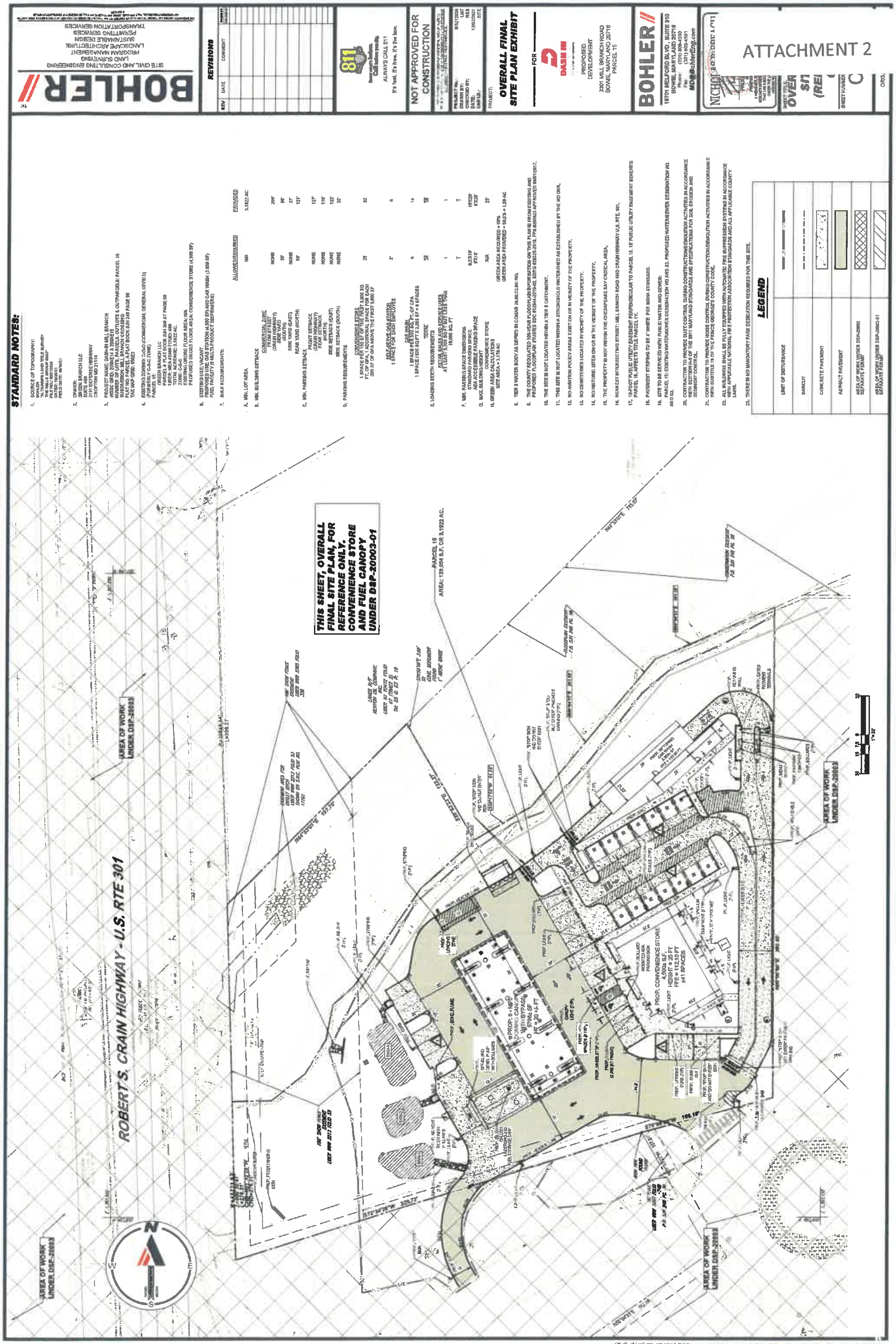


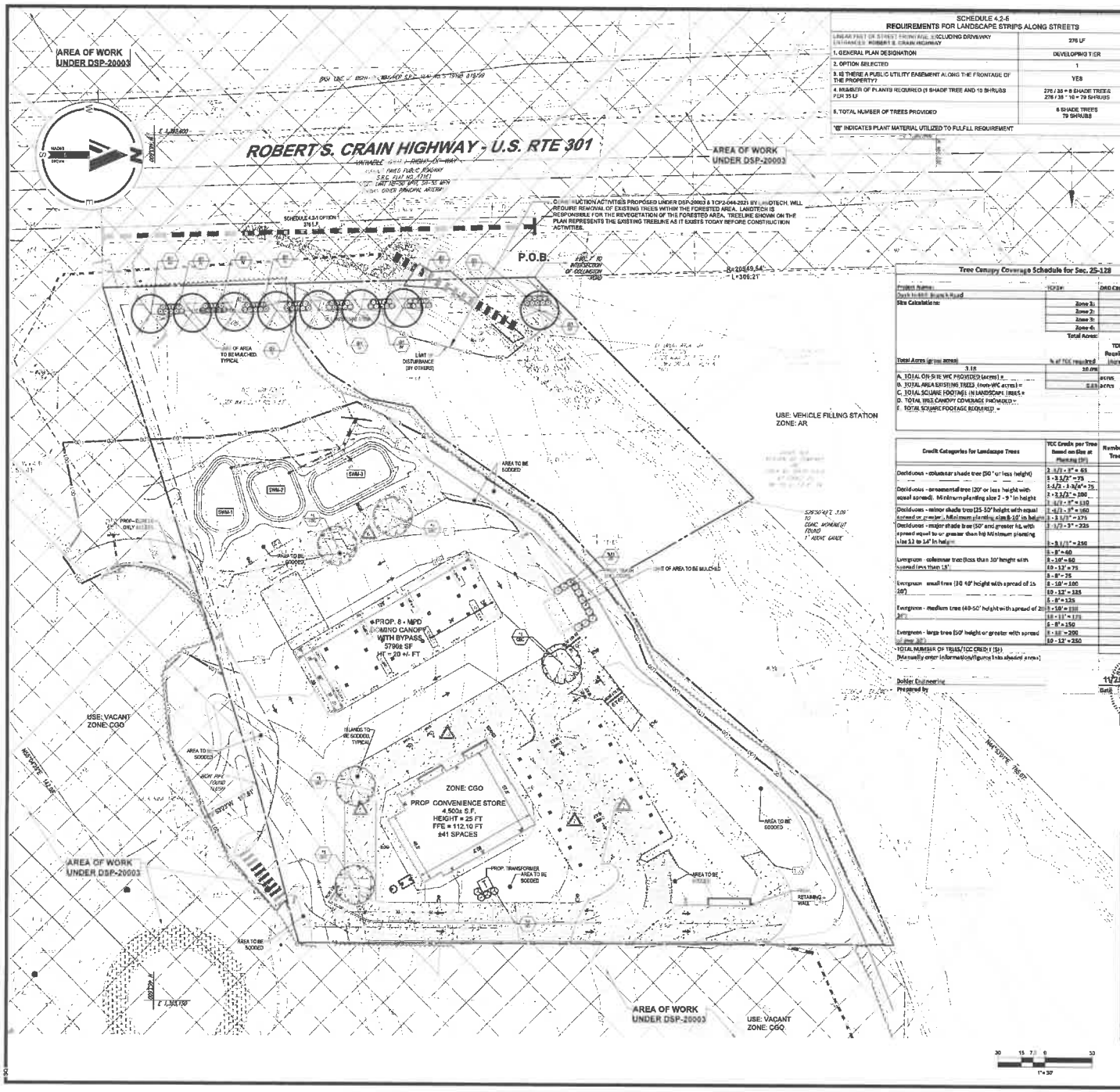

DASH IN CONVENIENCE STORE, GAS PUMPS AND CAR WASH

# DETAILED SITE PLAN DSP-20003-01

# SPECIAL EXCEPTION SE-22006

ATTACHMENT 2






## SCHEDULE 4.2-5
## REQUIREMENTS FOR LANDSCAPE STRIPS ALONG STREETS

| | |
|---|---|
| LINEAR FEET OF STREET FRONTAGE, EXCLUDING DRIVEWAY ENTRANCES ROBERT S. CRAIN HIGHWAY | 276 LF |
| 1. GENERAL PLAN DESIGNATION | DEVELOPING TIER |
| 2. OPTION SELECTED | 1 |
| 3. IS THERE A PUBLIC UTILITY EASEMENT ALONG THE FRONTAGE OF THE PROPERTY? | YES |
| 4. NUMBER OF PLANTS REQUIRED (1 SHADE TREE AND 10 SHRUBS PER 35 LF | 276 / 35 = 8 SHADE TREES<br>276 / 35 * 10 = 79 SHRUBS |
| 5. TOTAL NUMBER OF TREES PROVIDED | 6 SHADE TREES<br>79 SHRUBS |

"B" INDICATES PLANT MATERIAL UTILIZED TO FULFILL REQUIREMENT

## LANDSCAPE SCHEDULE

| KEY | QTY. | BOTANICAL NAME | COMMON NAME | CAL. | CONT. |
|---|---|---|---|---|---|
| SHADE TREES | | | | | |
| AR | 9 | ACER RUBRUM | RED MAPLE | 2 1/2-3" CAL. / 12-14' | B+B |
| QBC | 5 | QUERCUS BICOLOR | SWAMP WHITE OAK | 2 1/2-3" CAL. | B+B |
| SUBTOTAL | 14 | | | | |
| DECIDUOUS SHRUBS | | | | | |
| IV | 72 | ITEA VIRGINICA 'HENRY'S GARNET' | GARNET SWEETSPIRE | 24-30" | #5 CAN |
| SUBTOTAL | 72 | | | | |
| EVERGREEN SHRUBS | | | | | |
| VR | 15 | VIBURNUM X RHYTIDOPHYLLUM | LEATHERLEAF VIBURNUM | 5-6' | B+B |
| SUBTOTAL | 15 | | | | |

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN THE AMOUNTS SHOWN IN THE PLAN AND THE PLANT LIST, THE PLAN WILL DICTATE.

## SECTION 4.3-2
## INTERIOR PLANTING FOR PARKING LOTS 7,000 S.F. OR LARGER

| | | |
|---|---|---|
| 1. PARKING LOT AREA | 16,337 S.F. | |
| 2. INTERIOR LANDSCAPE AREA REQUIRED | 5% | 1,307 S.F. |
| 3. INTERIOR LANDSCAPE AREA PROVIDED | 9% | 1,477 S.F. |
| 4. NUMBER OF SHADE TREES REQUIRED | | |
| PARKING LOTS LESS THAN 50,000 S.F. (1 PER 300 S.F. OF INTERIOR PLANTING AREA PROVIDED) | 5 SHADE TREES | |
| PARKING LOTS GREATER THAN 50,000 S.F. (1 PER 200 S.F. OF INTERIOR PLANTING AREA PROVIDED) | N/A | |
| 5. NUMBER OF SHADE TREES PROVIDED | 5 SHADE TREES | |
| 6. IS A MINIMUM OF 100 S.F. OF CONTIGUOUS PERVIOUS LAND AREA PROVIDED PER SHADE TREE? | YES | |
| 7. IS THERE A PLANTING ISLAND ON AVERAGE EVERY 10 SPACES? | YES | |
| 8. IS A CURB OR WHEEL STOP PROVIDED FOR ALL PARKING SPACES ABUTTING A PLANTING OR PEDESTRIAN AREA? | YES | |
| 9. ARE PLANTING ISLANDS WHICH ARE EITHER PARALLEL OR PERPENDICULAR TO PARKING SPACES ON BOTH SIDES A MINIMUM OF 5 FEET WIDE? | YES | |
| 10. IS A PLANTING ISLAND THAT IS PERPENDICULAR TO PARKING SPACES ON ONE SIDE A MINIMUM OF 6 FEET WIDE? | YES | |
| 11. FOR PARKING LOTS 60,000 S.F. OR LARGER | | |
| A) IS THERE A 6 FOOT WIDE PLANTING ISLAND PERPENDICULAR TO PARKING FOR EVERY 2 BAYS? | N/A | |
| B) IS THE NUMBER OF SHADE TREES REQUIRED INCREASED (1 PER 200 S.F. OF INTERIOR PLANTING AREA PROVIDED)? | N/A | |

** INDICATES PLANT MATERIAL UTILIZED TO FULFILL REQUIREMENT

## SECTION 4.9
## SUSTAINABLE LANDSCAPING REQUIREMENT

1. PERCENTAGE OF PLANT MATERIAL REQUIRED IN EACH CATEGORY:

| REQUIRED | PROVIDED |
|---|---|
| SHADE TREES: 14 x 50% = 7<br>ORNAMENTAL TREES: 0<br>EVERGREEN TREES: 0<br>SHRUBS: 87 x 50% = 26 | SHADE TREES: 14 (100% NATIVE)<br>ORNAMENTAL TREES: N/A<br>EVERGREEN TREES: N/A<br>SHRUBS: 87 (100% NATIVE) |
| 2. ARE INVASIVE SPECIES PROPOSED | NO |
| 3. ARE EXISTING INVASIVE SPECIES ON-SITE IN AREAS THAT ARE TO REMAIN UNDISTURBED | NO |
| 4. IF "YES" IS CHECKED IN NUMBERS 2 OR 3, IS A NOTE INCLUDED ON THE PLAN REQUIRING REMOVAL OF INVASIVE SPECIES PRIOR TO CERTIFICATION IN ACCORDANCE WITH SECTION 1.6 CERTIFICATION OF INSTALLATION OF PLANT MATERIALS | N/A |
| 5. ARE TREES PROPOSED TO BE PLANTED ON SLOPES GREATER THAN 3:1 | NO |

## SECTION 4.4
## SCREENING REQUIREMENT - TRASH AND RECYCLING FACILITIES

| | |
|---|---|
| PLANT MATERIAL PROVIDED - SECTION 4.4(a) TRASH AND RECYCLING | EVERGREEN SCREENING |
| PLANT MATERIAL PROVIDED - SECTION 4.4(b) MECHANICAL EQUIPMENT | EVERGREEN SCREENING |

** INDICATES PLANT MATERIAL UTILIZED TO FULFILL REQUIREMENT

## Tree Canopy Coverage Schedule for Sec. 25-128

| | TCP2#: | DAS Case #: | Area (acres) |
|---|---|---|---|
| Project Name: Dash In Bowie Branch Road | | | |
| Site Calculations: | Zone 1: | | 3.18 |
| | Zone 2: | | |
| | Zone 3: | | |
| | Zone 4: | | |
| | Total Acres: | | 3.18 |

| Total Acres (gross acres) | % of TCC required | TCC Required (sq.ft.) | TCC Required in (SF) |
|---|---|---|---|
| 3.18 | 10.0% | 0.32 | 13848 |
| A. TOTAL ON-SITE WC PROVIDED (acres) = | | acres | 0 |
| B. TOTAL AREA EXISTING TREES (non-WC acres) = | 0.63 | acres | 27442.8 |
| C. TOTAL SQUARE FOOTAGE IN LANDSCAPE TREES = | | | 21142 |
| D. TOTAL TREE CANOPY COVERAGE PROVIDED = | | | 10522 |
| E. TOTAL SQUARE FOOTAGE REQUIRED = | | | 13848 |
| | | | Requirement Satisfied |

| Credit Categories for Landscape Trees | TCC Credit per Tree Based on Size at Planting (SF) | Number of Trees | TCC Credit (SF) |
|---|---|---|---|
| Deciduous - columnar shade tree (50' or less height) | 2 1/2 - 3" = 65 | | 0 |
| | 3 - 3 1/2" = 75 | | 0 |
| Deciduous - ornamental tree (20' or less height with equal spread). Minimum planting size 2 - 9' in height | 4 1/2 - 5 3/4" = 75 | | 0 |
| | 2 - 2 1/2" = 200 | | 0 |
| Deciduous - minor shade tree (25-50' height with equal spread or greater). Minimum planting size 8-10' in height | 3 1/2 - 4" = 150 | | 0 |
| | 4 1/2 - 5" = 160 | | 0 |
| | 1 - 3 1/2" = 175 | | 0 |
| Deciduous - major shade tree (50' and greater ht. with spread equal to or greater than ht). Minimum planting size 12 to 14' in height | 1 1/2 - 3" = 225 | 14 | 3150 |
| | 1 - 3 1/2" = 250 | | 0 |
| Evergreen - columnar tree (less than 30' height with spread less than 15') | 5 - 6" = 60 | | 0 |
| | 8 - 10" = 80 | | 0 |
| | 10 - 12" = 75 | | 0 |
| Evergreen - small tree (30-40' height with a spread of 15-20') | 5 - 8" = 75 | | 0 |
| | 8 - 10" = 100 | | 0 |
| | 10 - 12" = 125 | | 0 |
| Evergreen - medium tree (40-50' height with a spread of 20-30') | 5 - 8" = 125 | | 0 |
| | 8 - 10" = 150 | | 0 |
| | 10 - 12" = 175 | | 0 |
| Evergreen - large tree (50' height or greater with spread of over 30') | 5 - 8" = 150 | | 0 |
| | 8 - 10" = 200 | | 0 |
| | 10 - 12" = 250 | | 0 |
| TOTAL NUMBER OF TREES/TCC CREDIT (SF) | | 14 | 3150 |

[Manually enter information/figures into shaded areas]

Bohler Engineering
Prepared by

Date

## LEGEND

| | |
|---|---|
| LIMIT OF DISTURBANCE | |
| PROPOSED PAVING | |
| CONCRETE PAVEMENT | |
| AREA OF WORK UNDER DSP-20003 SEPARATE PERMIT | |

## OWNER

GBR MILL BRANCH, LLC
GREEN BRANCH LLC
STE 202
1641 STATE ROUTE 3
CROFTON MD 21114

(F) IF A DEVELOPING PROPERTY IS LOCATED IN A COMMERCIAL ZONE AND IS ADJOINING VACANT PROPERTY LOCATED IN A COMMERCIAL ZONE, THE DEVELOPING PROPERTY IS NOT REQUIRED TO PROVIDE A BUFFERYARD.

## PARKING AREA CALCULATIONS

NOTE: PROPOSED LANDSCAPE ON THIS PLAN AND WITHIN THE 10' LANDSCAPE STRIP IS ONLY TO SATISFY LANDSCAPE REQUIREMENTS FOR THE DASH-IN SITE.

BOHLER
SITE CIVIL AND CONSULTING ENGINEERING

REVI
REV DATE

NOT APPR
CONSTI

PROJECT No.:
DRAWN BY:
CHECKED BY:
DATE:
CAD LD.:

PROJECT:

DETA
SITE

3301 MILL B
BOWIE, MAR

BOHL
16701 MELFORD
BOWIE, MAR
Phone:
Fax:
MD@Boh

E.R. McC

SHEET TITLE:

LAND
PL

SHEET NUMBER:
DS

ORG. DAT

**STATEMENT OF JUSTIFICATION**
**DSP-20003-01**

| | |
|---|---|
| APPLICANT: | Dash In Food Stores, Inc.<br>P.O. Box 2810<br>LaPlata, Maryland 20646 |
| CORRESONDENT: | Daniel F. Lynch, Esq<br>McNamee Hosea<br>6411 Ivy Lane, Suite 200<br>Greenbelt, Maryland 20770<br>(301) 441-2420 Voice<br>(301) 982-9450 Fax<br>dlynch@mhlawyers.com |
| REQUEST: | Detailed Site Plan pursuant to Section 27-285(b). |

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## I. DESCRIPTION OF PROPERTY

1. Address – 3301 Mill Branch Road, Bowie, Maryland

2. Use - Retail Sale of Gasoline with Food and Beverage Store and Car Wash

3. Incorporated Area - N/A

4. Council District – 4

5. Parcel – 15 (as shown on 4-19050)

6. Total Area – 3.1922 acres

7. Tax Map – 055/E3

9. Location – East side of US 301 approximately 1,560 feet north of its intersection with Mill Branch Road.

10. Zoned: CGO Zone (formally C-S-C Zone)

11. Owner – Green Branch, LLC

12. Zoning Map – 205NE14

## II. APPLICANT'S PROPOSAL

The Subject Property, which is zoned CGO, is comprised of Parcels A and 52 and currently undeveloped. The property is part of larger mixed use development commonly known as Mill Branch Crossing which consists of approximately 70.11 acres located in the CGO Zone. The project benefits from Prince George's County Council Bill CB-45-2019, which was approved by the Prince George's County Council on November 19, 2019. This Council Bill amended Section 27-461(b) of the Prince George's County Zoning Ordinance, to permit gas stations in the C-S-C Zone subject to a certain criteria, which are met by the subject site. This applicant's proposal is for the development of a 4,500 square foot food and beverage store and 8 multi-product dispensers under the cover of a canopy.

The gas station and food and beverage store are subject to the approval of a Detailed Site Plan for the purpose of demonstrating conformance with Section 27-358 (a)(1), (2), (4), (5), (6), (7), (8), (9), and (10) and for the purpose of approving architectural elevations. The applicant is requesting that this detailed site plan be reviewed under the old Zoning Ordinance in accordance with Section 27-1900 since under the current Zoning Ordinance the gas station component of this application is only allowed in the CGO Zone subject to the approval of a special exception.

## III. PRIOR APPROVALS

Parcel A is the subject of Preliminary Plan of Subdivision 4-08052, which was approved by the Planning Board in May 2009 and reconsidered in March 2017. This preliminary plan consolidated eight parcels into one parcel for the construction of 619,000 square feet of commercial floor area and a 150-room hotel.

Following approval of 4-08052, a Special Exception application, SE-4734, was approved by the Prince George's County District Council in June 2015, for a 24.90-acre portion of the subject site. The application was for a 186,933-square-foot department or variety store combined with a food and beverage store (a Walmart Super Center), which was to move from its existing location across US 301 from the property. The special exception was approved subject to 19 conditions, none of which are applicable to this detailed site plan.

Preliminary Plan 4-19050 for Mill Branch Crossing was approved by the Planning Board in March of 2021 for subdivision of the property into 190 lots and 13 parcels for development of 77,635 square feet of commercial floor area, a 150-room hotel, 190 townhouse units, and 408 multifamily units.

Preliminary Plan 4-18050 was approved subject to 24 conditions. Condition 18 contains a trip cap and the proposed development associated with this DSP falls within that trip cap. Conditions 7 and 8 are being addressed as part of DSP- 20003 that contains the residential component of Mill Branch Crossing.

On March 24, 2022 the Planning Board approved DSP-20003 for this application for the construction of 190 single-family attached (townhouses) and 408 multifamily dwelling units in six buildings as part of an overall mixed-use development. The DSP also showed infrastructure improvements on the remainder of the site for the future commercial component.

## IV. COMMUNITY

The subject property was reclassified into the C-S-C Zone with the adoption of the 2019 *Bowie and Vicinity Master Plan and SMA.* The subject property is surrounded by the following uses:

*North*: Undeveloped property in the R-A Zone.

*South*: Undeveloped land in the C-S-C Zone (Mill Branch Crossing)

*East*: Undeveloped land in the C-S-C Zone (Mill Branch Crossing)

*West*: US 301 and beyond are single-family attached dwellings in the R-U Zone (Covington)

## V. CRITERIA FOR APPROVAL

The proposed gas station use of the property is permitted under the Table of Uses contained in the former Zoning Ordinance. Specifically, footnote 80 provides that the use in the C-S-C Zone shall not require the approval of a special exception if:

1. The property is a minimum of fifty (50) acres in size at the time of preliminary plan of subdivision; and
**Comment:** At the time of the preliminary plan of subdivision, the property was part of a larger property that was 73.98 acres in size.

2. A Detailed Site Plan is required as a condition of preliminary plan of subdivision and shall be approved in accordance with Part 3, Division 9 of this Subtitle and Section 27-358(a)(1), (2), (4), (5), (6), (7), (8), (9), and (10). The detailed site plan shall include architectural review and approval of building elevations and materials. The development regulations as provided for in Section 27-454(d) shall apply.

**Comment:** This detailed site plan is being filed to address the above. Building elevations and materials are included in the DSP set.

As for the review and approval of a Detailed Site Plan, 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-S-C Zone in which the subject land is located. A gas station and food and beverage store are permitted in the C-S-C Zone subject to the criteria set forth in Section 27-461(b). 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 south and west sides of the food and beverage store. There are also 5 parking spaces located to the west of the gas canopy. 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 employing a combination of treatments along the US 301 frontage that will preserve and improve the scenic views. That applicant is proposing to install a 4.2 landscape strip along a portion of this frontage and also preserve a significant stand of existing trees.

(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 4.2 landscape strip and preserving trees along the US 301 frontage. Given the size of the property and the nature of the use, the applicant is not proposing any other streetscape amenities.

(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:** As demonstrated on the site plan set, the applicant is proposing a minimum amount of grading to accommodate this development.

(7) Service Areas.

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

**Comment:** The proposed loading space located to the north of the gas canopy and will be screened from US 301 and Saint Chesley Avenue. The trash and recycling area is also located to the north of the gas canopy and will be surrounded by a screening wall with a site tight gate.

(8) 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.

(9) 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 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-S-C 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:** No Conceptual Site Plan was required.

(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. COMPLIANCE WITH SECTION 27-358

Section 27-461(b) provides that a gas station and food and beverage store are permitted in the C-S-C Zone subject to compliance with Section 27-358 (a)(1), (2), (4), (5), (6), (7), (8), (9), and (10). The site complies as follows:

(1) The subject property shall have at least one hundred and fifty (150) feet of frontage on and direct vehicular access to a street with a right-of-way width of at least seventy (70) feet;

**Comment:** The subject property has over 300 feet of frontage on Crain Highway.

(2) The subject property shall be located at least three hundred (300) feet from any lot on which a school, outdoor playground, library, or hospital is located;

**Comment:** There are no schools, outdoor playgrounds, libraries, or hospitals located with 300 feet of the subject property.

(4) The storage or junking of wrecked motor vehicles (whether capable of movement or not) is prohibited;

**Comment:** The applicant acknowledges this requirement and is not proposing to vehicle repair on the subject property.

(5) Access driveways shall be not less than thirty (30) feet wide unless a lesser width is allowed for a one-way driveway by the Maryland State Highway Administration or the County Department of Permitting, Inspections, and Enforcement, whichever is applicable, and shall be constructed in compliance with the minimum standards required by the County Road Ordinance or Maryland State Highway Administration regulations, whichever is applicable. In the case of a corner lot, a driveway may begin at a point not less than twenty (20) feet from the point of curvature (PC) of the curb return or the point of curvature of the edge of paving at an intersection without curb and gutter. A driveway may begin or end at a point not less than twelve (12) feet from the side or rear lot line of any adjoining lot;

**Comment**: The DSP shows one 44.8 foot full access driveway and one 15 foot one-way access driveway.

(6) Access driveways shall be defined by curbing;

**Comment:** The DSP shows that the access driveways are defined by curbing.

(7) A sidewalk at least five (5) feet wide shall be provided in the area between the building line and the curb in those areas serving pedestrian traffic;

**Comment:** A five foot sideway is provided in compliance with the requirement.

(8) Gasoline pumps and other service appliances shall be located at least twenty-five (25) feet behind the street line;

**Comment:** The gas pumps and other service appliances are located at least 25 feet behind the street line.

(9) Repair service shall be completed within forty-eight (48) hours after the vehicle is left for service. Discarded parts resulting from any work shall be removed promptly from the premises. Automotive replacement parts and accessories shall be stored either inside the main structure or in an accessory building used solely for the storage. The accessory building shall be wholly enclosed. The building shall either be constructed of brick (or another building material similar in appearance to the main structure) and placed on a permanent foundation, or it shall be entirely surrounded with screening material. Screening shall consist of a wall, fence, or sight-tight landscaping material, which shall be at least as high as the accessory building. The type of screening shall be shown on the landscape plan.

**Comment:** The applicant is not proposing to repair vehicles on the subject property.

(10) Details on architectural elements such as elevation depictions of each facade, schedule of exterior finishes, and description of architectural character of proposed buildings shall demonstrate compatibility with existing and proposed surrounding development.

**Comment:** Architectural elevations are included in the DSP package.

## VII. 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**

Daniel F. Lynch

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Special Exception SE-22006, Dash In Car Wash, Mill Branch Crossing

**DATE:** 03/02/2023

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Please see attached staff report.

**ATTACHMENTS:** 1. 20230306 - Staff Report Dash In Car Wash SE-22006 (1)

# LAND USE PETITION IN THE BOWIE PLANNING AREA

**Maryland - National Capital Park and Planning Commission ID:** Special Exception SE-22006
Dash In Car Wash

**Bowie Advisory Planning Board #**23-01 **Date:** March 1, 2023

---

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

**__X__ (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:** Special Exception
2. **Petitioner:** Dash In Food Stores, Inc.
3. **Represented by:** Mr. Daniel Lynch, McNamee Hosea, PA
4. **Location of Petitioned Property:** East side of US 301, approximately 1,500 feet north of Mill Branch Road
5. **Proposed Use of Petitioned Property:** A car wash in conjunction with a 4,500 square foot Dash In convenience store and gas station with eight fuel dispensers
6. **Size/Zone of Petitioned Property:** 0.82 acre Special Exception area of 3.19 acre site/Zoned: CGO (Commercial General Office)
7. **Date of Hearing before BAPB:** Tuesday, February 28, 2023 at 7:00 P.M.
8. **Date of Hearing before City Council:** Monday, March 6, 2023 at 8:00 P.M.
9. **Date of Hearing before M-NCPPC:** Thursday, April 13, 2023 at 10:00 A.M.
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: | 2/15/23 | 35 |
| Notice sent to Parties of Record: | N/A | |
| Date Signs Posted: | 2/15/23 | 2 |
| 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, per the staff recommendation.

t:/docketsheet.doc

# City of Bowie

**15901 Fred Robinson Way**
**Bowie, Maryland 20716**


## MEMORANDUM

**TO:** City Council

**FROM:** Bowie Advisory Planning Board
Michael A. Byrd, Chairman

**SUBJECT:** Special Exception SE-22006
Dash In Car Wash
Detailed Site Plan DSP-20003-01
Dash In Convenience Store and Gas Pumps

**DATE:** March 1, 2023

---

The Bowie Advisory Planning Board (BAPB) met on Tuesday, February 28th, to review the Special Exception request for a Dash In car wash and revision to Detailed Site Plan DSP-20003-01 for a Dash In Convenience Store under the prior Commercial Shopping Center (C-S-C) zoning for the 3.19-acre subject property. The property is located on the east side of US 301, approximately 1,500 feet north of Mill Branch Road. The development proposal includes a 4,500 square foot convenience store and gas pumps (and a car wash proposed in a separate Special Exception application). The Advisory Planning Board decided to hear both cases in a combined public hearing.

### Presentations

Mr. Joe Meinert, City Planning Director, reviewed each of the two staff reports and stated that both applications meet the criteria for approval and staff recommends approval with conditions. Planning Director Meinert advised that staff received an email from an adjacent property owner who had the following questions about the water used in the car wash:

> You indicate the carwash water will go through a grease trap before it goes into the Mill Branch Crossing development sewer system? Who makes sure the grease trap is functional and maintained? Does the Mill Branch Crossing development have their own sewer system, or does it tie into the Bowie system? Is any of that water recycled? And where is the water discharged to (the Patuxent River?)?

Attorney Dan Lynch, representing Dash In, stated that the water associated with the car wash will be recycled. It is a totally enclosed system, which is one of the most modern systems on the market today. It is efficient and environmentally friendly.

Attorney Daniel Lynch introduced the representative of The Wills Group, Ms. Renee Montgomery, and the project engineer, Mr. Nick Speech from Bohler Engineering. Mr. Lynch gave some background about The Wills Group, noting that the company operates 53 stations in Prince George's County as well as numerous other stations throughout the area. Mr. Lynch reviewed the Detailed Site Plan and Special Exception site plan, providing some background about the project. The site is part of the large, mixed-use development of Mill Branch Crossing. He discussed the access to the property and presented a rendered

site plan. He noted that the developer will accept the City's condition of providing an electric vehicle charging station at this property. The applications meet or exceed all of the requirements for approval, he said. Mr. Lynch then reviewed the architectural elevations and described the proposed buildings.

## Questions by BAPB Members

Questions by BAPB members included:

- Mr. Terry Rogers asked if a Dash In is still proposed at the Applebee's site. Mr. Lynch said, yes, that site has been approved. Mr. Rogers asked, then, if there would be two locations. Mr. Lynch concurred and added that the applicant is carrying forward the City Council's desire to include an electric vehicle charging station at the Applebee's site to this site.
- Mr. Robert Day asked if the applicant agreed with the staff recommendations? Mr. Lynch said they were in 100% agreement. A lot of the clean up items will be incorporated into the plan and will be addressed or accepted as conditions of approval. The most important one, in his opinion, is the EV charging station.
- Mr. Carl Schuettler wanted confirmation whether the Applebee's was going to remain. Mr. Lynch said it would be replaced with the Dash In. Mr. Schuettler asked how far back from US 301 would the station be. Mr. Lynch said it will have direct access from US 301 and there would be a sign. Mr. Schuettler noted that there is an Exxon station nearby and wonder if this development would duplicate something that is already there. Ms. Renee Montgomery replied that the Exxon station only has a small kiosk and the Dash In will provide a full-service store. Mr. Lynch stated that the freestanding sign will be placed 35 feet back from US 301, and the closest distance to the canopy will be approximately 160 feet from US 301. Mr. Schuettler asked for more information about the car wash using recycled water. Ms. Montgomery explained that fresh water is added, but 30-40% of the water is recycled.
- Chairman Michael Byrd asked what metrics were used to determine that two Dash In stores are needed in the same area. What were some of the economic impacts to the community and what are the benefits to having two Dash Ins. Ms. Montgomery replied that convenience is very important to consumers these days; people do not want to wait at traffic signals to get to the other side of the road. The new concept has a made-to-order kitchen and a full range of products. They will serve two different segments of consumers as customers won't cross over the highway.
- Lisa Frison asked if the company had previously taken this approach with two stores in the same community. Ms. Montgomery said the company has not, but many of their competitors have done it and it appears to be the way of the future. Ms. Frison asked about the market research and how the other companies found it to be so advantageous. It seems very redundant that there would be two Dash Ins in the same area. Ms. Montgomery replied that they are two very different trips from the consumer. The company has a wide range of experience in this industry and believes the stores will serve different customers.
- Chairman Michael Byrd asked if the two Dash In gas stations will work in concert as far as pricing goes. Ms. Montgomery replied that their intent is to operate them consistently. Chairman Byrd asked about competition, and he named several other gas

stations in the area. He wondered if the area is being inundated with two Dash Ins, and whether they had gotten any pushback from existing gas stations. Ms. Montgomery stated that those stations are legacy stations that do some types of repairs, which are different than convenience gas stations.

- Mr. Terry Rogers asked how many people would be employed at this Dash In. Ms. Montgomery stated that 25 employees is the normal staffing for the stores, which provide a variety of amenities like full-service kitchens. The store would be open 24/7 and would have approximately 25 employees working three shifts. The actual number at Mill Branch may be higher because of the car wash.
- Mr. Rogers asked about whether any County grants have been applied for. Nothing has been applied for, but Ms. Montgomery stated that the company is very philanthropic and donated over $900,000 last year, mostly to charities in Prince George's County.

## Public Hearing

1. Ms. Carolyn Allen, 2611 Weary Creek Court in the Mill Branch subdivision. Ms. Allen noted that there is an Exxon station just up the road and a Shell station with a convenience store. Her biggest concern is with the traffic that this is going to create. She asked about the widening of US 301 to accommodate this traffic. She is concerned about the type of retail. There should be healthy food options, including grocery stores. Regarding notification, she stated that the 38 homes in her subdivision did not receive notices of the public hearing. She did see the public hearing sign and wanted to attend this meeting to find out more. She has never heard of a car wash being included in the project before. She said there is a Whip Clean car wash already on US 301, and she is trying to understand the need for convenience stores when other convenience stores exist. What improvements will be made and what benefits will be provided to the neighborhood, she asked. She is also concerned about runoff from Mill Branch crossing and wants to see more information about being in compliance with WSSC. Were there conversations with the other gas station owners, such as Exxon? Will US 301 be widened or beautified as part of this development? Her subdivision's main access is through the Mill Branch Road intersection with US 301. Developers should be held to making traffic improvements.

In response to Ms. Allen's question about public notice, Ms. Lisa Avery asked staff to provide an explanation. Planning Director Joe Meinert indicated that the City sent 35 letters to surrounding properties within 500 feet of the site, which is the standard, and posted the property with two signs, one on each street (US 301 and Mill Branch Road). The site within Mill Branch Crossing is located at the northern end of the project, approximately 1,000 feet north of Mill Branch Road. The Mill Branch residential subdivision, where Ms. Allen resides, is probably another 1,000 feet south of Mill Branch Road, so the City would not have mailed public notice letters to properties that far away. The purpose of posting signs is to notify anyone else who might be interested in something happening on the property.

Mr. Ron Skotz asked about the traffic conditions that were required of the Mill Branch Crossing developer. Planning Director Joe Meinert replied that the developer is required by the conditions of Preliminary Plan of subdivision to dedicate 12 acres of land to the Maryland State Highway Administration, add a third lane northbound including an entrance road going into Mill Branch Crossing from US 301 and make further traffic intersection improvements at US 301/MD 197 and US 301/Excalibur Road.

2. Another public hearing participant who signed up as opposed to the applications, Mr. Uzbedh Hashimi, declined to speak.

Attorney Dan Lynch stated that during review of Detailed Site Plans, the adequacy of public facilities is not reviewed. That is reviewed during the Preliminary Plan of subdivision, which it was. The site plan proposed today falls within the area already tested for adequate public facilities and is part of the 77,000 square feet of approved commercial development. There is a statement in the record from the developer's traffic consultant that shows that the traffic from the Dash In project is part of the prior approved development.

Chairman Michael Byrd asked when the next opportunity will be for public input. Planning Director Meinert advised that the next opportunity is the public hearing before the City Council on March 6th. Terry Rogers offered his observation that Dash In is just a tenant in the Mill Branch Crossing project, and those issues about traffic were addressed when the subdivision was approved. Mr. Carl Schuettler further observed that convenience stores intercept traffic that is already on the road, and they are not major traffic generators.

In response to a statement by Ms. Allen about placing a convenience store in a residential area, Chairman Michael Byrd replied that the proposal meets the City and County guidelines and is appropriate to come forward for approval. Ms. Allen concluded by saying that a car wash in a residential area doesn't seem appropriate. Mr. Terry Rogers pointed out that it is a commercial area, and he doesn't expect people to hang out at the car wash. Mr. Robert Day suggested that Ms. Allen sign up to become a party of record.

Ms. Lisa Frison stated she sympathizes with Ms. Allen, as she also lives in the immediate area. If you moved to the City for the aesthetic, you want to see things that are pleasing to the eye and are good for the neighborhood. Seeing two Dash Ins in the same area is a problem. When does the neighborhood get to weigh in on the use of the commercial space, she asked?

Chairman Byrd declared the public hearing to have been held and asked the Board if they had any further questions. With no further questions, Chairman Byrd asked for a motion.

## BAPB Motion

Mr. Robert Day moved to recommend **APPROVAL** of Special Exception SE-22006 for the Dash In car wash. Mr. Terry Rogers seconded, and the motion passed by a vote of 5-1 (Frison against).

Mr. Carl Schuettler moved to recommend **APPROVAL** of Detailed Site Plan DSP-20003-01 for the Dash In convenience store and gas pumps in accordance with the staff recommendation. The motion was seconded by Terry Rogers and passed 5-1 (Frison opposed).

# City of Bowie

**15901 Fred Robinson Way**
**Bowie, Maryland 20716**


## MEMORANDUM

**TO:** City Council

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

**SUBJECT:** Special Exception SE-22006
Dash In Car Wash

**DATE:** March 1, 2023

---

## I. Background and Proposal

Dash In Food Stores, Inc. has filed an application for Special Exception approval under the prior Commercial Shopping Center (C-S-C) zoning for the 3.19-acre subject property. The property is located on the east side of US 301, approximately 1,500 feet north of Mill Branch Road (see Attachment #1). The development proposal includes a car wash facility within a 0.82-acre Special Exception area to be constructed as part of a site development that includes a 4,500 square foot convenience store and gas pumps. See Attachment #2. The current zoning is Commercial General Office (CGO).

This site was the subject of a Preliminary Plan of Subdivision (#4-08052) application in 2009, which proposed the development of 619,000 sq. ft. of retail/commercial/office space and a 150-room hotel in two phases. At a public hearing on May 18, 2009, the City Council recommended approval of PPS #4-08052 with conditions. Prior to the County Planning Board hearing on May 28, 2009, the applicant withdrew the development of Phase 2 for 181,000 sq. ft. of retail/commercial space. On May 28, 2009, the Planning Board approved the site for 405,000 sq. ft. of retail/commercial space, 91,000 sq. ft. of office and a 150-room hotel.

A Zoning Text Amendment, via CB-45-2019, was approved by the County Council in 2019. Specifically, CB-45-2019 permitted by right in the C-S-C zone: a gas station; a food or beverage store in combination with a gas station; apartment housing for the elderly or physically handicapped; multifamily dwellings, at a maximum density of 48 units/net acre; and, residential townhouse dwellings, at a maximum of 20 units/net acre. Detailed Site Plan approval was required for all of these uses. The City supported CB-45-2019.

A new Preliminary Plan of subdivision (#4-19050) was approved by the County Planning Board on April 8, 2021. Due to several failed votes, the City Council did not provide a recommendation for the Preliminary Plan. Later, in 2022, the County Planning Board approved a Detailed Site Plan for the residential portion of Mill Branch Crossing. The City recommended approval of the DSP.

A Statement of Justification was submitted for this application (see Attachment #3).

## II. Analysis of Special Exception SE-22006

A Special Exception application may be approved if it meets the criteria of Section 27-317 of the Prince George's County Zoning Ordinance. Staff concurs that the applicant's Statement of Justification adequately addresses each of the criteria.

A review of SE-22006 in relation to the Zoning Ordinance and the City's Development Review Guidelines resulted in following comments:

1. General Note #33 states that the nearest fire station is Company #43 (2.0 miles away). However, the Northview Fire Station (Company #816, located on Health Center Drive) is the nearest fire station and is approximately 1.5 miles away. This note should be corrected.

2. The site plan identifies the dimensions of an ADA accessible parking space. However, of the 14 spaces serving the car wash shown on the plan, none are designated as accessible spaces. The required symbol should be added to the site plan to designate at least one accessible parking space for the car wash use, consistent with the detail shown on Sheet C-901.

## III. Outstanding Issues

None

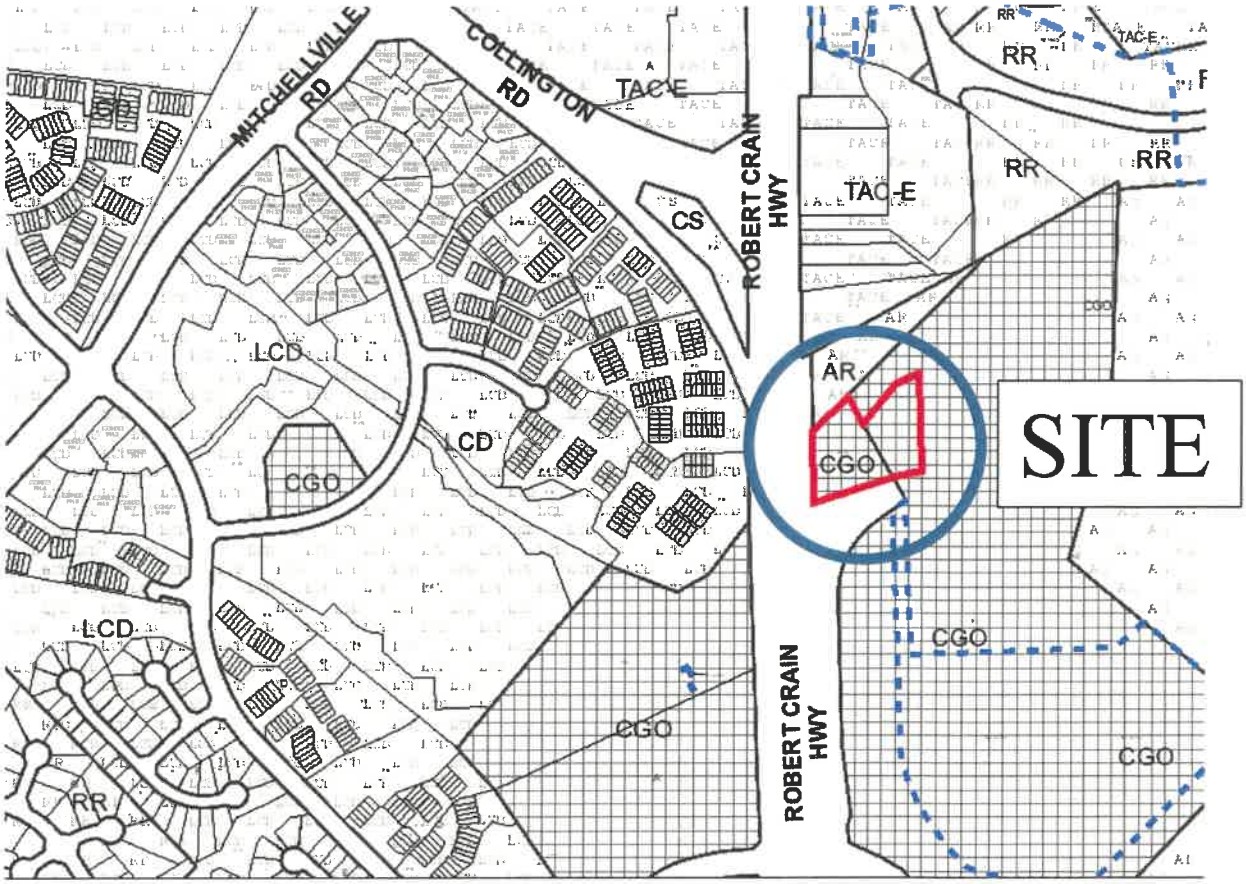
## IV. Recommendation

With the conditions set forth below, staff finds the Special Exception application for a car wash at the proposed Dash In Mill Branch site will meet the findings for approval set forth in Section 27-317. Therefore, staff recommends **APPROVAL** of SE-22006 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. General Note #33 shall be revised to identify the nearest fire station is the Northview Fire Station (Company #816, located on Health Center Drive) which is approximately 1.5 miles away.

2. An ADA accessible parking symbol shall be added to at least one of the parking spaces shown on the site plan, consistent with the detail shown on Sheet C-901.

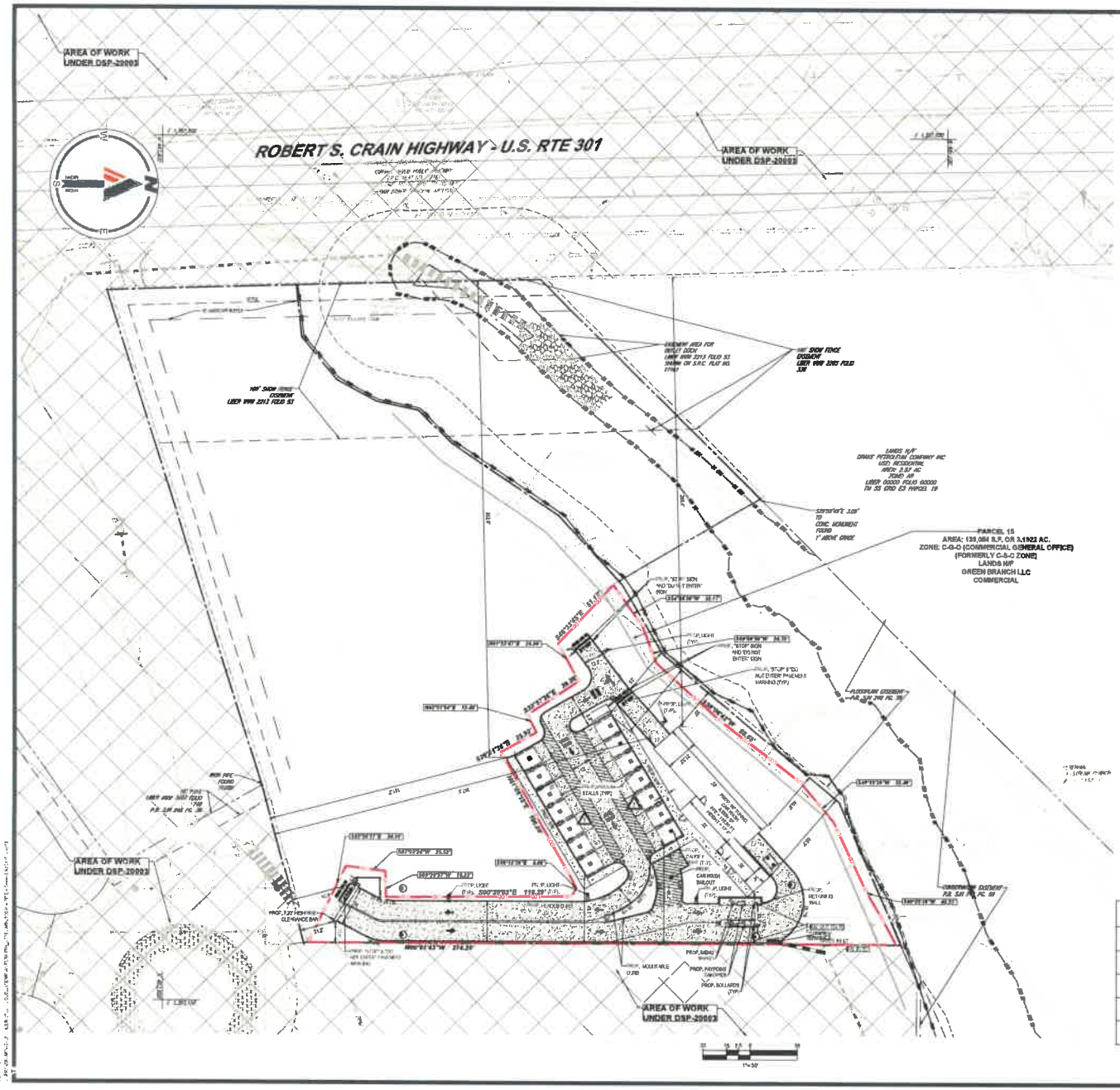
# LOCATION MAP




DASH IN CONVENIENCE STORE, GAS PUMPS AND CAR WASH

# DETAILED SITE PLAN DSP-20003-01

# SPECIAL EXCEPTION SE-22006




## STANDARD NOTES:

1. SOURCE OF TOPOGRAPHY:
BOHLER
"ALTA/NSPS LAND TITLE SURVEY
THE MILLS GROUP INC"
FILE NO.: 0921904
DATED: 10/20/21
FIELD DATE: 10/14/21

2. OWNER:
GREEN BRANCH LLC
SUITE 400
2141 DEFOREST HIGHWAY
CROFTON MD 21114

3. PROJECT NAME: DASH IN MILL BRANCH
WSSC GRID: 200NE14 & 200NE15
NUMBER OF LOTS, PARCELS, OUTLOTS & OUTPARCELS: PARCEL 15
SUBDIVISION: MILL BRANCH CROSSING
PLAT NO: PARCEL A PLAT BOOK SJH 248 PAGE 98
TAX MAP GRID: 0555

4. EXISTING ZONING: C-S-C (COMMERCIAL GENERAL OFFICE)
(FORMERLY C-S-C ZONE)
PARCEL 15:
GREEN BRANCH LLC
PARCEL A PLAT BOOK SJH 248 AT PAGE 98
LIBER: MEA 43365 FOLIO: 499
TOTAL ACREAGE:
PARCEL 15 – 3.1922 AC.
SPECIAL EXCEPTION – 0.825 AC.
ZONE: C-S-C
EXISTING GROSS FLOOR AREA: N/A
PROPOSED GROSS FLOOR AREA: CAR WASH (3,859 SF)

6. EXISTING USE: VACANT
PROPOSED USE: CAR WASH (3,859 SF)

7. BULK REQUIREMENTS:

| | ALLOWED/REQUIRED | PROVIDED |
|---|---|---|
| A. MIN. LOT AREA | N/A | 0.825 AC |
| B. MIN. BUILDING SETBACK | | |
| COMMERCIAL ZONE | | |
| FROM STREET (CRAIN HIGHWAY) | NONE | 285' |
| SIDE YARD (SOUTH) | 30' | 247.3' |
| SIDE YARD (EAST) | NONE | 33.7' |
| REAR YARD (NORTH) | 50' | 29' |
| C. MIN. PARKING SETBACK | | |
| FRONT SETBACK (CRAIN HIGHWAY) | NONE | 302.9' |
| REAR SETBACK (NORTH) | NONE | 51' |
| SIDE SETBACK (EAST) | NONE | 43.1' |
| SIDE SETBACK (SOUTH) | NONE | 161.2' |
| D. PARKING REQUIREMENTS | | |
| CAR WASH | | |
| 1 SPACE PER 500 SQ. FT. OF GFA | 8 | 14 |
| 1 SPACE / 500 SQ FT X 3,859 SF = 8 SPACES | | |
| TOTAL | 8 | 14 |
| E. LOADING BERTH REQUIREMENTS | | |
| NONE | 0 | 0 |
| | 0 | 0 |
| F. MIN. PARKING SPACE DIMENSIONS | | |
| STANDARD PARKING SPACE | 9.5'X19' | 10'X20' |
| ADA ACCESSIBLE PARKING SPACE | 8'X18' | 8'X20' |

8. TIER II WATER BODY AS DEFIED IN COMAR 26.08.02.04: NO.
9. STREAMS AND WETLANDS: YES
10. STORMWATER MANAGEMENT FACILITIES: NO
11. THE COUNTY REGULATED 100-YEAR FLOODPLAIN INFORMATION ON THIS PLAN IS FROM EXISTING AND PROPOSED FLOODPLAIN STUDIES SDC #12844-2010-02, SDRC# 026325-2016, FPS #2006023 APPROVED 09/01/2017.
12. THE SITE IS NOT LOCATED WITHIN A TIER II CATCHMENT.
13. THIS SITE IS NOT LOCATED WITHIN A STRONGHOLD WATERSHED AS ESTABLISHED BY THE MD DNR.
14. NO AVIATION POLICY AREAS EXIST ON OR IN VICINITY OF THE PROPERTY.
15. NO CEMETERIES LOCATED IN VICINITY OF THE PROPERTY.
16. NO HISTORIC SITES ON OR IN THE VICINITY OF THE PROPERTY.
17. THE PROPERTY IS NOT WITHIN THE CHESAPEAKE BAY CRITICAL AREA.
18. NEAREST INTERSECTING STREET: MILL BRANCH ROAD AND CRAIN HIGHWAY U.S. RTE. 301, APPROXIMATELY 53-FEET EAST OF CRAIN HIGHWAY U.S. RTE. 301.
19. 10-FOOT PUBLIC UTILITY EASEMENT PERPENDICULAR TO PARCEL 15, 10' PUBLIC UTILITY EASEMENT BENEFITS PARCEL 15, AFFECTS TITLE PARCEL 17.
20. PAVEMENT STRIPING TO BE 4" WHITE PER MSHA STANDARD.
21. SITE TO BE SERVICED WITH PUBLIC WATER AND SEWER, STORMDRAIN, GAS, ELECTRIC AND TELEPHONE UTILITIES.
PARCEL 15: EXISTING WATER/SEWER DESIGNATION W3 AND S3, PROPOSED WATER/SEWER DESIGNATION W3 AND S3.
22. CONTRACTOR TO PROVIDE DUST CONTROL DURING CONSTRUCTION/DEMOLITION ACTIVITIES IN ACCORDANCE WITH SECTION 14-4 OF THE 2011 MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL.
23. CONTRACTOR TO PROVIDE NOISE CONTROL DURING CONSTRUCTION/DEMOLITION ACTIVITIES IN ACCORDANCE WITH SUBTITLE 19 OF THE PRINCE GEORGE'S COUNTY CODE.
24. ALL BUILDINGS SHALL BE FULLY EQUIPPED WITH AUTOMATIC FIRE SUPPRESSION SYSTEMS IN ACCORDANCE WITH APPLICABLE NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS AND ALL APPLICABLE COUNTY LAWS.
25. THERE IS NO MANDATORY PARK DEDICATION REQUIRED FOR THIS SITE.

## LEGEND

| | |
|---|---|
| LIMIT OF DISTURBANCE AND SPECIAL EXCEPTION BOUNDARY | |
| SAWCUT | |
| CONCRETE PAVEMENT | |
| ASPHALT PAVEMENT | |
| AREA OF WORK UNDER DSP-20003 SEPARATE PERMIT | |

BOHLER
SITE CIVIL AND CONSULTING ENGINEERING
LAND SURVEYING
PROJECT MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
FEASIBILITY STUDIES
TRANSPORTATION SERVICES

REVISIONS

| REV | DATE | COMMENT | DRAWN BY |
|---|---|---|---|
| | | | |

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THIS DRAWING IS NOT VALID FOR CONSTRUCTION UNTIL IT IS APPROVED BY THE APPROPRIATE GOVERNMENT AGENCIES.

| | |
|---|---|
| PROJECT No.: | MBR12038 |
| DRAWN BY: | LMT |
| CHECKED BY: | NBS |
| DATE: | 12/02/2021 |
| CAD Lib.: | SITE |

PROJECT:
SPECIAL EXCEPTION
FOR
DASH IN
PROPOSED DEVELOPMENT
3301 MILL BRANCH ROAD
BOWIE, MARYLAND 20716
PARCEL 15

BOHLER
16701 MELFORD BLVD., SUITE 310
BOWIE, MARYLAND 20715
Phone: (301) 809-4500
Fax: (301) 809-4501
info@BohlerEng.com

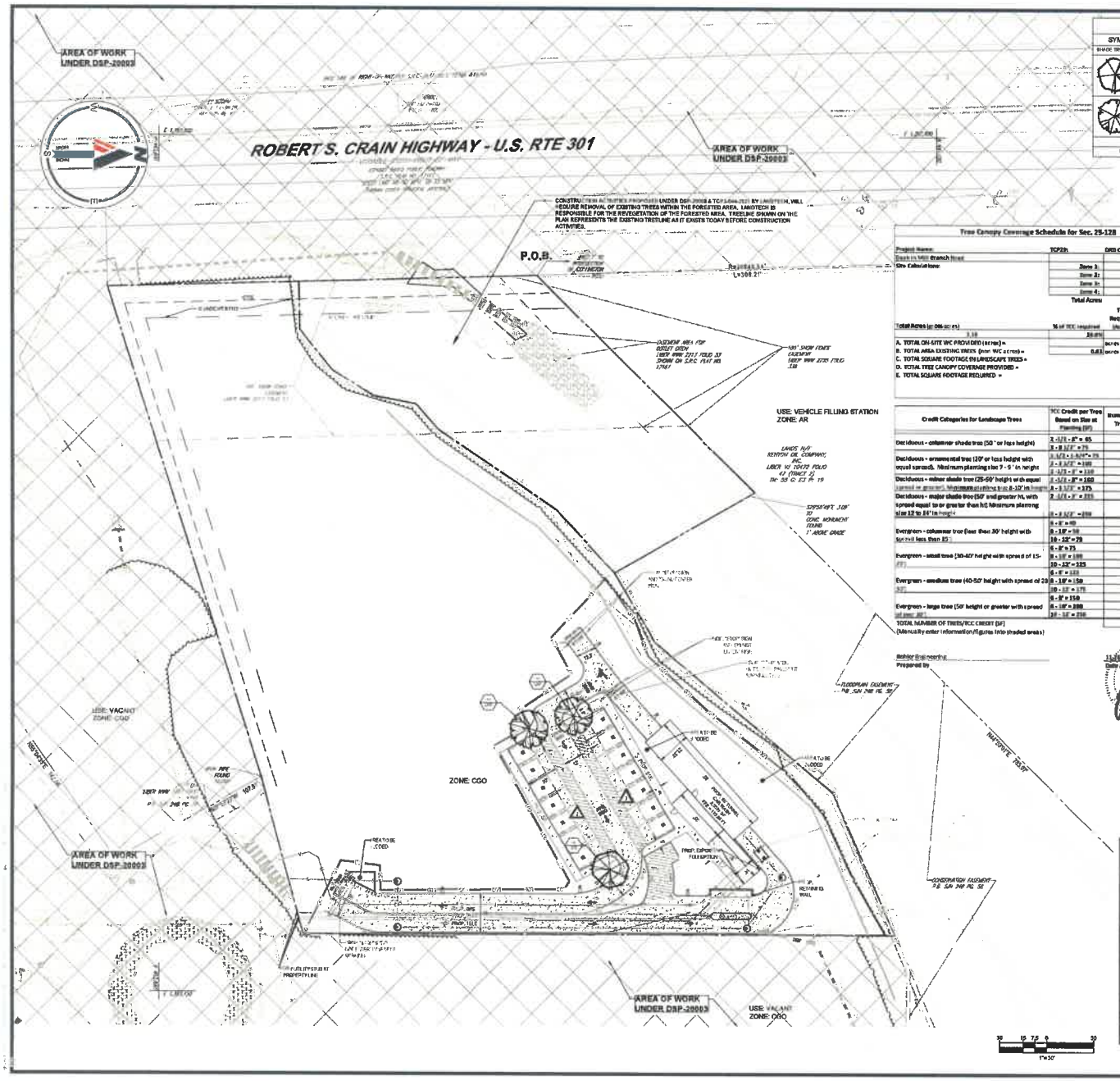
NICHOLAS B. SPEACH
PROFESSIONAL ENGINEER

SHEET TITLE:
SITE PI

SHEET NUMBER:
C-30

ORG. DATE - 1

ATTACHMENT 2




## LANDSCAPE SCHEDULE

| SYM. | KEY | QTY. | BOTANICAL NAME | COMMON NAME | CAL. | CONT. |
|---|---|---|---|---|---|---|
| SHADE TREES | | | | | | |
| | GTI | 1 | GLEDITSIA TRIACANTHOS INERMIS | THORNLESS HONEYLOCUST | 2 1/2" CAL. | B&B |
| | UAP | 2 | ULMUS AMERICANA 'PRINCETON' | PRINCETON AMERICAN ELM | 2 1/2" CAL. / 12'-14' | B&B |
| SUBTOTAL | | 3 | | | | |

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN THE AMOUNTS SHOWN IN THE PLAN AND THE PLANT LIST, THE PLAN WILL DICTATE.

### SECTION 4.3.2
### INTERIOR PLANTING FOR PARKING LOTS 7,000 S.F. OR LARGER

| | | |
|---|---|---|
| 1. PARKING LOT AREA | 7,104 S.F. | |
| 2. INTERIOR LANDSCAPE AREA REQUIRED | 8% | 568 S.F. |
| 3. INTERIOR LANDSCAPE AREA PROVIDED | 8.8% | 630 S.F. |
| 4. NUMBER OF SHADE TREES REQUIRED | | |
| PARKING LOTS LESS THAN 50,000 S.F. (1 PER 300 S.F. OF INTERIOR PLANTING AREA PROVIDED) | 3 SHADE TREES | |
| PARKING LOTS GREATER THAN 50,000 S.F. (1 PER 200 S.F. OF INTERIOR PLANTING AREA PROVIDED) | N/A | |
| 5. NUMBER OF SHADE TREES PROVIDED | 3 SHADE TREES | |
| 6. IS A MINIMUM OF 100 S.F. OF CONTIGUOUS PERVIOUS LAND AREA PROVIDED PER SHADE TREE? | YES | |
| 7. IS THERE A PLANTING ISLAND ON AVERAGE EVERY 10 SPACES? | YES | |
| 8. IS A CURB OR WHEEL STOP PROVIDED FOR ALL PARKING SPACES ABUTTING A PLANTING OR PEDESTRIAN AREA? | YES | |
| 9. ARE PLANTING ISLANDS WHICH ARE EITHER PARALLEL OR PERPENDICULAR TO PARKING SPACES ON BOTH SIDES A MINIMUM OF 9 FEET WIDE? | YES | |
| 10. IS A PLANTING ISLAND THAT IS PERPENDICULAR TO PARKING SPACES ON ONE SIDE A MINIMUM OF 6 FEET WIDE? | YES | |
| 11. FOR PARKING LOTS 50,000 S.F. OR LARGER | | |
| A) IS THERE A 9 FOOT WIDE PLANTING ISLAND PERPENDICULAR TO PARKING FOR EVERY 2 BAYS? | N/A | |
| B) IS THE NUMBER OF SHADE TREES REQUIRED INCREASED (1 PER 200 S.F. OF INTERIOR PLANTING AREA PROVIDED)? | N/A | |

** INDICATES PLANT MATERIAL UTILIZED TO FULFILL REQUIREMENT

### SECTION 4.9
### SUSTAINABLE LANDSCAPING REQUIREMENT

1. PERCENTAGE OF PLANT MATERIAL REQUIRED IN EACH CATEGORY:

| REQUIRED | PROVIDED |
|---|---|
| SHADE TREES: 2.50% = 1.5<br>ORNAMENTAL TREES: 0<br>EVERGREEN TREES: 0<br>SHRUBS: 0 | SHADE TREES: 3 (100% NATIVE)<br>ORNAMENTAL TREES: N/A<br>EVERGREEN TREES: N/A<br>SHRUBS: N/A |

| | |
|---|---|
| 2. ARE INVASIVE SPECIES PROPOSED | NO |
| 3. ARE EXISTING INVASIVE SPECIES ON-SITE IN AREAS THAT ARE TO REMAIN UNDISTURBED | NO |
| 4. IF "YES" IS CHECKED IN NUMBERS 2 OR 3, IS A NOTE INCLUDED ON THE PLAN REQUIRING REMOVAL OF INVASIVE SPECIES PRIOR TO CERTIFICATION IN ACCORDANCE WITH SECTION 1.3, CERTIFICATION OF INSTALLATION OF PLANT MATERIALS | N/A |
| 5. ARE TREES PROPOSED TO BE PLANTED ON SLOPES GREATER THAN 3:1 | NO |

### Tree Canopy Coverage Schedule for Sec. 25-128

| Project Name: | TCP2h | DRD Case #: | Area (acres) |
|---|---|---|---|
| Dash In Mill Branch Road | | | |
| Site Calculations: | Zone 1: | | 1.18 |
| | Zone 2: | | |
| | Zone 3: | | |
| | Zone 4: | | |
| | Total Acres | | 3.18 |

| Total Acres (gr. dev. sc. #) | % of TCC required | TCC Required (Acres) | TCC Required in (SF) |
|---|---|---|---|
| 3.18 | 20.0% | 0.63 | 27,443 |
| A. TOTAL ON-SITE WC PROVIDED (acres) = | | acres | 0 |
| B. TOTAL AREA EXISTING WDS (inc WC acres) = | | 0.63 acres | 27441.8 |
| C. TOTAL SQUARE FOOTAGE IN LANDSCAPE TREES = | | | 675 |
| D. TOTAL TREE CANOPY COVERAGE PROVIDED = | | | 2,813 |
| E. TOTAL SQUARE FOOTAGE REQUIRED = | | | 13,863 |
| | | | Requirement Satisfied |

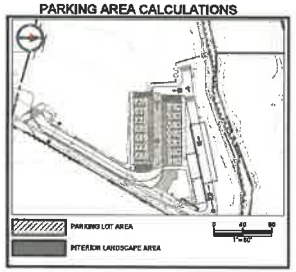
| Credit Categories for Landscape Trees | TCC Credit per Tree Based on Size at Planting (SF) | Number of Trees | TCC Credit (SF) |
|---|---|---|---|
| Deciduous - columnar shade tree (50' or less height) | 2 - 1/2 - 2" = 65 | | 0 |
| | 3 - 3 1/2" = 75 | | 0 |
| Deciduous - ornamental tree (20' or less height with equal spread). Minimum planting size 7 - 9' in height | 2 - 1/2 - 2 1/2"= 75 | | 0 |
| | 3 - 3 1/2" = 100 | | 0 |
| Deciduous - minor shade tree (25-50' height with equal spread or greater). Minimum planting size 8-10' in height | 2 - 1/2 - 2" = 100 | | 0 |
| | 3 - 3 1/2" = 175 | | 0 |
| Deciduous - major shade tree (50' and greater ht, with spread equal to or greater than ht) Minimum planting size 12 to 14' in height | 2 - 1/2 - 3" = 225 | 3 | 675 |
| | 3 - 3 1/2" = 250 | | 0 |
| Evergreen - columnar tree (less than 30' height with spread less than 10') | 6 - 6' = 50 | | 0 |
| | 8 - 10' = 50 | | 0 |
| | 10 - 12' = 100 | | 0 |
| Evergreen - small tree (30-40' height with spread of 15-20') | 6 - 6' = 75 | | 0 |
| | 8 - 10' = 100 | | 0 |
| | 10 - 12' = 125 | | 0 |
| Evergreen - medium tree (40-50' height with spread of 20-30') | 6 - 6' = 125 | | 0 |
| | 8 - 10' = 150 | | 0 |
| | 10 - 12' = 175 | | 0 |
| Evergreen - large tree (50' height or greater with spread of 30-40') | 6 - 6' = 150 | | 0 |
| | 8 - 10' = 200 | | 0 |
| | 10 - 12' = 250 | | 0 |
| TOTAL NUMBER OF TREES/TCC CREDIT (SF) (Manually enter information/figures into shaded areas) | | 3 | 675 |

Bohler Engineering
Prepared by

### OWNER
GSR MILL BRANCH, LLC
GREEN BRANCH LLC
STE 201
1661 STATE ROUTE 3
GROTON MD 21114

(F) IF A DEVELOPING PROPERTY IS LOCATED IN A COMMERCIAL ZONE AND IS ADJOINING VACANT PROPERTY LOCATED IN A COMMERCIAL ZONE, THE DEVELOPING PROPERTY IS NOT REQUIRED TO PROVIDE A BUFFERYARD.

### PARKING AREA CALCULATIONS




NOTE: PROPOSED LANDSCAPE ON THIS PLAN AND WITHIN THE 10' LANDSCAPE STRIP IS ONLY TO SATISFY LANDSCAPE REQUIREMENTS FOR THE DASHIN SITE.

1"=30'

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LAND SURVEYING
PROJECT MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
SUPPORT SERVICES
TRANSPORTATION SERVICES

REVISIONS

| REV | DATE | COMMENT | PURPOSE |
|---|---|---|---|

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NOT APPROVED FOR CONSTRUCTION

PROJECT No.: 9/8/21/039
DRAWN BY: LMT
CHECKED BY: SSS
DATE: 12/02/2021
CAD LD.: LAND

PROJECT
SPECIAL EXCEPTION
FOR
DASH IN
PROPOSED DEVELOPMENT
3301 MILL BRANCH ROAD
BOWIE, MARYLAND 20718
PARCEL 15

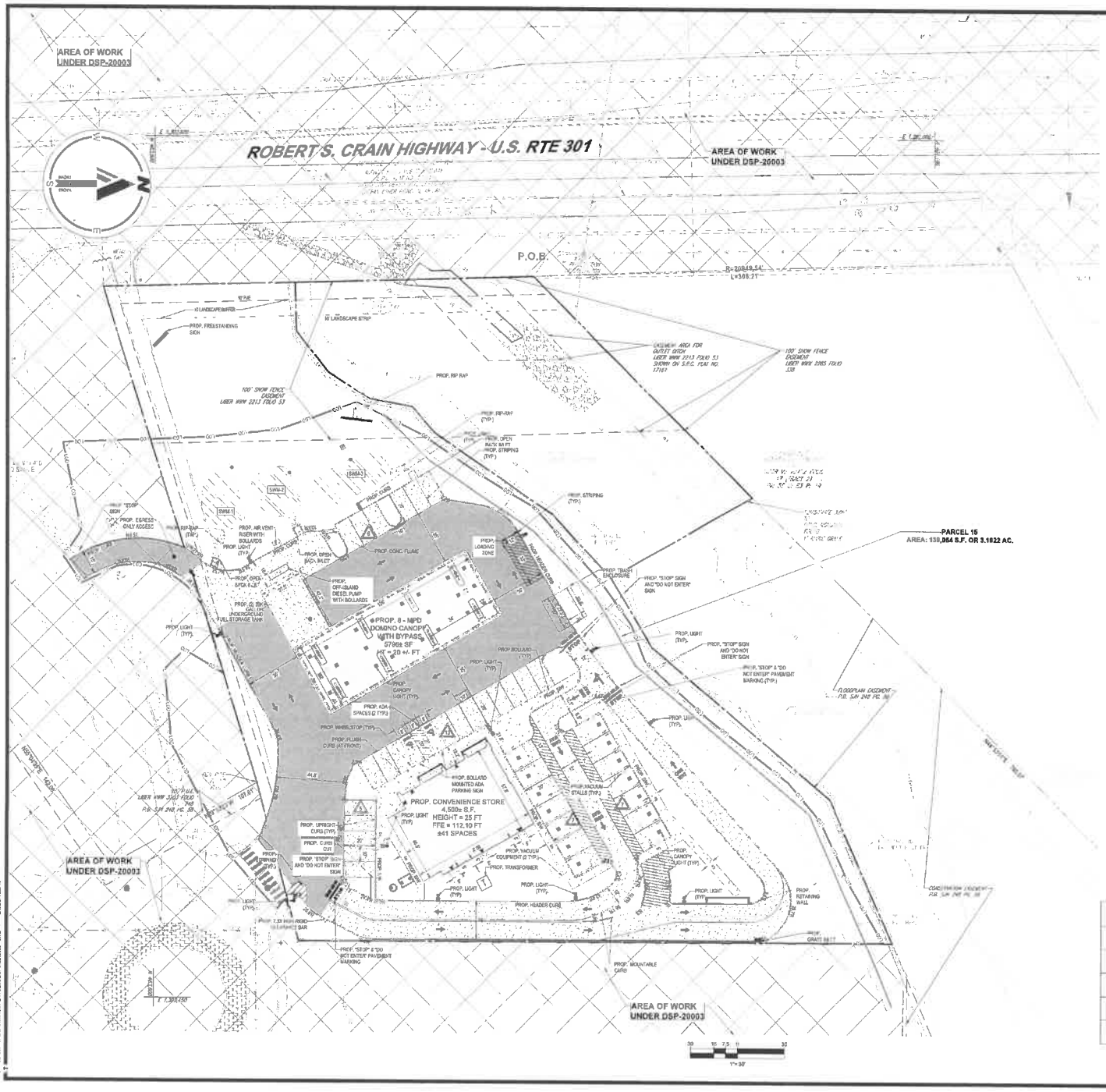
BOHLER
16701 MELFORD BLVD., SUITE 310
BOWIE, MARYLAND 20715
Phone: (301) 805-4500
Fax: (301) 809-4501
MD@BohlerEng.com

E.R. McWILLIAMS
11/29/2021
REGISTERED PROFESSIONAL ENGINEER

SHEET TITLE
LANDSCAPE PLAN

SHEET NUMBER:
C-701

ORG. DATE - 12/02/2021




## STANDARD NOTES:

1. SOURCE OF TOPOGRAPHY:
   BOHLER
   "ALTA/NSPS LAND TITLE SURVEY
   THE WILLS GROUP BMO"
   FILE NO. 58313036
   DATED: 10/25/21
   FIELD DATE: 10/14/21

2. OWNER:
   GREENBRANCH LLC
   SUITE 400
   2101 DEFENSE HIGHWAY
   CROFTON MD 21114

3. PROJECT NAME: DASH-IN MILL BRANCH
   WSSC GRID: 205NE14 & 206NE15
   NUMBER OF LOTS, PARCELS, OUTLOTS & OUTPARCELS: PARCEL 18
   SUBDIVISION: MILL BRANCH CROSSING
   PLAT NO: PARCEL A PLAT BOOK SJH 248 PAGE 58
   TAX MAP GRID: 35E3

4. EXISTING ZONING: C-S-C (COMMERCIAL GENERAL OFFICE)
   (FORMERLY C-S-C 20MB)
   PARCEL 15:
   GREEN BRANCH LLC
   PARCEL A PLAT BOOK SJH 248 AT PAGE 58
   LIBER: MEA 43368 FOLIO: 490
   TOTAL ACREAGE: 3.1822 AC.
   ZONE: C-S-C
   EXISTING GROSS FLOOR AREA: N/A
   PROPOSED GROSS FLOOR AREA: CONVENIENCE STORE (4,500 SF)

6. EXISTING USE: VACANT
   PROPOSED USE: GAS STATION (4,500 SF) AND FUEL FACILITY (8 MULTI-PRODUCT DISPENSERS)

7. BULK REQUIREMENTS:

| | ALLOWED/REQUIRED | PROVIDED |
|---|---|---|
| A. MIN. LOT AREA | N/A | 3.1822 AC |
| B. MIN. BUILDING SETBACK | | |
| COMMERCIAL ZONE | | |
| FROM STREET (CRAIN HIGHWAY) | NONE | 209' |
| SIDE YARD (SOUTH) | 30' | 98' |
| SIDE YARD (EAST) | NONE | 27' |
| REAR YARD (NORTH) | 50' | 121' |
| C. MIN. PARKING SETBACK | | |
| FRONT SETBACK (CRAIN HIGHWAY) | NONE | 122' |
| REAR SETBACK (NORTH) | NONE | 110' |
| SIDE SETBACK (EAST) | NONE | 122' |
| SIDE SETBACK (SOUTH) | NONE | 30' |
| D. PARKING REQUIREMENTS | | |
| CONVENIENCE STORE: 1 SPACE PER 150 SF OF THE FIRST 3,000 SQ FT. OF GFA. 1 ADDITIONAL SPACE FOR EACH 200 SF OF GFA ABOVE THE FIRST 3,000 SF | 28 | 32 |
| SELF-SERVE GAS STATION: 1 SPACE FOR EACH EMPLOYEE | 2* | 6 |
| TOTAL | 30 | 38 |
| E. LOADING BERTH REQUIREMENTS | | |
| RETAIL SALES AND SERVICE USES: AT LEAST 5,000 SQ FT BUT LESS THAN 10,000 SQ. FT | 1 | 1 |
| | 1 | 1 |
| F. MIN. PARKING SPACE DIMENSIONS | | |
| STANDARD PARKING SPACE | 9.5'X19' | 10'X20' |
| ADA ACCESSIBLE PARKING SPACE | 9'X19' | 8'X20' |
| G. MAX. BUILDING HEIGHT | | |
| CONVENIENCE STORE | N/A | 25' |
| H. GREEN AREA CALCULATIONS | | |
| SITE AREA = 3.173 AC | GREEN AREA REQUIRED = 50%<br>GREEN AREA PROVIDED = 50.3% = 1.59 AC | |

5. TIER II WATER BODY AS DEFIED IN COMAR 26.08.02.04: NO.

8. THE COUNTY REGULATED 100-YEAR FLOODPLAIN INFORMATION ON THIS PLAN IS FROM EXISTING AND PROPOSED FLOODPLAIN STUDIES SDC #12544-2010-02, SDRC #26305-2016, FPS #20063 APPROVED 09/01/2017.

10. THE SITE IS NOT LOCATED WITHIN A TIER II CATCHMENT.

11. THIS SITE IS NOT LOCATED WITHIN A STRONGHOLD WATERSHED AS ESTABLISHED BY THE MD DNR.

12. NO AVIATION POLICY AREAS EXIST ON OR IN VICINITY OF THE PROPERTY.

13. NO CEMETERIES LOCATED IN VICINITY OF THE PROPERTY.

14. NO HISTORIC SITES ON OR IN THE VICINITY OF THE PROPERTY.

15. THE PROPERTY IS NOT WITHIN THE CHESAPEAKE BAY CRITICAL AREA.

16. NEAREST INTERSECTING STREET: MILL BRANCH ROAD AND CRAIN HIGHWAY U.S. RTE. 301

17. 10-FOOT PUBLIC UTILITY EASEMENT PERPENDICULAR TO PARCEL 18. 10' PUBLIC UTILITY EASEMENT BENEFITS PARCEL 15, AFFECTS TITLE PARCEL 11.

18. PAVEMENT STRIPING TO BE 4" WHITE PER MSHA STANDARD.

19. SITE TO BE SERVICED WITH PUBLIC WATER AND SEWER.
    PARCEL 15: EXISTING WATER/SEWER DESIGNATION W3 AND S3, PROPOSED WATER/SEWER DESIGNATION W3 AND S3.

20. CONTRACTOR TO PROVIDE DUST CONTROL DURING CONSTRUCTION/DEMOLITION ACTIVITIES IN ACCORDANCE WITH SECTION 14-5 OF THE 2011 MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL.

21. CONTRACTOR TO PROVIDE NOISE CONTROL DURING CONSTRUCTION/DEMOLITION ACTIVITIES IN ACCORDANCE WITH SUBTITLE 19 OF THE PRINCE GEORGE'S COUNTY CODE.

22. ALL BUILDINGS SHALL BE FULLY EQUIPPED WITH AUTOMATIC FIRE SUPPRESSION SYSTEMS IN ACCORDANCE WITH APPLICABLE NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS AND ALL APPLICABLE COUNTY LAWS.

23. THERE IS NO MANDATORY PARK DEDICATION REQUIRED FOR THIS SITE.

## LEGEND

| | |
|---|---|
| LIMIT OF DISTURBANCE | LOD LOD |
| SAWCUT | |
| CONCRETE PAVEMENT | |
| ASPHALT PAVEMENT | |
| AREA OF WORK UNDER DSP-20003 SEPARATE PERMIT | |

BOHLER
SITE CIVIL AND CONSULTING ENGINEERING

REVI
REV | DATE

NOT APPR
CONSTI

PROJECT No.:
DRAWN BY:
CHECKED BY:
DATE:
CAD LO.:

PROJECT:

DETA
SITE

3301 MILL B
BOWIE, MAR
PARC

BOHL
16701 MELFORD
BOWIE, MAR
Phone:
Fax:
MD@Boh

SHEET TITLE:

SITE

SHEET NUMBER:
DS

ORG. DAT

## Proposed Exterior Materials

- BR-1 Thin Brick Veneer - Painted
- MTL-1 Galvanized Metal Decking - Gray
- MTL-2 Metal Coping - Black
- MTL-3 Aluminum Composite Panel - Black
- FC-1 Fiber Cement Board & Batten - Black
- FC-2 Fiber Cement Board & Batten - White
- SG-1 Internally Lit Signage
- WD-1 Heavy Timber Wood Beams
- WD-2 Natural Wood Siding
- AL-1 Exterior Aluminum Door - Black
- RF-1 Membrane Roofing
- GR-1 Painted Graphics
- XPT-1 Exposed Steel - Black
- SF-1 Exterior Metal Storefront System - Black

0' 4' 8' 16'

Front Elevation

bct design group

DASH IN 1137 STORE

Wills Group

## Proposed Exterior Materials

- BR-1 Thin Brick Veneer - Painted
- MTL-1 Galvanized Metal Decking - Gray
- MTL-2 Metal Coping - Black
- MTL-3 Aluminum Composite Panel - Black
- FC-1 Fiber Cement Board & Batten - Black
- FC-2 Fiber Cement Board & Batten - White
- WD-1 Heavy Timber Wood Beams
- WD-2 Natural Wood Siding
- AL-1 Exterior Aluminum Door - Black
- RF-1 Membrane Roofing
- GR-1 Painted Graphics
- XPT-1 Exposed Steel - Black
- SF-1 Exterior Metal Storefront System - Black

0' 4' 8' 16'

Side Elevation

bct design group

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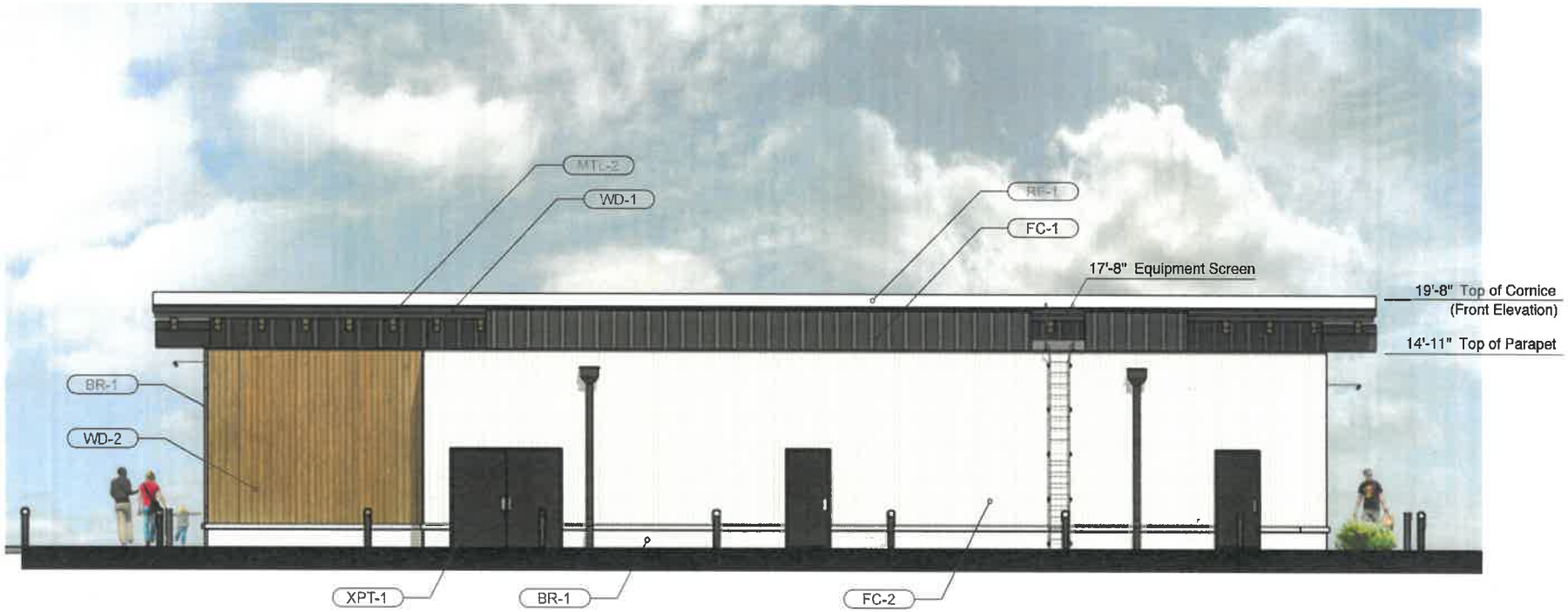
DASH IN 1137 STORE

Wills Group




## Proposed Exterior Materials

- BR-1 Thin Brick Veneer - Painted
- MTL-1 Galvanized Metal Decking - Gray
- MTL-2 Metal Coping - Black
- MTL-3 Aluminum Composite Panel - Black
- FC-1 Fiber Cement Board & Batten - Black
- FC-2 Fiber Cement Board & Batten - White
- WD-1 Heavy Timber Wood Beams
- WD-2 Natural Wood Siding
- AL-1 Exterior Aluminum Door - Black
- RF-1 Membrane Roofing
- GR-1 Painted Graphics
- XPT-1 Exposed Steel - Black
- SF-1 Exterior Metal Storefront System - Black

0' 4' 8' 16'

Rear Elevation

bct design group

410 837 2727

DASH IN 1137 STORE

Wills Group

## Proposed Exterior Materials

- BR-1 Thin Brick Veneer - Painted
- MTL-1 Galvanized Metal Decking - Gray
- MTL-2 Metal Coping - Black
- MTL-3 Aluminum Composite Panel - Black
- FC-1 Fiber Cement Board & Batten - Black
- FC-2 Fiber Cement Board & Batten - White
- WD-1 Heavy Timber Wood Beams
- WD-2 Natural Wood Siding
- AL-1 Exterior Aluminum Door - Black
- RF-1 Membrane Roofing
- GR-1 Painted Graphics
- XPT-1 Exposed Steel - Black
- SF-1 Exterior Metal Storefront System - Black

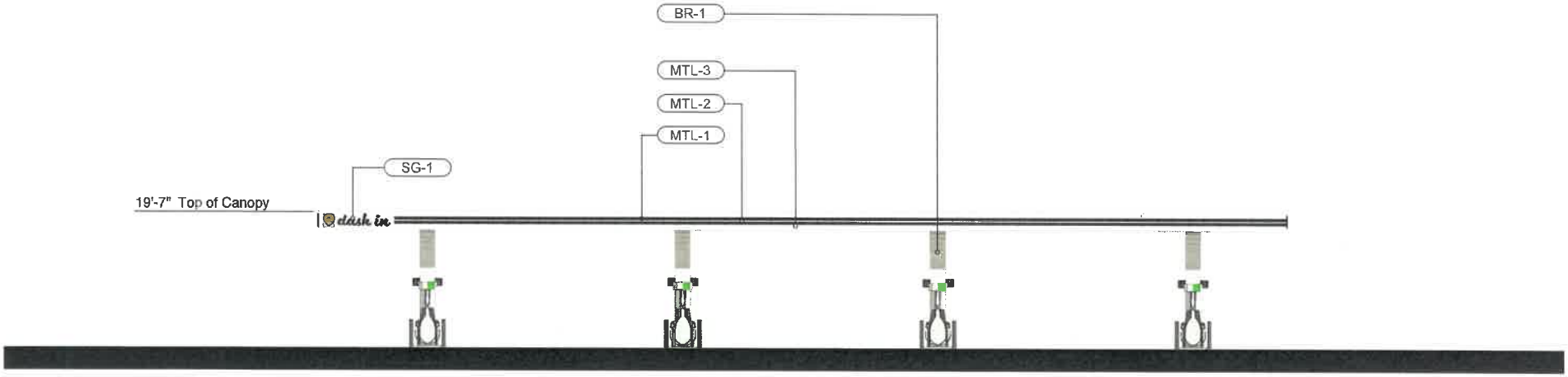
0' 4' 8' 16'

Side Elevation

bct design group

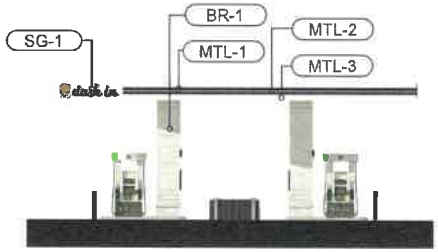
DASH IN 1137 STORE

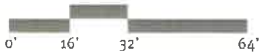
Wills Group




## Proposed Exterior Materials

- BR -1 Thin Brick Veneer
- MTL-1 3M 41 Dark gary opaque vinyl stripe
- MTL-2 Sloan white LED colorline thru middle of Stripe
- MTL-3 2" +- Deep White ACM panel on all sides of Canopy
- SG-1 Lighted channel logo / letters



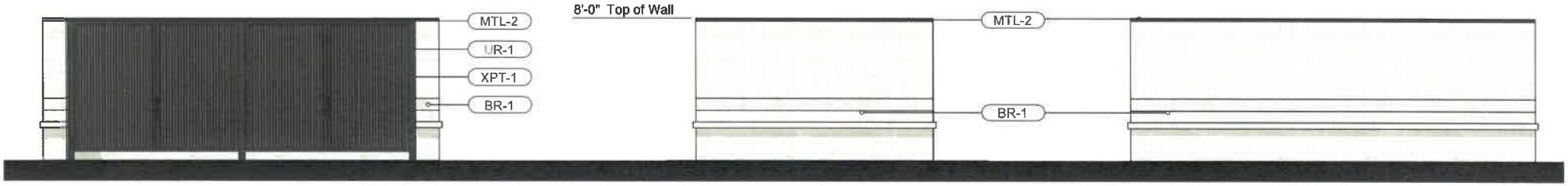




Front Elevation

bct design group

DASH IN 1137 GAS CANOPY

Wills Group



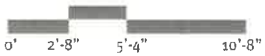

Front Elevation

Side Elevation

Rear Elevation

**Proposed Exterior Materials**

- BR -1 Thin Brick Veneer
- UR-1 Urethane Gate - Black
- MTL-2 Metal Coping - Black
- XPT-1 Exposed Steel - Black




hct design group

Street
Baltimore MD 21201

DASH IN 1137 TRASH ENCLOSURE

MD 20716

Wills Group

# STATEMENT OF JUSTIFICATION
## Dash In Food Stores, Inc.
## SE-22006

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

CORRESPONDENT: Daniel F. Lynch
McNamee Hosea
6411 Ivy Lane, Suite 200
Greenbelt, Maryland 20770
301-441-2420 (P)
301-982-9450 (F)
dlynch@mhlawyers.com

REQUEST: Special Exception for a car wash in C-S-C Zone in accordance with Section 27-317 of the Zoning Ordinance.

---

## I. DESCRIPTION OF PROPERTY

1. Address – 3301 Mill Branch Road, Bowie, Maryland
2. Use – Car wash (associated with retail sale of gasoline with food and beverage store
3. Incorporated Area - City of Bowie
4. Council District – 4
5. Proposed Parcel – Part of 15 (as shown on 4-19050) (Currently Parcel 32 and Part of Parcel A)
6. Total Area – 3.1922 acres (Parcel 15) and 0.823 acres for SE area as outlined in red.

7. Tax Map – 055/E3

9. Location – East side of US 301 approximately 1,560 feet north of its intersection with Mill Branch Road.

10. Zoned: CGO Zone (formerly C-S-C Zone)

11. Owner – Green Branch, LLC

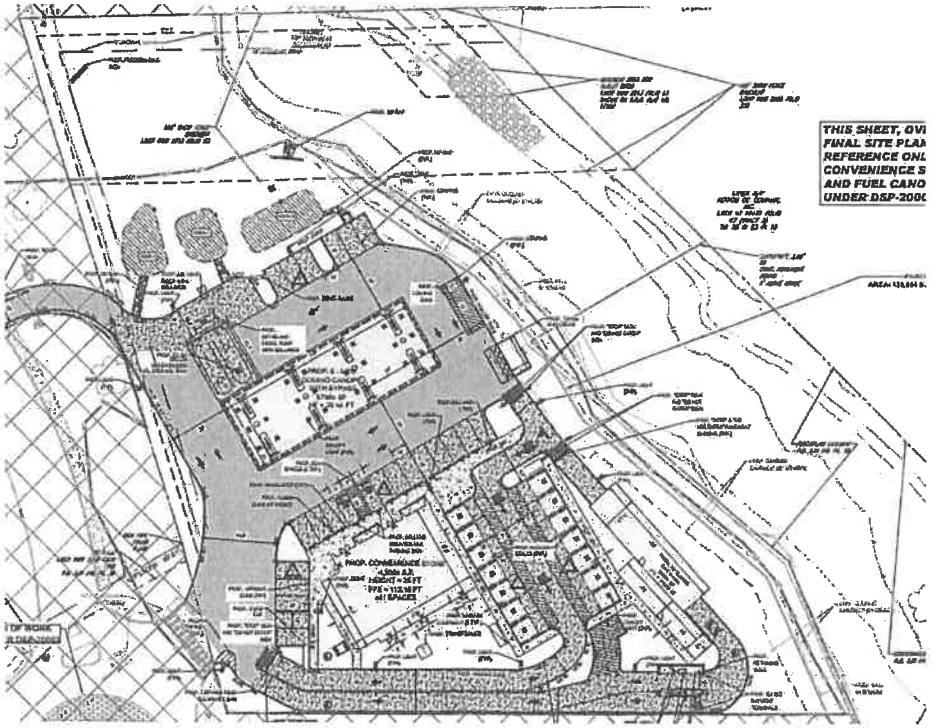
12. Zoning Map – 205NE14

## II. APPLICANT'S PROPOSAL

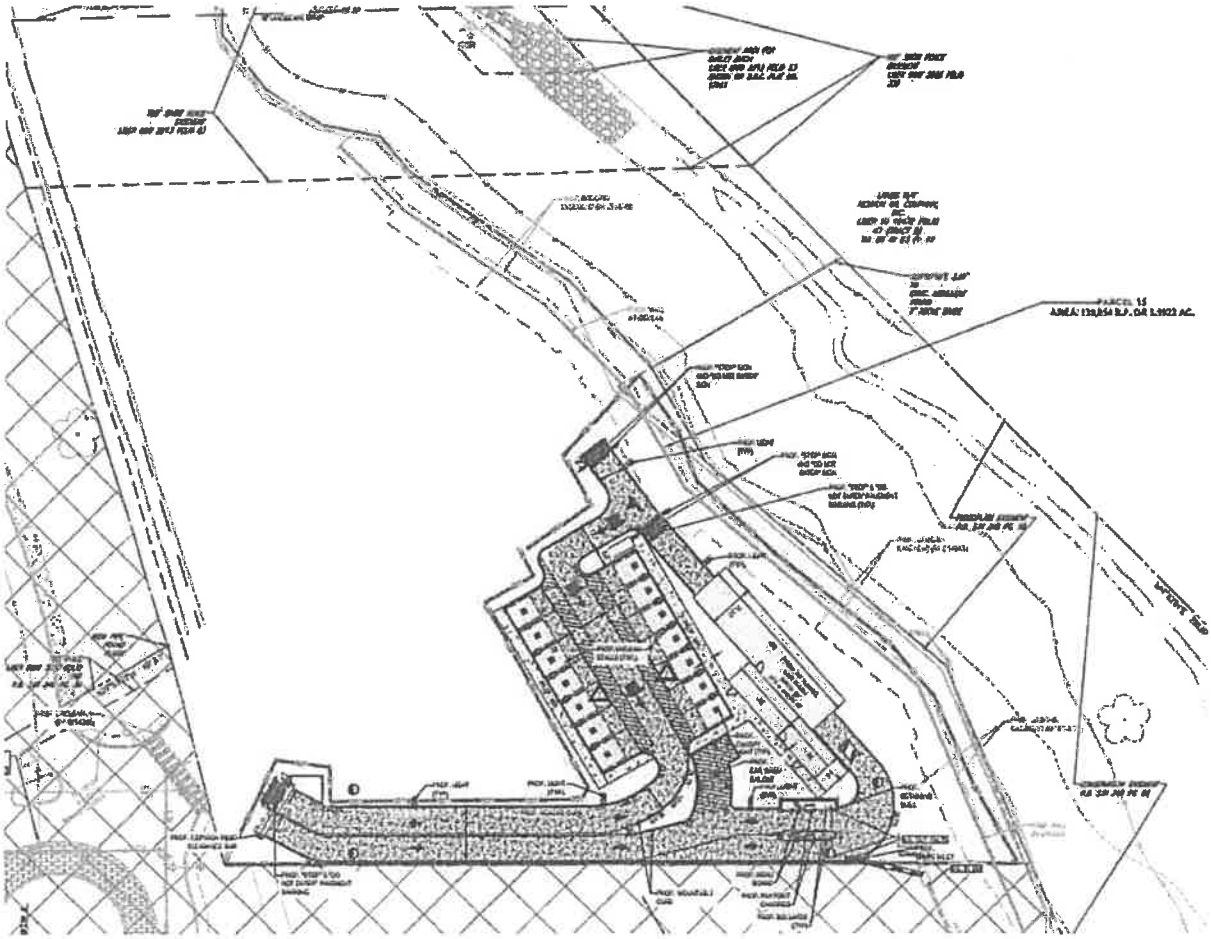
Mill Branch Crossing, which is zoned CGO, is comprised of Parcels A and 32 and currently undeveloped. The property forming the subject matter of this application is part of a mixed-use development which consists of approximately 70.11 acres located in the CGO Zone. The project benefits from Prince George's County Council Bill CB-45-2019, which was approved by the Prince George's County Council on November 19, 2019. This Council Bill amended Section 27-461(b) of the Prince George's County Zoning Ordinance, to permit gas stations in the C-S-C Zone subject to a certain criterion, which are met by the subject site. In addition to the gas station and food and beverage store for which the applicant is seeking the approval of a Detailed Site Plan, the applicant is proposing to operate a car wash from the site. Section 27-461(b)(1)(B) of the approval of a Special Exception in order to operate a car wash in the C-S-C Zone. As will be demonstrated below and on the special exception site plan package submitted in conjunction with the application, the proposed car wash complies with the criteria set for in 27-317 of the Zoning Ordinance

The applicant intends to pursue the approval of the Special Exception and the Detailed Site Plan in order to develop the site with the three separate uses. As shown below, the area of the DSP will include the special exception area associated with the car wash while the area of the special exception will only cover the car wash, associated parking and access.

**PROPOSED GAS STATION AND FOOD AND BEVERAGE STORE DSP SHOWING LOCATION OF CAR WASH**



**PROPOSED AREA OF SPECIAL EXCEPTINO FOF CAR WASH OUTLINEED IN RED**



Again, the property was rezoned from the C-S-C Zone to the CGO Zone on April, 1, 2022. In accordance with Section 27-1900 of the Zoning Ordinance, the applicant is pursuing a special exception for the car wash use under the former Zoning Ordinance as opposed to utilizing the current Zoning Ordinance and the CGO Zone.

## III. PRIOR APPROVALS

Parcel A is the subject of Preliminary Plan of Subdivision 4-08052, which was approved by the Planning Board in May 2009 and reconsidered in March 2017. This preliminary plan consolidated eight parcels into one parcel for the construction of 619,000 square feet of commercial floor area and a 150-room hotel.

Following approval of 4-08052, a Special Exception application, SE-4734, was approved by the Prince George's County District Council in June 2015, for a 24.90-acre portion of the subject site. The application was for a 186,933-square-foot department or variety store combined with a food and beverage store (a Walmart Super Center), which was to move from its existing location across US 301 from the property. The special exception was approved subject to 19 conditions, none of which are applicable to this detailed site plan.

Preliminary Plan 4-19050 for Mill Branch Crossing was approved by the Planning Board in March of 2021 for subdivision of the property into 190 lots and 13 parcels for development of 77,635 square feet of commercial floor area, a 150-room hotel, 190 townhouse units, and 408 multifamily units.

Preliminary Plan 4-19050 was approved subject to 24 conditions. Condition 18 contains a trip cap and the proposed development associated with this DSP falls within that trip cap. Conditions 7 and 8 are being addressed as part of DSP- 20003 that contains the residential component of Mill Branch Crossing.

On March 24, 2022 the Planning Board approved DSP-20003 for this application for the construction of 190 single-family attached (townhouses) and 408 multifamily dwelling units in six buildings as part of an overall mixed-use development. The DSP also showed infrastructure improvements on the remainder of the site for the future commercial component.

As noted earlier, the applicant has filed a revision to the approved DSP, DSP-20003/01 for the gas station and food and food and beverage store. The applicant is proposing to operate this car wash in conjunction with the proposed gas station and food and beverage store. The applicant anticipates that the associated amendment to the DSP will be reviewed and approved prior to the approval of this special exception and that the review of the special exception should contemplate this car wash operating in conjunction with the gas station and food and beverage store.

## IV. COMMUNITY

The subject property was reclassified into the C-S-C Zone with the adoption of the 2019 *Bowie and Vicinity Master Plan and SMA* and again reclassified to the CGO Zone on April 1, 2022. The subject property is surrounded by the following uses:

*North*: Undeveloped property in the R-A Zone.

*South*: Undeveloped land in the CGO Zone (formerly C-S-C Zone) (Mill Branch Crossing)

*East*: Undeveloped land in the CGO Zone (formerly C-S-C Zone) (Mill Branch Crossing)

*West*: US 301 and beyond is a commercial shopping center in the CGO Zone

## V. CRITERIA FOR APPROVAL

**Section 27-317. Required findings.**

A. The proposed car wash is subject to the findings set forth in Section 27-317 of the Zoning Ordinance. The applicant believes that the car wash complies with the criteria set forth in Section 27-317 as will be demonstrated below:

B. Criteria for Approval

**Sec. 27-317 – Required findings.**

**(a) A Special Exception may be approved if:**

**(1) The proposed use and site plan are in harmony with the purposes of this Subtitle;**

COMMENT: The general purposes of the Zoning Ordinance are set forth in Section 27-102, which states:

**(a) The purposes of the Zoning Ordinance are:**

**(1) To protect and promote the health, safety, morals, comfort, convenience, and welfare of the present and future inhabitants of the County;**

COMMENT: The use is one that serves the needs of all County residents that rely on their automobile as a means of transportation and therefore this use will provide for a convenient location for residents to maintain their automobiles. Furthermore, the proposed use will be developed in conformance with the Prince George's County's Stormwater Management Regulations, Landscape Manual requirements and Zoning Regulations, which will in turn be beneficial for the general neighborhood.

**(2) To implement the General Plan, Area Master Plans, and Functional Master Plans;**

COMMENT: The proposed use will not substantially impair the integrity of the Master Plan for this area. The 2022 approved Master Plan for Bowie Mitchellville and Vicinity recommends commercial uses for the subject property and the development with a car wash complies with this land use recommendation.

**(3) To promote the conservation, creation, and expansion of communities that will be developed with adequate public facilities and services;**

COMMENT: The car wash use proposed herein are in conformance with the current trend in the industry and are designed to make the most efficient use of the properties while at the same time addressing the demands of the motoring public. Furthermore, the car wash such as that proposed herein, historically have not placed any significant burden on public facilities or services. Finally, as noted above, Preliminary Plan 4-19050 was approved for the subject property. Condition 18 of that approval contains a trip cap and the proposed 3,059 Square foot car wash within that trip cap.

**(4) To guide the orderly growth and development of the County, while recognizing the needs of agriculture, housing, industry, and business;**

COMMENT: The subject proposal complies with this purpose since it calls for the redevelopment of a commercial use on a property recommended for commercial development. Moreover, this car wash will operate as part of a gas station and food and beverage store and will therefore provide customers with a convenient location and option to maintain their vehicles while purchasing fuel and convenience needs at the food and beverage store.

**(5) To provide adequate light, air, and privacy;**

COMMENT: The car wash is to be developed in accordance with all applicable provisions contain in the Landscape Manual concerning screening and buffering, and will not impact adjacent uses. This purpose is, therefore, met.

**(6) To promote the most beneficial relationship between the uses of land and buildings and protect landowners from adverse impacts of adjoining development;**

COMMENT: Development of the subject property in the manner proposed will have no negative impact on the public facilities within the area since there will be few additional vehicular trips and no other public facility is impacted by the proposed car wash. Furthermore, this car wash is being developed in conjunction with the development of a food and beverage store and gas station. This combination of uses will provide for the convenience needs of not only the surrounding community and travelers along the US 301 corridor.

**(7) To protect the County from fire, flood, panic, and other dangers;**

COMMENT: This proposal complies with this requirement since the construction of the facility will be in accordance with current standards for fire protection and storm water management as well as all State and County building/grading codes.

**(8) To provide sound, sanitary housing in a suitable and healthy living environment within the economic reach of all County residents;**

COMMENT: This purpose does not apply.

**(9) To encourage economic development activities that provide desirable employment and a broad, protected tax base;**

COMMENT: The uses ensure that a certain number of jobs will be provided and that commercial property taxes will be increased and paid into the County's coffers. Moreover, the development of the property, with a modern commercial development, will result in higher tax assessments, which will encourage economic development in the form of sales tax.

**(10) To prevent the overcrowding of land;**

COMMENT: The site plan submitted in conjunction with this application, demonstrates that the site has been designed in accordance with current industries standards as well as the County Regulations by providing ample room for the safe internal flow of vehicles and pedestrians. The applicant, as part of this application is not requesting any variances, alternative compliance or departures and therefore the application will meet all setbacks, buffering requirements, etc.

**(11) To lessen the danger and congestion of traffic on the streets, and to insure the continued usefulness of all elements of the transportation system for their planned functions;**

COMMENT: The proposed uses will bring a relatively small number of additional trips to the site, as most vehicle trips associated with the proposed use are pass-by trips that are already on the road networks. Although the use is an auto-oriented use, accommodations for pedestrian and bicyclists – in the form of sidewalks and crosswalks – are being accommodated. The applicant is proposing a sidewalk to the located to the south of the proposed vacuum spaces. This sidewalk will lead from the car wash to the food and beverage store being proposed as part of the pending DSP.

**(12) To insure the social and economic stability of all parts of the County;**

COMMENT: This proposal complies with this requirement since the applicant's financial investment in the subject property demonstrates its confidence in this developing community.

**(13) To protect against undue noise, and air and water pollution, and to encourage the preservation of stream valleys, steep slopes, lands of natural beauty, dense forests, scenic vistas, and other similar features;**

COMMENT: The proposal complies with this purpose since it will be developed in accordance with all state and local regulations pertaining to noise and air quality.

**(14) To provide open space to protect scenic beauty and natural features of the County, as well as to provide recreational space; and**

COMMENT: This purpose does not apply.

**(15) To protect and conserve the agricultural industry and natural resources.**

COMMENT: This purpose does not apply.

In addition to the general purposes of the Zoning Ordinance, the purposes of the commercial zones found in Sections 27-446 and 454 are also met since the proposed car wash will provide for the convenience of the residents in the area; there will be sufficient buffering and screening to lessen any impact upon adjacent uses; the use meets the intent of the General and Sector Plans (as discussed below); and, the car wash use is compatible with the other commercial uses being developed on the property (gas station and food and beverage store and will be compatible with general retail uses anticipated for the balance of the commercial development to be located in Mill Branch Crossing.

Accordingly, the provisions of Section 27-317(a)(1) are met.

In addition to the purposes set forth in Section 27-102(a), Section 27-317 goes on to require that the applicant demonstrate the following:

**(2) The proposed use is in conformance with all applicable requirements and regulations of this subtitle;**

COMMENT: The proposal is in compliance with all requirements and regulations set forth in Subtitle 27. Specifically, the proposed car wash has been designed to meet, among other regulations, the bulk standards set forth in the Zoning Ordinance, the Landscape Manual, the Tree Canopy Coverage requirements and the Storm Water Management Regulations for Prince George's County.

**(3) The proposed use will not substantially impair the integrity of any validly approved Master Plan or Functional Master Plan, or, in the absence of a Master Plan or Functional Master Plan, the General Plan;**

COMMENT: As indicated earlier, the proposal complies with the recommendation contained in the 2022 approved Master Plan for Bowie Mitchellville and Vicinity. The approved Master Plan calls for commercial uses on the subject properties. The development of the subject property with a car wash demonstrates compliance.

**(4) The proposed use will not adversely affect the health, safety, or welfare of residents or workers in the area;**

COMMENT: The site and landscape plans demonstrate that the proposal has been designed to provide for the safe internal flow of pedestrians and vehicles on-site and for the safe ingress and egress of vehicles. Also, the location of this facility along US 301, will be convenient to the traveling public and residents in the area, and thus, help protect the comfort and convenience of the current and future inhabitants of the County.

**(5) The proposed use will not be detrimental to the use or development of adjacent properties or the general neighborhood; and**

COMMENT: This proposal complies with this requirement since it calls for the development of commercially zoned property with a commercial use. The applicant believes that the development of the property will be benefic but will enhance the other proposed use (gas station and food and beverage store) by supplementing them with this co-located service. By making this use a permitted use in the C-S-C Zone, subject to the approval of a special exception, a determination has already been made that the use is prima facie compatible with the neighborhood, and, as provided in the additional studies and site plans filed in conjunction with the application, no adverse impacts associated with the proposed use will exceed those inherent to said use. Finally, the proposed car wash will comply with the Prince George's County's Stormwater Management Regulations, Landscape Manual requirements and Zoning Regulations, which will in turn be beneficial for the general neighborhood.

**(6) The proposed site plan is in conformance with an approved Type 2 Tree Conservation Plan.**

COMMENT: A Type 2 Tree Conservation Plan has been submitted with this application.

**(7) The proposed site plan demonstrates the preservation and/or restoration of the regulated environmental features in a natural**

**state to the fullest extent possible.**

COMMENT: Although there are regulated environmental features on Parcel 15 (as addressed in the Planning Board approval of Preliminary Plan 4-19050), those features are not within the special exception area and will not be impacted by the proposed car wash. However, the environmental features located on Parcel 15 have been addressed to the fullest extent possible.

## VI. CONCLUSION

The applicant is proposing to develop the site with a car wash. The applicant believes that the application for Special Exception meets or exceeds each of the requirements set for the in the Zoning Ordinance, and therefore, the applicant requests the approval of these applications.

Respectfully submitted,

**McNAMEE HOSEA**

Daniel F. Lynch

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Economic Development Activity Impact Brief

**DATE:** 03/02/2023

---

Councilmember Hawkins is requesting an economic development activity impact brief from staff in regards to the impact of the incentive payments made to Inovalon.

**ATTACHMENTS:** None

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Creation of a South Bowie Revitalization Committee

**DATE:** 03/02/2023

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Mayor Pro Tem Ndebumadu would like to establish a revitalization advisory committee comprised of South Bowie residents and business owners to come up with clear metrics and goals for revitalizing South Bowie. This committee will identify desired revitalization areas in District 4 and spend time prioritizing which neighborhoods should be targeted for addition to our Economic Development priorities. This group will think through the current challenges facing South Bowie, the type of businesses located in South Bowie, the type of retail located in South Bowie, and current land use permits to create an effective plan on our potential path forward. The Council Liason's will be Roxy Ndebumadu and Jarryd Hawkins.

**ATTACHMENTS:** None

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Hosting an Economic Development Roundtable/Working Group

**DATE:** 03/02/2023

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Mayor Pro Tem Ndebumadu would like The City of Bowie to host an Economic Development Roundtable discussion with existing developers pursuing projects located in Bowie and identified business owners that are based within the City of Bowie. The goal of this discussion to repair the lines of communication and strengthen the partnership between developers, business owners, and city officials to establish accountability and synergy on the desired direction of Bowie's Economic Development. This roundtable discussion will include identifying other areas in Bowie primed for revitalization, like existing shopping centers or the Bowie Baysox Stadium area. We will learn drivers behind changing industry trend, retail business model, nationwide strategies, and priorities of developers/Bowie. We will establish Council Liasion's during the discussion.

**ATTACHMENTS:** None

# Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Women's History Month Celebration

**DATE:** 03/02/2023

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Mayor Pro Tem Ndebumadu Proposed Reception: Council will host a short reception on 3/20 from 7-8pm to acknowledge identified women who will be recognized by City Council for their impacts in Bowie. The theme of this reception will be inspired by The Honorable Shiela Tillerson Adams, ***Honoring Women Trailblazers***. The reception will be sponsored by two Bowie restaurants providing small bites to help promote existing Bowie Businesses and celebrate the recognized women. Each council member will have the opportunity to nominate one person to be recognized on 3/20. This person can be a business owner in the city, a constituent, or a member of city staff. Staff will provide proclamations for the recognized women to be presented at the 3/20 council hearing.

**ATTACHMENTS:** None