



# City of Bowie

## Regular City Council Meeting

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Monday, March 18, 2024  
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**
  - A. Diversity Committee Presentation on Women's History Month
  - B. Presentation of Proclamations Recognizing Bowie Women Leaders for Women's History Month
  - C. Presentation of Proclamation to New Business Blink Charging Co.
- VII. CITY BOARDS AND COMMITTEES**
  - A. City Committee Appointments/Reappointments/Swearing-in
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
  - A. Adoption of Resolution R-8-24 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie to Allow the Purchase of CCTV Equipment, and Authorizing the City Manager to Issue a Purchase Order to Data Networks
  - B. Adoption of Resolution R-9-24 Authorizing the Issuance of a Purchase Order to George, Miles & Buhr, LLC for RFP/Task Order #1-04A in the Amount of \$45,980.09 in Accordance with the Master Contract Approved on October 31, 2018
  - C. Introduction of Ordinance O-3-24 Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024, as Embodied in Ordinance O-5-23, and Amended by O-11-23 and O-1-24, to Appropriate an Additional \$85,100 for the Purchase of Thirteen (13) Police Vehicles
- XI. OLD BUSINESS**
  - A. Adoption of Ordinance O-2-24 Amending Bowie City Code, Chapter 22 "Streets and Sidewalks", Article I "In General" to Clarify that Persons May Not (1) Erect Obstructions within City Rights-of-Ways, (2) Spill Materials or Certain Liquids on City Rights-of-Ways, (3) Permit Grass, Shrubs or Trees to Grow into or Over

Sidewalks so as to Obstruct the Safe Passage of Pedestrians and (4) Damage City Curbs, Driveway Aprons or Sidewalks; and to Clarify the Responsibilities of People Who Violate these Restrictions; and Increasing Fines for Violations of Chapter 22, Article I - **Public Hearing/Eligible for Action**

- B. Complete Streets Pilot Project (Kenhill Drive) - Staff will report on their updated design plan recommendation for the Kenhill Complete Streets Pilot Project.

## **XII. NEW BUSINESS**

- A. Financial Statement Audit Results Presentation - The City's independent auditor will present the results of the June 30, 2023, financial audit.
- B. Resource Recycling Systems (RRS) City-wide Food Waste Feasibility Study Presentation - Representatives from RRS will present their findings and recommendations on implementing a City-wide food waste program.
- C. Preliminary Plan PPS-2022-104, Premier A-2 Consolidated Storage Facility - The developer, Premier A-2 Bowie, LLC, is requesting the City's approval recommendations for a 80,652 square foot consolidated storage facility. The subject property contains less than one acre and is located on the north side of Old Annapolis Road, approximately 320 feet west of Grenville Lane at 13600 and 13604 Old Annapolis Road in the CGO (Commercial General Office) and LCD (Legacy Comprehensive Design) zones. - **Public Hearing/Eligible for Action**
- D. Detailed Site Plan DET-2022-012, Premier A-2 Consolidated Storage - The developer, Premier A-2 Bowie, LLC, is requesting the City's approval recommendations for a 80,652 square foot consolidated storage facility. The subject property contains less than one acre and is located on the north side of Old Annapolis Road, approximately 320 feet west of Grenville Lane at 13600 and 13604 Old Annapolis Road in the CGO (Commercial General Office) and LCD (Legacy Comprehensive Design) zones. - **Public Hearing/Eligible for Action**
- E. Annexation Presentation - Staff will have an annexation discussion with Council that will include a listing of City assets.

## **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 3/20/2024 and 3/23/2024 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 2024 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, APRIL 1, 2024 -  
COUNCIL CHAMBERS - 8:00 P.M.**



## Memorandum

**TO:** City Council

**FROM:** Awilda Hernandez, City Clerk

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

**DATE:** 03/14/2024

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### Committee Appointments and Swearing-in:

1. Ms. Valerie Mikles was interviewed on March 4, 2024, for appointment to the Arts Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please have Councilmember Estève move to appoint her.

**ATTACHMENTS:** None



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Waive Bidding for Purchase of Security Camera Equipment (CCTV)  
Resolution R-8-24

**DATE:** 03/14/2024

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The FY24 Department of Community Services Capital Improvements Program budget provides funding for the purchase of Security Camera Equipment (CCTV) as part of a multi-year security systems equipment roll-out for City facilities and properties. Verkada is the proprietary CCTV system used for enterprise level security. Verkada identified Data Networks as a local approved Verkada security CCTV equipment vendor. The Department of Community Services has located a competitively bid Contract with the State of Maryland (Contract# 060B2490022) through Data Networks for the supply of Verkada equipment. Data Networks provides greater than 30% savings on Verkada equipment.

In FY24, \$80,000 has been appropriated for this purchase in the Equipment Acquisitions account 10164-57010. Data Networks has provided a quote in the amount of \$77,207.00 for the items for purchase.

The Department of Community Services recommends waiving bidding requirements for good cause shown, as allowed by Section 61(b) of the City Charter, for the purchase of Security Camera Equipment in the amount of \$77,207.00.

I concur with the above recommendation and request your approval of R-8-24.

**ATTACHMENTS:** 1. 20240318 - Resolution R-8-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 61**  
**“PURCHASING AND CONTRACTING” OF THE CHARTER OF THE CITY OF**  
**BOWIE TO ALLOW THE PURCHASE OF CCTV EQUIPMENT, AND**  
**AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER TO**  
**DATA NETWORKS**

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

**WHEREAS**, the FY24 Capital Improvements budget allows for the purchase of security camera equipment for use for with facility security; and

**WHEREAS**, Verkada is the proprietary CCTV system used for enterprise level security; and

**WHEREAS**, Verkada identified Data Networks as a local approved Verkada security CCTV equipment vendor; and

**WHEREAS**, the Department of Community Services has located a competitively bid Contract with the State of Maryland (Contract# 060B2490022) through Data Networks for the supply of Verkada equipment; and

**WHEREAS**, Data Networks provides greater than 30% savings on Verkada equipment; and

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

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

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

Section 2. The City Manager is hereby authorized to issue a Purchase Order to Data Networks in the amount of \$77,207.00.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on March 18, 2024 by a vote of at least two-thirds of the members of the Council.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

\_\_\_\_\_  
 Awilda Hernandez  
 City Clerk

\_\_\_\_\_  
 Timothy J. Adams  
 Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Architect/Engineering Open End Contract Category 1-Water/Wastewater Treatment Design RFP/Task Order #1-04A  
Resolution R-9-24

**DATE:** 03/14/2024

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On October 31, 2018, the City entered into an Architect/Engineering Open End Agreement with Rummel, Klepper, & Kahl, LLP (RK&K) of Baltimore, MD, George, Miles & Buhr, LLC (GMB) of Sparks, MD and KCI Technologies, Inc. (KCI) of Sparks, MD for Category 1-Water/Wastewater Treatment Design. Professional Services delivered through this Agreement are negotiated and procured on a Task Order basis as the City's needs arise.

On June 1, 2020, Council awarded RFP/Task Order #1-04 Low Lift Pump Station Rehabilitation Design Project to GMB. The Project was put on hold before the design was complete. The FY24 Water Improvements Other than Buildings Budget includes funding to move forward with this design and construction.

On March 6, 2024, the Public Works Department advertised a Notice of Intent to Negotiate for RFP/Task Order #1-04A–Low Lift Pump Station Rehabilitation Final Design and Bidding Renewal under the Architect/Engineering Open End Agreement. For this task, GMB was selected based on cost, capacity to perform in a timely manner and understanding of the project, as the Engineer of record.

In accordance with City Charter Section 61(b)(4), a fee of \$45,980.09 for the required services was negotiated. This is within the amount budgeted in the FY24 Water Improvements Other than Buildings Budget.

The Public Works Department recommends that Council authorize the issuance of a Purchase Order to GMB for RFP/Task Order #1-04A pursuant to the Master Contract approved on October 31, 2018.

I concur with the recommendation of the Public Works Department and request your approval of R-9-24.

**ATTACHMENTS:** 1. 20240318 - Resolution R-9-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO GEORGE, MILES**  
**& BUHR, LLC FOR RFP/TASK ORDER #1-04A IN THE AMOUNT OF \$45,980.09 IN**  
**ACCORDANCE WITH THE MASTER CONTRACT APPROVED ON**  
**OCTOBER 31, 2018**

**WHEREAS**, on October 31, 2018, the City entered into an Architect/Engineering Open End Agreement with Rummel, Klepper, & Kahl, LLP (RK&K) of Baltimore, MD, George, Miles & Buhr, LLC (GMB) of Sparks, MD and KCI Technologies, Inc. (KCI) of Sparks, MD for Category 1-Water/Wastewater Treatment Design; and

**WHEREAS**, on June 1, 2020, Council awarded RFP/Task Order #1-04 Low Lift Pump Station Rehabilitation Design Project to GMB. The Project was put on hold before the design was complete; and

**WHEREAS**, the FY24 Water Improvements Other than Buildings Budget includes funding to move forward with this design and construction; and

**WHEREAS**, on March 6, 2024, the Public Works Department advertised a Notice of Intent to Negotiate for RFP/Task Order #1-04A–Low Lift Pump Station Rehabilitation Final Design and Bidding Renewal under the Architect/Engineering Open End Agreement. For this task, GMB was selected based on cost, capacity to perform in a timely manner and understanding of the project, as the Engineer of record; and

**WHEREAS**, in accordance with City Charter Section 61(b)(4), a fee of \$45,980.09 for the required services was negotiated. This is within the amount budgeted in the FY24 Water Improvements Other than Buildings Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, that the Council authorizes the issuance of a Purchase Order to GMB for RFP/Task Order #1-04A in accordance with the Master Contract approved on October 31, 2018.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on March 18, 2024.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

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Awilda Hernandez  
City Clerk

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Timothy J. Adams  
Mayor





## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** An Ordinance Approving Supplemental Appropriations for the Annual Budget for Fiscal Year 2024 - Ordinance O-3-24

**DATE:** 03/14/2024

Ordinance O-3-24 proposes to amend the City's Fiscal Year 2024 Annual Budget to provide supplemental appropriations for the following purposes: The vehicle replacement order for the purchase and upfitting of eleven (11) marked Dodge police pursuit Durangos and two (2) black Dodge police pursuit Durangos (unmarked) has increased and will cost \$85,100. Therefore, it is requested that an additional amount of \$85,100 be appropriated for this purchase of thirteen (13) police vehicles.

| CITY OF BOWIE                                |       |                                            |           |
|----------------------------------------------|-------|--------------------------------------------|-----------|
| SUPPLEMENTAL BUDGET APPROPRIATION O-3-24     |       |                                            |           |
| FOR FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024 |       |                                            |           |
| GENERAL FUND                                 |       |                                            |           |
| <u>Revenues</u>                              |       |                                            |           |
| 01                                           | 48005 | Appropriated Fund Balance                  | \$ 85,100 |
|                                              |       | Total Revenues                             | \$ 85,100 |
| <u>Expenditure Appropriation</u>             |       |                                            |           |
| 01920                                        | 59015 | Equipment Acquisition and Replacement Fund | \$ 85,100 |
|                                              |       | Total Appropriations                       | \$ 85,100 |
| Equipment Acquisition and Replacement Fund   |       |                                            |           |
| <u>Revenues</u>                              |       |                                            |           |
| 03                                           | 49010 | Transfer From General Fund                 | \$ 85,100 |
|                                              |       | Total Revenues                             | \$ 85,100 |
| <u>Expenditure Appropriation</u>             |       |                                            |           |
| 03201                                        | 57020 | General - Machinery and Equipment          | \$ 85,100 |
|                                              |       | Total Appropriations                       | \$ 85,100 |

Council's approval of Ordinance O-3-24 providing supplemental appropriations for the annual budget for the fiscal year ending June 30,2024 is requested.

**ATTACHMENTS:** 1. 20240318 - Ordinance O-3-24

**ORDINANCE**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING**  
**JULY 1, 2023, AND ENDING JUNE 30, 2024, AS EMBODIED IN ORDINANCE O-5-**  
**23, AND AMENDED BY O-11-23 AND O-1-24, TO APPROPRIATE AN**  
**ADDITIONAL \$85,100 FOR THE PURCHASE OF THIRTEEN (13)**  
**POLICE VEHICLES**

**WHEREAS**, as required by the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Bowie, the City Council of the City of Bowie, Maryland (hereinafter, “the City”) adopted Ordinance No. O-5-23 to appropriate funds for the several objects and purposes for which the City intended to provide for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024 (FY 24); and

**WHEREAS**, funds were appropriated in the FY 24 Budget for the purchase of police vehicles, and an order was placed with Hertrich Fleet Sales in July, 2023 for the purchase of 13 vehicles; and

**WHEREAS**, in late February 2024, Hertrich Fleet Sales advised the City of Bowie that Ford Motor Company has suspended production of 2023 Police Package Explorer vehicles, has canceled production of its 2024 Police Explorers, and has cancelled the City’s order. Ford Motor Company further advised that it would not honor pricing for a new order for model year 2025 Ford Explorers; and

**WHEREAS**, City staff researched other options for the acquisition of the police vehicles and determined that the Dodge Durango Police Pursuit vehicle would meet the City’s needs; however, the cost of the Dodge Durango Police Pursuit vehicles is higher than the amount budgeted for the acquisition; and

**WHEREAS**, in accordance with Section 45 of the City Charter, no public money may be expended without having been appropriated by the City Council; and

**WHEREAS**, supplemental appropriations are necessary to reflect additional funds that were not included in Ordinances O-5-23, as amended by O-11-23 and O-1-24; and

**WHEREAS**, an additional appropriation of \$85,100 from the General Fund Appropriated Fund Balance is requested to purchase and upfit thirteen (13) marked and unmarked police vehicles costing \$74,000 and \$11,100 respectively, and to increase the appropriation for the Equipment and Acquisition and Replacement Fund by a corresponding amount; and

**WHEREAS**, pursuant to Md. Code Ann., Local Gov't Article, § 5-205, the City may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the Council; and

**WHEREAS**, City Charter, Sec. 12 "Procedure for enacting ordinances" requires that ordinances become effective at the expiration of thirty (30) calendar days following their passage by the Council.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Council of the City of Bowie, that the Budget for the Fiscal Year beginning July 1, 2023, ending June 30, 2024, as adopted by Ordinance O-5-23; and amended by O-11-23 and O-1-24; is further amended as follows:

APPROPRIATION ORDINANCE  
THE CITY OF BOWIE, MARYLAND

**GENERAL FUND**

**ESTIMATED REVENUES**

\*\*\*

|                           |                 |               |
|---------------------------|-----------------|---------------|
| Appropriated Fund Balance | \$ [13,047,700] | \$ 13,132,800 |
| TOTAL REVENUES            | \$ [76,869,000] | \$ 76,954,100 |

**APPROPRIATIONS BY ACTIVITY**

\*\*\*

|                                                              |                 |               |
|--------------------------------------------------------------|-----------------|---------------|
| Nondepartmental - Equipment Acquisition and Replacement Fund | \$ [2,504,200]  | \$ 2,589,300  |
| TOTAL APPROPRIATIONS                                         | \$ [76,869,000] | \$ 76,954,100 |

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|                                   |                 |               |
|-----------------------------------|-----------------|---------------|
| Total General Fund Revenues       | \$ [76,869,000] | \$ 76,954,100 |
| Total General Fund Appropriations | \$ [76,869,000] | \$ 76,954,100 |

**EQUIPMENT ACQUISITION AND REPLACEMENT FUND**

**ESTIMATED REVENUES**

\*\*\*

|                            |                |              |
|----------------------------|----------------|--------------|
| Transfer from General Fund | \$ [2,504,200] | \$ 2,589,300 |
| TOTAL REVENUES             | \$ [5,265,300] | \$ 5,350,400 |

**APPROPRIATIONS**

\*\*\*

|                      |                |              |
|----------------------|----------------|--------------|
| General Government   | \$ [409,900]   | \$ 495,000   |
| TOTAL APPROPRIATIONS | \$ [5,265,300] | \$ 5,350,400 |

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|                                                 |                |              |
|-------------------------------------------------|----------------|--------------|
| Total Equipment Acquisition Fund Revenues       | \$ [5,265,300] | \$ 5,350,400 |
| Total Equipment Acquisition Fund Appropriations | \$ [5,265,300] | \$ 5,350,400 |

**AND, BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF BOWIE** that, this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, provided that it is adopted by a 2/3 vote of the members of the City Council and further provided that a fair summary of this Ordinance is published at least

once prior to the date of passage and at least once within ten (10) days after the date of passage in a newspaper having general circulation in the City.

**INTRODUCED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on \_\_\_\_\_, 2024.

**PASSED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on \_\_\_\_\_, 2024.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

\_\_\_\_\_  
Awilda Hernandez  
City Clerk

\_\_\_\_\_  
Timothy J. Adams  
Mayor

**APPROVED AS TO FORM AND  
SUFFICIENCY:**

\_\_\_\_\_  
Elissa D. Levan, City Attorney



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Ordinance Amending Chapter 22 of the Bowie City Code, Streets and Sidewalks  
Ordinance O-2-24

**DATE:** 03/14/2024

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Ordinance O-2-24 has been prepared by the City Attorney, in conjunction with the Code Compliance staff, to amend Chapter 22 of the Bowie City Code. The proposed amendment addresses community concerns regarding the safe passage of pedestrians and traffic on sidewalks and streets within the City.

### Key Changes in the Amendment:

**Homeowner Responsibility:** Homeowners will be obligated to maintain their landscaping to prevent pedestrian and vehicular traffic obstructions on sidewalks and streets. The compliance timeframe is reduced from 30 days to 7 days, and the City is granted the authority to make corrections if compliance is not met.

**Prohibition of Obstructions:** Homeowners are prohibited from damaging, planting, or maintaining obstructions in the right-of-way. They are responsible for repairing damage or removing obstructions. The City is empowered to remove any illegal landscaping or obstruction after notice is given.

**Increased Fines and Liens:** Fines for violations of the ordinance are increased, and the City may place liens on properties to recover costs incurred for compliance.

**Clarifications and Replacements:** Removal or replacement of outdated language and clarification of existing wording to ensure understanding.

This ordinance amendment aims to enhance the safety and accessibility of the community. Your approval of this ordinance change is requested.

**ATTACHMENTS:** 1. 20240318 - Ordinance O-2-24

**ORDINANCE**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND,**  
**AMENDING BOWIE CITY CODE, CHAPTER 22 “STREETS AND**  
**SIDEWALKS”, ARTICLE I “IN GENERAL” TO CLARIFY THAT PERSONS**  
**MAY NOT (1) ERECT OBSTRUCTIONS WITHIN CITY RIGHTS-OF-WAYS,**  
**(2) SPILL MATERIALS OR CERTAIN LIQUIDS ON CITY RIGHTS-OF-WAYS,**  
**(3) PERMIT GRASS, SHRUBS OR TREES TO GROW INTO OR OVER**  
**SIDEWALKS SO AS TO OBSTRUCT THE SAFE PASSAGE OF PEDESTRIANS**  
**AND (4) DAMAGE CITY CURBS, DRIVEWAY APRONS OR SIDEWALKS;**  
**AND TO CLARIFY THE RESPONSIBILITIES OF PEOPLE WHO VIOLATE**  
**THESE RESTRICTIONS; AND INCREASING FINES FOR VIOLATIONS OF**  
**CHAPTER 22, ARTICLE I**

**WHEREAS**, pursuant to MD Code Ann., Local Gov’t, § 5-202, the Council of the City of Bowie, Maryland (the “City Council”) has the authority to pass such ordinances as it deems necessary to protect and preserve the City's rights, property and privileges, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the residents of the municipality; and

**WHEREAS**, MD Code Ann., Local Gov’t, § 5-217 authorizes the City to require owners of property to keep the sidewalks on the property clean from snow, ice and other obstructions; and

**WHEREAS**, MD Code Ann., Local Gov’t, § 5-209 authorizes the City to prevent and remove nuisances and to regulate or prohibit the throwing or depositing of dirt, garbage, trash or liquids in a public place, and provide for the proper disposal of these materials; and

**WHEREAS**, pursuant to this authority, the City of Bowie has established and presently enforces certain standards relating to the maintenance of City streets and sidewalks in City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”; and

**WHEREAS**, the City desires to ensure the visibility of all traffic control devices and street signs; and

**WHEREAS**, the City desires to ensure that at intersections within the City there are no visual obstructions for motorists; and

**WHEREAS**, the City desires to ensure the safe passage of pedestrians on sidewalks in the City by requiring that grass, shrubs and trees on private property be maintained so as not to impede the passage of pedestrians on the sidewalks. Accordingly, the City desires



the owners of property adjoining sidewalks to be responsible for the proper maintenance of their grass, trees and shrubs, and if they fail to properly maintain the area, the City may perform the work or issue a municipal infraction for failing to abide by this requirement; and

**WHEREAS**, the also desires to ensure the safe passage of vehicles within paved City rights-of-way and, to that end, desires to ensure that obstructions are not erected or placed within City rights-of-ways; and

**WHEREAS**, the City desires to update City Code, Chapter 22, Article I to clarify certain maintenance responsibilities for sidewalks, driveway aprons, curbs, unpaved portions of rights-of-ways and streets in the City of Bowie and to make some non-substantive corrections to Article I.

**Section 1.** **NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-1, “Procedure for making excavations in driveways or parking spaces on streets” shall be and is hereby amended to read as follows:

**Sec. 22-1. Procedure for making excavations in driveways or parking spaces on streets.**

No person shall make any excavation in any driveway or parking space on any street without a permit issued and authorized by the Council CITY MANAGER and subject to such terms and conditions as may be imposed by it ~~it~~ THE CITY MANAGER for refilling and reconstructing such street, alley, or sidewalk in the condition it was prior to such excavation.

**Section 2.** **BE IT FURTHER ORDAINED AND ENACTED**, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-2, “Spilling, materials, on streets, prohibited” shall be and is hereby amended to read as follows:

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**UNDERLINED BOLD SMALL CAPS:** Indicate language to be added to the Bowie City Code.

\*\*\* Asterisks: Indicate language contained in the Bowie City Code that is not set forth in the Ordinance and which remains unchanged.

~~Strikethrough:~~ Indicates language deleted from the Bowie City Code.

**Sec. 22-2. Spilling, materials, on streets, prohibited.**

It shall be unlawful to cause or permit any earth, clay, dirt, sand, gravel, broken stone, mortar, hay, straw, manure, shavings, sawdust, coal, ashes, paper, rubbish, or any loose material of any kind to be scattered, dropped, leaked, spilled, or let fall from any ~~cart, wagon, or~~ TRAILER OF ANY KIND, truck, or other vehicle in which the same may be carried upon any of the streets or roadways within the city.

**Section 3. BE IT FURTHER ORDAINED AND ENACTED**, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-4, “Storing materials on streets, etc. - Generally” shall be and is hereby amended to read as follows:

**Sec. 22-4. Storing materials on streets, etc.—Generally.**

It shall be unlawful for any person to ~~use~~ STORE OR PLACE ANY MATERIAL OR ITEM WITHIN OR UPON ANY ~~the streets, roads, or sidewalks~~ STREET, ROAD OR SIDEWALK within the City ~~to store or place materials therein~~ without THE PRIOR WRITTEN permission of the City ~~Administrator~~ MANAGER.

**Section 4. BE IT FURTHER ORDAINED AND ENACTED**, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-5, “Storing materials on streets, etc. – Warning Lights” shall be and is hereby amended to read as follows:

**Sec. 22-5. Storing materials on streets, etc.--Warning lights.**

Every person using a street, road, or highway OR SIDEWALK within the City to store or place materials therein shall exhibit or display one or more amber lanterns as necessary at night, placed thereon in such manner as to warn the public of the obstruction of the STREET, road, highway, or sidewalk, and so as to show distinctly the unobstructed passageway remaining in the STREET, road, highway, or sidewalk.

**Section 5. BE IT FURTHER ORDAINED AND ENACTED**, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-6, “Storing materials on streets, etc. - Removal” shall be and is hereby amended to read as follows:

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**UNDERLINED BOLD SMALL CAPS:** Indicate language to be added to the Bowie City Code.

\*\*\* Asterisks: Indicate language contained in the Bowie City Code that is not set forth in the Ordinance and which remains unchanged.

Strikethrough: Indicates language deleted from the Bowie City Code.

**Sec. 22-6. Storing materials on streets, etc.--Removal.**

Every person having charge of any building operations, either as owner or contractor, shall remove at the expiration of each working day, from the sidewalks, gutters, and roadways adjacent to such building operations, all earth, GRASS, sand, gravel, dirt, mortar, stones, broken bricks, shavings, rubbish, LITTER and all other ~~litter~~ MATERIALS that may have been deposited or accumulated thereon as a result of such building operations.

**Section 7.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, "Streets and Sidewalks", Article I, "In General", Section 22-9, "Stretching flags, banners, across streets" shall be and is hereby amended to read as follows:

**Sec. 22-9. Stretching flags, banners, across streets.**

No person shall stretch any flag, banner or ~~any other~~ manner of display across any City street, ROAD, OR SIDEWALK without permission of the City Manager.

**Section 8.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, "Streets and Sidewalks", Article I, "In General", Section 22-11, "Erecting, buildings or obstructions in streets or alleys prohibited" shall be and is hereby amended to read as follows:

**Sec. 22-11. Erecting, buildings or obstructions in streets or alleys prohibited.**

Except as otherwise specifically provided by this Chapter and permitted by the City Manager, no person shall erect, PLACE, INSTALL or maintain any building, STRUCTURE, facility, equipment, INCLUDING, BUT NOT LIMITED TO, BASKETBALL HOOPS, NETS, SKATEBOARD RAMPS AND OTHER RECREATIONAL ITEMS, or other ~~obstruction~~ OBSTACLE (EACH, AN "OBSTRUCTION") on, under or over any alley, street, road, sidewalk, or right-of-way, INCLUDING DRIVEWAY APRONS, within the City.

UPON FINDING AN OBSTRUCTION IN VIOLATION OF THE FOREGOING PARAGRAPH, THE CITY SHALL PLACE A NOTICE OF VIOLATION ON THE OBSTRUCTION REQUIRING THAT THE OBSTRUCTION BE REMOVED BY A DATE CERTAIN. IF THE OBSTRUCTION REMAINS AFTER THE DATE SET FORTH IN THE NOTICE, THE CITY SHALL HAVE THE

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**RIGHT TO REMOVE ANY SUCH OBSTRUCTION AND DISPOSE OF IT AFTER SEVEN (7) CALENDAR DAYS. THE OWNER OF THE OBSTRUCTION SHALL BE LIABLE FOR THE COSTS OF SUCH REMOVAL AND DISPOSAL, AND THE CITY MAY COLLECT PAYMENT THEREFORE IN THE SAME MANNER AS CITY TAXES.**

**Section 9.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-12, “Extinguishing or obstruction streetlights prohibited” shall be and is hereby amended to read as follows:

**Sec. 22-12. Extinguishing or obstructing street lights STREETLIGHTS prohibited.**

It shall be unlawful for any person to extinguish or obstruct the light ~~in~~ **FROM** any public lamp or street light **STREETLIGHT**.

**Section 10.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-16, “Permit prerequisite to laying drain, et., pipe or to constructing artificial drains, etc., across sidewalks” shall be and is hereby amended to read as follows:

**Sec. 22-16. Permit prerequisite to laying drain, etc., pipe or to constructing artificial drains, etc., across sidewalks.**

No person shall lay any pipe, or similar device, intended for drainage purposes, in, **ACROSS OR UNDER** any **CURB OR** gutter, or construct any artificial drain, trench, or indentation in, ~~or~~ across, **OR UNDER** any sidewalk, **STREET OR RIGHT-OF-WAY** within the City, without a permit ~~so to do~~ from the City.

**Section 11.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-17, “Trees and shrubbery – Injuring, etc.” shall be and is hereby repealed and re-enacted with amendments to read as follows:

**SEC. 22-17. TREES AND SHRUBBERY - INJURING, ETC.**

**IT SHALL BE UNLAWFUL FOR ANY PERSON TO DAMAGE, CUT, BELT, DESTROY, TOP, OR INJURE ANY TREE, SHRUB OR PLANT PLANTED IN THE PUBLIC RIGHT-OF-WAY OR**

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UPON ANY PARK OR PUBLIC PROPERTY. THIS PROVISION SHALL NOT APPLY TO ANY ORDINARY CARE AND MAINTENANCE OR REMOVAL BY A GOVERNMENTAL ENTITY AUTHORIZED TO EXERCISE JURISDICTION OVER THE RIGHT-OF-WAY, PARK OR OTHER PUBLIC PROPERTY.

**Section 12.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-18, “Trees and shrubbery – Trimming removal required” shall be and is hereby repealed and re-enacted with amendments to read as follows:

**SEC. 22-18. TREES AND SHRUBBERY -- TRIMMING AND REMOVAL REQUIRED.**

**(A) IT SHALL BE UNLAWFUL FOR A PERSON OWNING ANY REAL PROPERTY WITHIN THE CITY TO PERMIT ANY TREE, BUSH, SHRUB, VINE, PLANT, OR VEGETATION GROWING ON THEIR PROPERTY TO HANG OVER OR BRANCH IN SUCH A MANNER SO AS TO OBSTRUCT, IMPAIR OR INHIBIT PASSAGE ALONG A PUBLIC PAVED WALKWAY OR SIDEWALK, OR STREET OR TO OBSCURE STREET SIGNS, TRAFFIC CONTROL SIGNS OR STREET LIGHTS, INCLUDING, BUT NOT LIMITED TO:**

- 1. BRANCHES, VINES OR FOLIAGE THAT EXTEND INTO THE VERTICAL PLANE OF ANY PUBLIC SIDEWALK OR PAVED WALKWAY, EVEN WHEN THE BRANCHES OR FOLIAGE ARE SPREAD BY WET OR SNOWY WEATHER,**
- 2. BRANCHES, VINES OR FOLIAGE WITH LESS THAN NINE (9) FEET IN HEIGHT OF CLEAR SPACE ABOVE A PUBLIC SIDEWALK OR PAVED WALKWAY OR LESS THAN FOURTEEN FEET (14') OF CLEAR SPACE ABOVE A STREET OR VEHICULAR RIGHT-OF-WAY.**
- 3. ON ANY CORNER LOT IN A RESIDENTIAL AREA AT THE INTERSECTION OF A PUBLIC RIGHT-OF-WAY, NO FENCE, WALL, TERRACE, STRUCTURE, SHRUBBERY, PLANTING, TREE OR OTHER OBSTRUCTION TO VISION SHALL BE ERECTED OR BE PERMITTED TO GROW TO A HEIGHT OVER THIRTY-SIX (36) INCHES ABOVE THE CURB LEVEL, OR THE EDGE OF THE PAVEMENT WHERE A CURB DOES NOT EXIST, WITHIN THE TRIANGLE**

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FORMED BY THE INTERSECTION OF THE CURB LINES OR THE EDGE OF PAVEMENT AND POINTS ON THE CURB LINES OR THE EDGE OF PAVEMENT TWENTY-FIVE (25) FEET FROM THE INTERSECTION. SEE DIAGRAM BELOW.

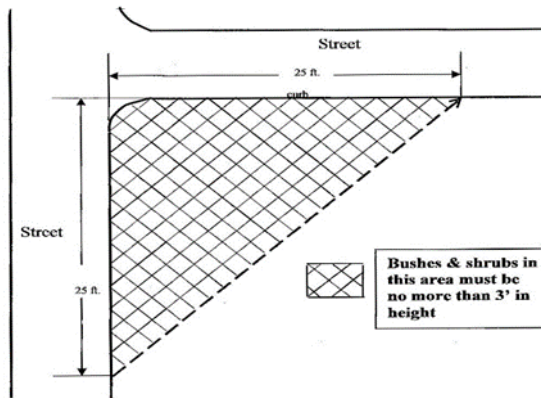


Diagram 22-18.1 Corner lot

- (B) ANY TREE GROWING OR STANDING ON PRIVATE PROPERTY IN SUCH A MANNER THAT CREATES AN IMMINENT DANGER TO CITY PROPERTY, A PUBLIC RIGHT-OF-WAY OR THE PUBLIC, AS DETERMINED BY THE CITY OF BOWIE COMMUNITY FORESTER OR PARKS & GROUNDS SUPERINTENDENT, SHALL CONSTITUTE A PUBLIC NUISANCE. WHENEVER IN THE OPINION OF THE CITY MANAGER OR HIS DESIGNEE ANY SUCH TREE OR THE BRANCHES THEREOF CONSTITUTES A PUBLIC NUISANCE, THE CITY SHALL GIVE WRITTEN NOTICE TO THE PROPERTY OWNER, IN ACCORDANCE WITH SUBSECTION (C) BELOW, THAT SAID NUISANCE EXISTS AND REQUIRE THE PROPERTY OWNER TO TRIM, REMOVE OR OTHERWISE CONTROL THE TREE IN SUCH A MANNER AS WILL ABATE THE NUISANCE.
- (C) IT SHALL BE THE DUTY OF THE CITY MANAGER OR HIS DESIGNEE TO NOTIFY THE OWNER, TENANT OR PERSON IN POSSESSION OF ANY PROPERTY WHERE A VIOLATION EXISTS, TO REMOVE A VIOLATION OF 22-18 (A) WITHIN SEVEN (7) DAYS OR A VIOLATION OF 22-18 (B) WITHIN THE TIMEFRAME ALLOTTED BY THE NOTICE, INCLUSIVE OF SUNDAYS AND HOLIDAYS, AFTER THE DATE OF SUCH

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NOTICE, WHICH SHALL BE GIVEN BY POSTING SAME ON THE FRONT OF THE PROPERTY WHERE THE VIOLATION EXISTS.

**(D) IF A VIOLATION IS NOT REMOVED WITHIN THE TIME SPECIFIED IN THE NOTICE REQUIRED BY SECTION 22-18 (C) OF THIS CHAPTER, THE CITY MANAGER SHALL CAUSE IT TO BE REMOVED, INCURRING SUCH EXPENSE AS IS REASONABLE AND NECESSARY IN THE REMOVAL. THE COSTS OF THE REMOVAL SHALL BE ASSESSED AGAINST THE PROPERTY AND SHALL CONSTITUTE A LIEN COLLECTABLE IN THE SAME MANNER AS REAL PROPERTY TAXES. THE CITY MANAGER MAY ALSO FILE AN ACTION IN COURT TO COLLECT THE COSTS OF REMOVAL.**

**Section 13.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-18.1, “Removal of obstruction to vision of driver of a motor vehicle” shall be and is hereby repealed:

**Sec. 22-18.1. [Reserved.]**

**Section 14.** BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-18.2, “Grass and weeds – Trimming and removal” shall be and is hereby amended to read as follows:

**Sec. 22-18.2. Grass and weeds - Trimming and removal.**

\* \* \*

(b) It shall be unlawful for any person owning real property in the City to permit grass or weeds to grow WITHIN THE SIDEWALK JOINTS OR CRACKS OR onto the sidewalk, SUCH THAT THE GRASS OR WEEDS REDUCES THE WIDTH OF THE PAVEMENT, CURB or street pavement abutting their property.

**(C) IT SHALL BE UNLAWFUL FOR ANY PERSON OWNING REAL PROPERTY IN THE CITY TO PLANT, INSTALL OR GROW ANY TREES, SHRUBS, BUSHES, PLANTS, OR LANDSCAPING WITHIN THE PUBLIC RIGHT-OF-WAY ADJOINING THEIR PROPERTY,**

---

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UNLESS THE SAME WAS PLANTED OR INSTALLED BY THE DEVELOPER, OR THE CITY, AND MAINTENANCE BY THE CITY IS REQUIRED BY AGREEMENT.

(D) ANY TREES, SHRUBS, BUSHES, PLANTS OR LANDSCAPING PROHIBITED BY SUBSECTION (C) ABOVE IS SUBJECT TO REMOVAL BY THE CITY WITHOUT COMPENSATION, REIMBURSEMENT OR REPLACEMENT.

**Section 14. BE IT FURTHER ORDAINED AND ENACTED**, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-19, “Riding, etc., horses, etc., over sidewalks prohibited; exception” shall be and is hereby amended to read as follows:

**Sec. 22-19. Riding, etc., horses, etc., over sidewalks prohibited; exception.**

(A) It shall be unlawful for any person to ride, drive, or lead any horse, cow, or other like FARM animal, or cause or permit any wagon or other vehicle, automotive or otherwise, to pass upon or over any of the sidewalks, curbs AND UNPAVED PORTIONS OF A RIGHT-OF-WAY in the City.

(B) DAMAGE CAUSED TO AN UNPAVED PORTION OF A RIGHT-OF-WAY, CURB, DRIVEWAY APRON, OR SIDEWALK RESULTING FROM A VIOLATION OF SUBSECTION (A) ABOVE IS THE RESPONSIBILITY OF THE OWNER OF THE PROPERTY ADJACENT TO THE CURB, DRIVEWAY APRON SIDEWALK OR UNPAVED RIGHT-OF-WAY.

**Section 15. BE IT FURTHER ORDAINED AND ENACTED**, by the Council of the City of Bowie, Maryland that Bowie City Code, Chapter 22, “Streets and Sidewalks”, Article I, “In General”, Section 22-19A, “Penalty” shall be and is hereby repealed and re-enacted with amendments to read as follows:

**SEC. 22-19A. PENALTY.**

VIOLATIONS OF THIS CHAPTER SHALL BE MUNICIPAL INFRACTIONS, SUBJECT TO A FINE OF TWO HUNDRED AND FIFTY DOLLARS (\$250.00) FOR THE FIRST VIOLATION, FIVE HUNDRED DOLLARS (\$500.00) FOR THE SECOND VIOLATION, AND ONE THOUSAND DOLLARS (\$1,000.00) FOR EACH SUBSEQUENT VIOLATION.

**Section 16: BE IT FURTHER ORDAINED** that, this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie,

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Maryland, provided that a fair summary of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in the newspaper having general circulation in the City.

**INTRODUCED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on \_\_\_\_\_, 2024.

**PASSED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Awilda Hernandez  
City Clerk

\_\_\_\_\_  
Timothy J. Adams  
Mayor

Approved as to Form and Legal Sufficiency

\_\_\_\_\_  
Elissa D. Levan  
City Attorney

---

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## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Complete Streets Pilot Project (Kenhill Drive)

**DATE:** 03/14/2024

---

At the February 5<sup>th</sup> City Council meeting, staff from the Department of Planning and Sustainability provided a briefing on the Kenhill Drive Complete Streets project. At the time, Council indicated it would not support moving ahead with the design plans, as proposed, and suggested that staff examine alternative options. The City Manager advised that staff would take the feedback received, develop another course of action, and report back to City Council.

In response, staff recommends moving to construction with just the segment between Kembridge Drive and MD 197 (which has no driveways or conflicts). Unfortunately, it is too late bid the project for construction this year. Council should consider funding this project in FY 2025. Staff will conduct a Stakeholders Meeting for the project prior to construction. In addition, staff recommends that City Council take an action to re-direct the alignment of The Bowie Byway's Primary Route to avoid going through the residential subdivisions of Kenilworth, Foxhill and Somerset, and follow the existing trails along MD 197 and MD 450. Since the Primary Route was approved as part of City Council's approval of the Trails Master Plan, it will take an action of Council, such as approval of a resolution, to revise it. Lastly, staff recommends that the City pursue the Complete Streets solution mentioned by Councilmember Dennis Brady, which is to replace the sidewalks both sides of on certain streets with minimum 8-foot-wide concrete shared-use paths. This type of improvement can be done in future budget years, as directed by City Council through the approval of the CIP. An extensive public participation element would be undertaken for any sidewalk reconstruction project before a project is entered into the proposed CIP or proposed for construction.

### Recommendation

It is recommended that City Council direct staff to prepare a City Council resolution addressing the realignment of The Bowie Byway's Primary Route shown in the Approved Trails Master Plan to use the existing trail system along MD 197 and MD 450 rather than streets in the Kenilworth, Foxhill and Somerset sections. It is further recommended that staff advance the portion of the Complete Streets design for Kenhill Drive, between Kembridge Drive and MD 197, to construction in FY 2025 and begin a public participation process regarding future consideration of converting the existing sidewalks to concrete, shared-use paths along Kenhill Drive, Belair Drive and Stonybrook Drive following the Primary Route mapped in the current Trails Master Plan.

**ATTACHMENTS:** None





## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Results of the June 30, 2023, Financial Statement Audit

**DATE:** 03/14/2024

---

The City's independent auditor, CliftonLarsonAllen representative Aires Wright, CPA, Director of State and Local Governments will present the result of the June 30, 2024, financial audit.

**ATTACHMENTS:**

1. 20240318 - Bowie Audit Results 2023 Presentation
2. 20240318 - Annual Comprehensive Financial Report FY2023, City of Bowie

# City of Bowie, Maryland

Results of June 30, 2023  
Financial Statement Audit



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# Agenda

- Our audit approach
- Audit results
- Required communications

# Our Audit Approach

- Approach – Risk Based with emphasis on assessment of key internal controls
- Communication – Frequent, including regular formal status meetings, and informal communications



# Audit Results

- **Auditors' Opinion on Financial Statements**

Unmodified “clean” opinion

- **New Auditing Standard - GASB 96: *Subscription Information Technology Agreements (SBITA)***
  - Immaterial to the financial statements
- **GFOA certificate**

# Audit Results

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

No material weaknesses or significant deficiencies identified

# Required Communications

- **Auditors' Responsibility Under Generally Accepted Auditing Standards:**
  - The financial statements are the responsibility of management. Our audit was performed for the purpose of forming opinions as to whether the Financial Statements have been prepared in accordance with GAAP.
- **Qualitative Aspects of Accounting Practices**
  - Management is responsible for the selection and use of appropriate accounting policies. Significant accounting policies are disclosed in the Summary of Significant Accounting Policies in Note 1 of the Financial Statements.



# Required Communications (continued)

- The preparation of the Financial Statements requires that certain estimates and judgments be made by management. These judgments and estimates include:
  - Pension liability and other post-employment benefits liability are based on computations performed by outside specialists.
  - Allowance for doubtful accounts for personal property taxes is based on historical collection information.
- We concluded that management has a reasonable basis for significant judgments and estimates that impact the Financial Statements.
- No sensitive Financial Statement disclosures.



# Required Communications (continued)

- **Difficulties Encountered in Performing the Audit**
  - No significant difficulties were encountered during the audit.
- **Disagreements with Management**
  - There were no disagreements with management on financial accounting and reporting matters, auditing procedures, or other matters.
- **Representations from Management**
  - The representation letter was signed by management.



# Required Communications (continued)

- **Consultations with Other Accountants**
  - We were informed by management that they made no consultations on the applications of GAAP and GAAS.
- **Significant Issues Discussed with Management Prior to Retention**
  - There were no significant issues discussed with management prior to retention as the auditors.
- **Other Significant Findings or Issues**
  - There were no additional findings or issues not previously discussed.

# Required Communications (continued)

- **Corrected misstatements** There were no material misstatements detected as a result of audit procedures, either individually or in the aggregate, to the financial statements taken as a whole.
- **Other Information in Documents Containing Audited Financial Statements**
  - We do not express an opinion on required supplemental information or supplemental information.

**Thank you to the City staff for their assistance  
during the engagement!**





# CLA Team

**Sean Walker, CPA, Principal**

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# Create Opportunities

CLA exists to  
create opportunities —  
for our clients, our people,  
and our communities.



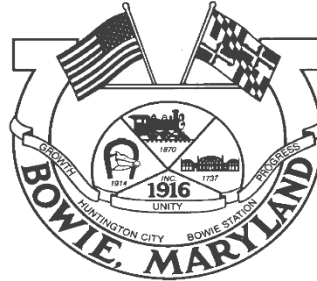
# CITY OF **BOWIE**

## **ANNUAL COMPREHENSIVE FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2023**



### **Represented on the Cover Page**

The picture on the front cover depicts the Council Chambers, where council meetings are held, located inside of Bowie's City Hall. Council meetings are generally held on the first and third Mondays of each month in the Council Chambers. The meetings are broadcast live on the city government channel (Verizon Channel 10 and Comcast Channel 71 and 996). In general, there are two times during a regular meeting when the public may make comments. During Citizen Participation at the beginning of the meeting, the public may speak about any topic relating to Bowie. The time limit is five minutes. During Public Hearings, The public is encouraged to offer comments on a particular issue being voted upon by the Council during the Public Hearing portion of regular meetings. The time limit is five minutes.



# **ANNUAL COMPREHENSIVE FINANCIAL REPORT**

**Issued By**

**City of Bowie, Prince George's County**

**Maryland**

**For Fiscal Year**

**July 1, 2022 thru June 30, 2023**

**Prepared By Department of Finance**

**H. Byron Matthews, CPA, CGFM, CGMA, Finance Director**

**Lola Ogunremi, CPA, Assistant Finance Director**

**Shahnaz Ariff, CPFO, Lead Accountant**



*“Growth, Unity, Progress”*

**CITY OF BOWIE, MARYLAND**  
**ANNUAL COMPREHENSIVE FINANCIAL REPORT**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

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**CITY OF BOWIE, MARYLAND**

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## **SECTION I – INTRODUCTORY**

**CITY COUNCIL**

**TIMOTHY J. ADAMS, MAYOR**

**DUFOUR WOOLFLEY, MAYOR PRO TEM  
DISTRICT 2 COUNCILMEMBER**

**MICHAEL P. ESTEVE  
DISTRICT 1  
COUNCILMEMBER**

**CLINTON TRUESDALE, SR.  
DISTRICT 3  
COUNCILMEMBER**

**ROXY NDEBUMADU  
DISTRICT 4  
COUNCILMEMBER**

**DENNIS BRADY  
AT-LARGE  
COUNCILMEMBER**

**WANDA ROGERS  
AT-LARGE  
COUNCILMEMBER**

=====

**CITY MANAGER**

**ALFRED D. LOTT, CPM**

**ASSISTANT CITY MANAGER**

**DANIEL J. MEARS**

**CITY ATTORNEY**

**ELISSA D. LEVAN**

**FINANCE DIRECTOR**

**H. BYRON MATTHEWS, CPA, CGFM, CGMA**

**ASSISTANT FINANCE DIRECTOR**

**LOLA OGUNREMI, CPA**



# CITY OF BOWIE

January 29, 2024

Honorable Members of the Bowie City Council and Citizens of Bowie:

State law requires that all municipalities publish within four months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a certified public accountant. Pursuant to that requirement and the provisions of the City's Charter, Section 40, we hereby issue the Annual Comprehensive Financial Report (ACFRs) for the City of Bowie, Maryland, for the year ended June 30, 2023.

This report consists of management's representations concerning the finances of the City of Bowie, Maryland. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. To provide a reasonable basis for making these representations, management of the City of Bowie, Maryland has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Bowie, Maryland statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City of Bowie, Maryland's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

CliftonLarsonAllen, LLP, a firm of licensed certified public accountants, has audited the City of Bowie, Maryland's financial statements. The goal of the independent audit was to provide reasonable assurance that the basic financial statements of the City of Bowie, Maryland for the fiscal year ended June 30, 2023, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City of Bowie, Maryland financial statements for the fiscal year ended June 30, 2023, are fairly presented in conformity with GAAP. The independent

auditor's report is presented as the first component of the Financial Section of the ACFR. GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. The City of Bowie, Maryland's MD&A can be found immediately following the report of the independent auditor in the Financial Section of the ACFRs.

## **PROFILE OF THE GOVERNMENT**

The City of Bowie is 20 square miles in size and located halfway between Washington, DC, and Baltimore, Maryland. Founded in 1870 and incorporated as a town in 1916, Bowie has grown from a small railroad stop to the largest municipality in Prince George's County, and the fifth largest city in the State of Maryland, with an estimated population of 58,329. The town was first called Huntington City, though its train station was named in honor of local resident, Governor Oden Bowie, president of the Baltimore and Potomac Railroad. The town was subsequently rechartered as Bowie. In the early days, the land was subdivided by developers into more than 500 residential building lots to create a large town site at a junction of the Baltimore and Potomac's main line to southern Maryland, and the branch line to Washington, DC.

In 1957, the firm of Levitt and Sons acquired the nearby Belair Estate, the original colonial plantation of Governor Samuel Ogle, where it developed the residential community of "Belair at Bowie". Two years later the Town of Bowie annexed the Levitt properties, and it re-incorporated as a city in 1963.

Today, the City of Bowie represents 5.8 percent of the total Prince George's County assessable base and 27 percent of the total municipal assessable base within the County.

The City of Bowie operates under a Council/Manager form of government. Policy-making and legislative authority are vested in a governing Council consisting of seven members (Mayor and six Council members). The governing Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring both the government's manager and attorney. The government's manager is responsible for carrying out the policies and ordinances of the governing Council, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments. The Council is elected on a non-partisan basis. All seven members serve four-year terms. Four of the Council members are elected by district. The Mayor and the two remaining Council members are elected at large.

The City provides a range of municipal services including, but not limited to, the following: housing and property inspections; solid waste and recycling collection; police; storm drainage; street and bike trail maintenance; snow removal and street lighting; parks and recreation; youth counseling; senior services and animal control. In addition,

the City also provides water and sewer services to approximately 7,934 customers, of which 97% are residential households.

## **ECONOMIC CONDITION AND OUTLOOK**

The City is located in the northern part of Prince George's County at the crossroads of Highways 3/301 and 50. Although considered to be in the Washington, DC metropolitan area, the City's location also gives it easy access to Baltimore and Annapolis. The greater Washington, DC area continues to outperform many of the other major metropolitan areas across the country. Proximity to the Baltimore/Washington area, a large and diverse tax base, strong wealth and income levels, very strong reserves, and low debt burden are all factors contributing to the City's stable outlook. The City's financial position is strong, as demonstrated by the recent affirmation of the City's Aaa rating from Moody's, AAA Standard and Poor's and AAA Fitch Ratings.

The Maryland Department of Labor, Licensing and Regulation reported the unemployment rate in Bowie at 1.5 percent, Prince George's County and the State at 1.7 percent and 1.7 percent, respectively, as of June 30, 2023. The median household income for the City of Bowie for the period of 2017 - 2021 was \$127,029 according to the United States Census Bureau. This income level exceeds the State of Maryland \$91,431 and the United States \$69,021 (United States Census Bureau, State and County QuickFacts). According to the Federal Housing Financing Agency, Maryland ranked thirty-ninth in the nation for home price appreciation during the last year.

The City's total assessed value increased by 3.7 percent in FY2023. The City issued 107 new home construction permits during FY2023. The issued 107 construction permits, which included 5 single family homes and 102 townhouses. With the ongoing development of South Lake, housing permits are expected to increase significantly in FY2024. The majority of homes in the City are owner-occupied single-family homes that the 2017 - 2021 American Community Survey of the United States Census Bureau placed in the price range of \$300,000 to \$499,999 with a median value of \$362,800.

The growth in state income tax for FY2024 is expected to continue to decelerate due to the State's low unemployment rate. The uncertainty of low unemployment and the lingering effect of the pandemic stresses the need for the City to maintain its fiscally conservative policies.

The City prepares long-term financial forecasts which are used in the development of the annual operating budget and six-year capital improvements program. The assumptions used in the financial forecasts are reviewed with the City Council as background for decisions about revenue projections and estimated costs. As a result of years of conservative budgeting and the City Council's implementation of fiscal policies, which include maintaining healthy unrestricted fund balance levels of no less than 25 percent of expenditures, the City should be able to maintain its strong economic position.

## **LONG-TERM FINANCIAL PLANNING**

Users of this document as well as others interested in the programs and services offered by the City are encouraged to read the City's Adopted Fiscal Year 2023-2024 Budget. The document details the City's long-term goals and financial policies, describes the various activities, accomplishments and initiatives, and outlines the City's capital improvement program. The City's budget also includes a five-year forecast of revenues and expenditures. The budget can be obtained from the City of Bowie's Finance Department. The budget can also be found on the City's web site at [www.cityofbowie.org](http://www.cityofbowie.org).

## **RELEVANT FINANCIAL POLICIES**

Over the years, the City Council has adopted many fiscal and debt policies that have assisted in maintaining the City's strong financial position. The City adopted a policy to maintain the General Fund balance at a level of at least 25 percent of expenditures. The City strives to maintain a high reliance on pay-as-you-go financing for its equipment acquisition and capital improvements to minimize debt levels. Whenever possible, the City will first attempt to fund capital projects with general revenues before considering issuing debt. The City does not use long-term borrowing to finance current operations or normal maintenance expenses. In recognition of the City's significant capital investment in its public facilities and structures, the City established a facility preventive maintenance account to set aside funds annually for major maintenance items. The concept of setting aside funds annually first began with the Equipment Acquisition and Replacement Fund and has proven to be very successful. Other fiscal and debt policies are described in the City's budget.

## **MAJOR INITIATIVES**

The following activities highlight some of the City's major accomplishments during FY2023:

- Rebranding – Rollout of the City's new logo and new narrative is underway and is being very well received by staff and the public.
- Alert Bowie – Residents and other stakeholders value the Alert Bowie service, especially in times of emergency, such as after the tornado and microburst last summer, and during the recent incident at Bowie High School. The total number of subscribers increased by 1,031 (12%) this fiscal year.
- Wrote several speeches for the Mayor, including the State of the City report and a speech delivered at the White House on the Americans with Disabilities Act.
- Worked with Community Services staff to successfully launch the first ever Women Trailblazers Award program.
- Construction of 249 townhouses at Melford.

- Continuing construction of multi-family residential units at Melford.
- Continuing construction of retail commercial development at Melford.
- Completion of 34,560 square foot flex building at Melford.
- Construction of 30,040 square foot flex building at Melford
- Grading for Mill Branch Crossing, including the creation of lots for the development of 77,635 sq. ft. of retail space, a 150-room hotel, 193 townhouse units and 347 multifamily units on 70.10 acres.
- Continuing construction of residential dwelling units at South Lake.
- Completion of the Jericho Park Trail section of The Bowie Heritage Trail system.
- Completion of 20,070 square foot car dealership building (Ourisman Genesis of Bowie) on US 301.
- Completion of a one-story, 61,809 square foot, 60-bed in-patient physical rehabilitation facility (Encompass Health) at Melford.
- Replaced White Marsh Park Bridge.
- Collected 941.41 tons of storm debris from the July 5<sup>th</sup> tornado and July 12<sup>th</sup> microburst. (This was a joint effort between Streets, Stormwater, and Parks & Grounds.)
- Replaced Glen Allen Park Playground Spring 2023.
- Maintain a high standard of service to older adults through our current National Accreditation status that was earned through the National Council on Aging/National Council of Senior Centers.
- Historic Properties is in the process of uploading archival files to assist researchers, historians, and citizens who wish to learn more about Bowie and its past.

Future developments include:

- Redevelopment of former Chili's Restaurant with a proposed 3,331 square foot Raising Cane's restaurant, with drive-through service, at Bowie Gateway Center.
- Redevelopment of Applebee's restaurant with a 4,500 square foot Dash In convenience store, gas pumps and car wash at Bowie Gateway Center.
- Construction of 11 remaining dwelling units (seven single-family detached units and four townhouse units) at Ternberry.
- Establish additional EV charging station for expansion of EV fleet.
- Identify City Hall Lobby Security Enhancement Improvements.
- Creation of a Remembrance Garden at Belair Mansion to acknowledge and honor those who were enslaved and provide a quiet contemplative space for all visitors to reflect on the past and strive for a better future.
- Collaborate with the Arts Committee, Parks and Grounds, and the State Highway Administration to replace the landscaped "Bowie" planting at Rt. 197 and Kenhill Drive with a public art installation.

## **CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Bowie, Maryland, for its annual comprehensive financial report for the fiscal year ended June 30, 2022. This was the forty eighth consecutive year that the government has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA, pursuant to an approved extension request, to determine its eligibility for another certificate.

## **DISTINGUISHED BUDGET PRESENTATION**

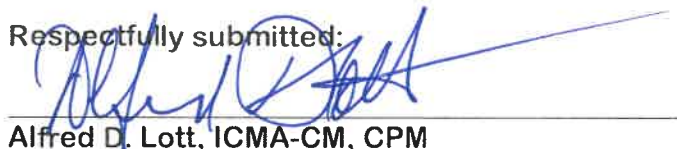
The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Bowie for its annual budget for the fiscal year beginning July 1, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only.

## **ACKNOWLEDGMENTS**

Our sincere appreciation is extended to the staff of the Finance Department, whose efficient and dedicated support throughout the year has culminated in the completion of this report. A word of thanks also goes to the City staff for their continuing cooperation. We thank the City Council for its interest and support in the planning and implementing of the financial operations of the City. A special acknowledgment is given to all members of the department for their efforts in the completion of this report.

Respectfully submitted:

  
Alfred D. Lott, ICMA-CM, CPM  
City Manager  
H. Byron Matthews, CPA, CGFM, CGMA  
Finance Director





Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
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Presented to

**City of Bowie  
Maryland**

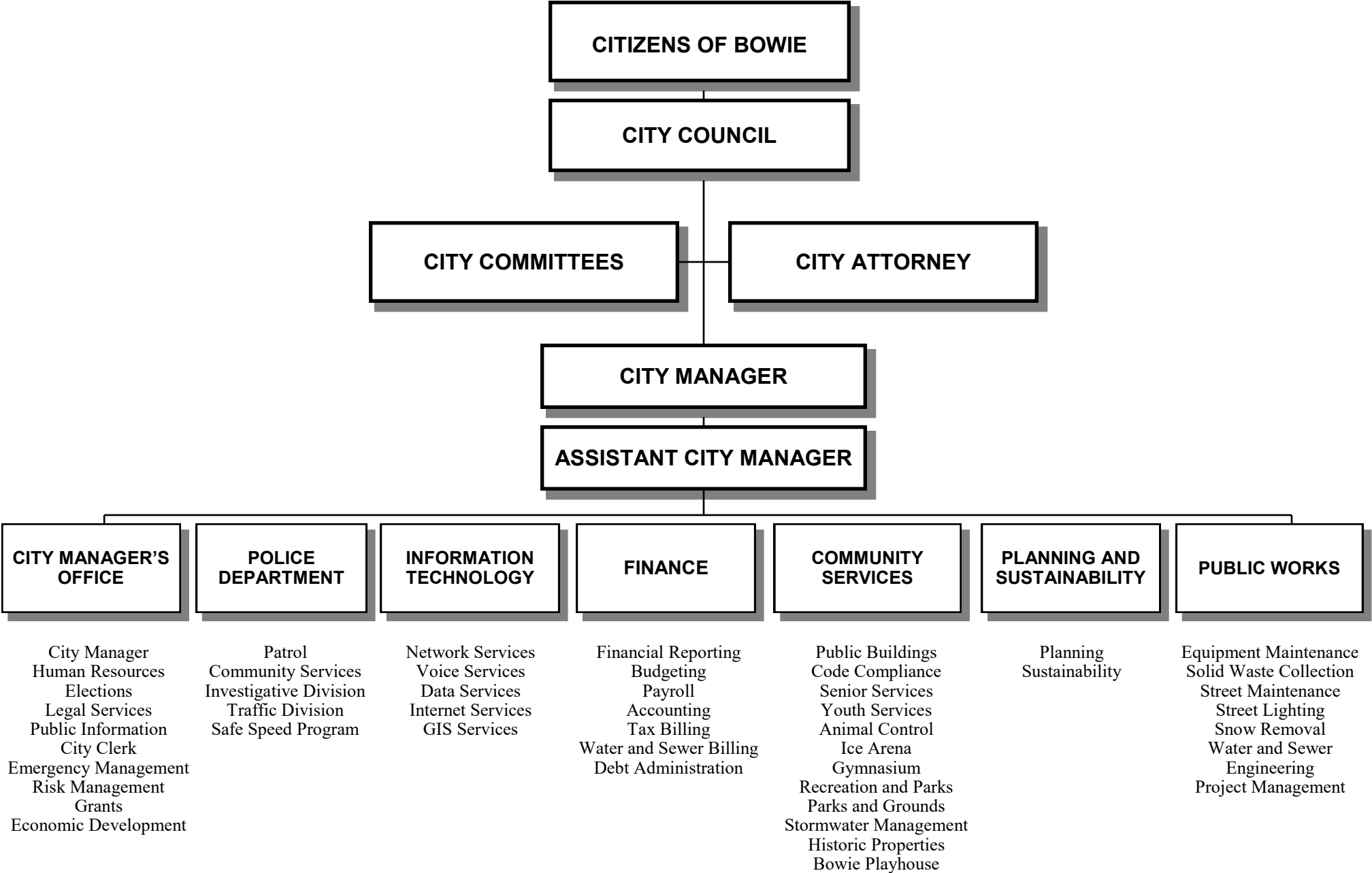
For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2022

*Christopher P. Morrell*

Executive Director/CEO

**CITY OF BOWIE, MARYLAND  
ORGANIZATION CHART**





## INDEPENDENT AUDITORS' REPORT

The Honorable Mayor, Members of  
The City Council, and City Manager  
City of Bowie, Maryland

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the City of Bowie, Maryland as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City of Bowie's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund, of the City of Bowie as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Bowie and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

The Honorable Mayor, Members of  
The City Council, and City Manager  
City of Bowie

***Emphasis of Matter - Change in Accounting Principle***

As discussed in Note 1C to the financial statements, effective July 1, 2022, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements*. The standard defines a subscription-based information technology arrangement (SBITA); establishes that a SBITA results in a right-to-use subscription asset (an intangible asset) and a corresponding subscription liability. Our opinions are not modified with respect to this matter.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Bowie's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

The Honorable Mayor, Members of  
The City Council, and City Manager  
City of Bowie

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of City of Bowie's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Bowie's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the required supplementary information and management's discussion and analysis, as identified in the accompanying table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Honorable Mayor, Members of  
The City Council, and City Manager  
City of Bowie

### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the Schedule of Revenues, Expenditures and Encumbrances and Changes in Fund Balance - Budget (Non-GAAP, Budgetary Basis) and Actual - Equipment Acquisition and Replacement and Capital Projects Funds, Schedule of Revenues, Expenses and Other Financing Sources (Uses) - Budget (Non-GAAP Budgetary Basis) and Actual - Water and Sewer Fund, introductory section and statistical section, as identified in the accompanying table of contents, but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2024, on our consideration of the City of Bowie's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Bowie's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Bowie's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Greenbelt, Maryland  
January 29, 2024

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Management's Discussion and Analysis (MD&A) of the City of Bowie's Annual Comprehensive Financial Report (ACFRs) presents a narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2023. The information presented here should be considered in conjunction with additional information provided in the letter of transmittal.

### **Financial Highlights**

The assets and deferred outflows of the City exceeded its liabilities and deferred inflows on June 30, 2023, by \$172 million (net position). Most of the City's net position relates to \$111.4 million of capital assets that generally do not directly generate revenue; nor can they be sold to generate liquid capital. The majority of the \$58 million is unrestricted and may be used to meet the City's future obligations.

In comparison with the prior fiscal year, the City's total net position increased by \$5.1 million from \$166.6 million to \$171.7 million. Net position of governmental activities increased \$3 million from \$136.7 million to \$139.7 million and net position of business-type activities increased by approximately \$2 million from \$30 million to \$32 million.

The total of nonexpendable, restricted, committed, assigned and unassigned fund balances for the general fund, was \$45 million and represents 75.3 percent of total General Fund expenditures compared to the Council-adopted target of 25 percent.

General fund revenues were \$61 million in FY2023 excluding transfers in of \$533,700 as compared to \$560,300 in FY2022, and other sources of revenue totaling \$772,896. The increase in total revenues is mostly attributed to increases in fines, fees, and property tax revenue. The City's property tax, the major source of revenue, increased by \$1.2 million or 3.5 percent. The increase in property taxes reflects growth in the City's tax base as property tax rates have remained unchanged since fiscal year 2011.

The City's Water and Sewer Fund net position increased by \$2 million or 6.8 percent or \$30 million to \$32 million. The increase in net position is attributed to a 5 percent water and sewer rate increase coupled by an increase in overall water consumption.

The City implemented GASB 96 Subscription-Based Information Technology Arrangements (SBITA) in FY2023 which establishes the right-to-use asset for subscription-based information technology arrangements (SBITA). An intangible right-to-use subscription asset and a corresponding subscription liability is recorded net of amortization. Governmental activities as of June 30, 2023, included subscription-based-assets totaling \$496,107, while subscription-based-assets for Business-type activities was \$44,213 net of amortization. The subscription-based liability for Governmental activities at the end of FY2023 was \$493,635 and for Business-type activities it was \$47,862.

During the current fiscal year, the City's total long-term debt decreased by \$1,478,215 during fiscal year 2023.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Overview of the Financial Statements

The financial section of the ACFRs consists of three parts: management's discussion and analysis (this section), the basic financial statements and required supplementary information. This discussion and analysis are intended to serve as an introduction to the City of Bowie's basic financial statements. The City of Bowie's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

The basic financial statements include two kinds of statements that present different views of the City:

- The first two statements are government-wide financial statements that provide both short-term and long-term information about the City's overall financial status similar to a private-sector business.
- The remaining statements are fund financial statements that focus on individual parts of the City government, reporting the City's operations in more detail than the government-wide statements.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the City of Bowie's finances, in a manner similar to a private-sector business. These statements are prepared using the accrual basis of accounting.

The Statement of Net Position presents information on all of the City's assets and liabilities, and deferred outflows/inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial health of the City is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City of Bowie include general government, economic development, public safety, social services, public works, parks, culture and recreation, and interest expense. Business-type activities are limited to the City's water and sewer system.



## MANAGEMENT'S DISCUSSION AND ANALYSIS

**Fund financial statements.** Traditional readers of government financial statements will find the fund financial statement presentation more familiar. The focus is on the City's most significant funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate fiscal accountability. The City uses governmental and proprietary fund financial statements to provide more detailed information about the City's most significant funds rather than the City as a whole.

**Governmental funds.** Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements focus on near-term outflow and inflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation at the bottom of the Statement of Revenue, Expenditures and Changes in Fund Balances.

**Proprietary funds.** Proprietary funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which costs are recovered primarily through user charges. Proprietary fund financial statements, like government-wide financial statements, provide both short-term and long-term financial information. The fund financial statements provide more detail and additional information, such as cash flows for the City's enterprise fund (one type of proprietary fund). The enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses an enterprise fund to account for its water and sewer operations.

**Notes to the Basic Financial Statements.** The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Required Supplementary Information.** In addition to the basic financial statements and accompanying notes, this report presents certain required supplementary information concerning the City's obligations related to provide pension and other post employee benefits to its employees, and budgetary comparison schedule has been provided for the General Fund.

**Other Supplementary Information.** Budgetary comparison schedules have been provided for the following funds to demonstrate compliance with their budgets:

- Equipment Acquisition and Replacement Fund
- Capital Projects Fund
- Water and Sewer Fund

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Statistical Section

The statistical section provides supplemental financial and statistical information intended to provide a broader understanding of the City's financial and economic environment. Much of the data presented is multi-year and some of it is derived from records external to the City's accounting records; therefore, the statistical section is unaudited.

### Financial Analysis of the City as a Whole

#### Government-wide Financial Analysis

The City's financial statements are prepared in conformity with the reporting model required by Governmental Accounting Standards Board Statement No. 34 (GASB 34), Basic Financial Statements – and Management's Discussion and Analysis (MD&A) for State and Local Governments. MD&A includes prior fiscal year results for the purpose of providing comparative information.

#### City of Bowie, Maryland Net Position

|                                       | Governmental activities |                       | Business-type activities |                      | Total                 |                       |
|---------------------------------------|-------------------------|-----------------------|--------------------------|----------------------|-----------------------|-----------------------|
|                                       | 2023                    | 2022                  | 2023                     | 2022                 | 2023                  | 2022                  |
| Current and other assets              | \$ 91,510,317           | \$ 89,828,677         | \$ 14,384,758            | \$ 13,691,145        | \$ 105,895,075        | \$ 103,519,822        |
| Capital assets, net                   | 102,120,582             | 102,254,601           | 27,015,080               | 23,999,362           | 129,135,662           | 126,253,963           |
| <b>Total assets</b>                   | <b>193,630,899</b>      | <b>192,083,278</b>    | <b>41,399,838</b>        | <b>37,690,507</b>    | <b>235,030,737</b>    | <b>229,773,785</b>    |
| <b>Deferred outflows of resources</b> | <b>4,885,784</b>        | <b>5,628,022</b>      | <b>40,382</b>            | <b>44,505</b>        | <b>4,926,166</b>      | <b>5,672,527</b>      |
| Long-term liabilities outstanding     | 45,576,835              | 43,195,188            | 1,182,084                | 1,173,246            | 46,758,919            | 44,368,434            |
| Other liabilities                     | 7,208,871               | 7,103,021             | 3,446,335                | 1,545,355            | 10,655,206            | 8,648,376             |
| <b>Total liabilities</b>              | <b>52,785,706</b>       | <b>50,298,209</b>     | <b>4,628,419</b>         | <b>2,718,601</b>     | <b>57,414,125</b>     | <b>53,016,810</b>     |
| <b>Deferred inflows of resources</b>  | <b>6,034,063</b>        | <b>10,767,276</b>     | <b>4,780,813</b>         | <b>5,032,483</b>     | <b>10,814,876</b>     | <b>15,799,759</b>     |
| Net Position                          |                         |                       |                          |                      |                       |                       |
| Net Investment in capital assets      | 87,841,635              | 89,686,905            | 23,551,593               | 23,116,669           | 111,393,228           | 112,803,574           |
| Restricted                            | 48,786                  | 11,169                | -                        | -                    | 48,786                | 11,169                |
| Unrestricted                          | 51,806,493              | 46,947,741            | 8,479,395                | 6,867,256            | 60,285,888            | 53,814,997            |
| <b>Total net position</b>             | <b>\$ 139,696,914</b>   | <b>\$ 136,645,815</b> | <b>\$ 32,030,988</b>     | <b>\$ 29,983,925</b> | <b>\$ 171,727,902</b> | <b>\$ 166,629,740</b> |

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At June 30, 2023, the City's assets exceeded liabilities by \$171.7 million. Current and other assets include \$14.7 million in unspent bond proceeds issued for the construction of various capital projects; however, these funds are not restricted.

By far the largest portion of the City's net position (65%) reflects its net investment in capital assets less any related debt used to acquire those assets. Capital assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining net position balance of \$51,855,279, \$48,786, is restricted for the Green Housing Rehabilitation Program and Opioid Remediation, and \$51,806,493 is unrestricted and may be used to meet the government's ongoing obligations to its citizens and creditors.

At the end of the current fiscal year, the City is able to report positive balances in all categories of net position, both for the government as a whole as well as governmental and business-type activities. The same situation held true for the prior fiscal year.

The governmental activities net investment in capital assets decreased by \$1.8 million due to depreciation of the long-term capital assets.

The business-type activities net investment in capital assets increased by \$0.4 million or 1.9 percent. The increase in capital assets accounts for the Water Distribution System Recapitalization program and the purchase of new components at the Water and Wastewater Treatment Plants.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The following table summarizes the City's change in net position for the year ended June 30, 2023:

| Changes in Net Position                              |                         |                |                          |               |                |                |
|------------------------------------------------------|-------------------------|----------------|--------------------------|---------------|----------------|----------------|
|                                                      | Governmental activities |                | Business-type activities |               | Total          |                |
|                                                      | 2023                    | 2022           | 2023                     | 2022          | 2023           | 2022           |
| Revenues:                                            |                         |                |                          |               |                |                |
| Program revenues:                                    |                         |                |                          |               |                |                |
| Charges for services                                 | \$ 4,231,156            | \$ 3,593,160   | \$ 8,082,383             | \$ 8,016,448  | \$ 12,313,539  | \$ 11,609,608  |
| Operating grants and contributions                   | 1,575,277               | 1,411,916      | 146,668                  | 132,757       | 1,721,945      | 1,544,673      |
| Capital grants and contributions                     | 161,131                 | 332,281        | -                        | 2,377,105     | 161,131        | 2,709,386      |
| General revenues:                                    |                         |                |                          |               |                |                |
| Property taxes                                       | 35,279,032              | 34,099,464     | -                        | -             | 35,279,032     | 34,099,464     |
| State shared revenues                                | 15,066,265              | 17,390,237     | -                        | -             | 15,066,265     | 17,390,237     |
| Other taxes                                          | 640,499                 | 554,337        | -                        | -             | 640,499        | 554,337        |
| Other general revenues                               | 5,161,538               | 2,313,723      | 714,302                  | 472,492       | 5,875,840      | 2,786,215      |
| Total revenues                                       | 62,114,898              | 59,695,118     | 8,943,353                | 10,998,802    | 71,058,251     | 70,693,920     |
| Expenses:                                            |                         |                |                          |               |                |                |
| General government                                   | 13,762,112              | 13,531,730     | -                        | -             | 13,762,112     | 13,531,730     |
| Economic development                                 | 876,143                 | 799,917        | -                        | -             | 876,143        | 799,917        |
| Public safety                                        | 14,842,086              | 16,212,448     | -                        | -             | 14,842,086     | 16,212,448     |
| Social services                                      | 2,610,483               | 2,471,344      | -                        | -             | 2,610,483      | 2,471,344      |
| Public works                                         | 17,403,950              | 16,510,494     | -                        | -             | 17,403,950     | 16,510,494     |
| Parks, culture and recreation                        | 9,234,603               | 8,688,547      | -                        | -             | 9,234,603      | 8,688,547      |
| Interest on long-term debt                           | 868,122                 | 885,391        | -                        | -             | 868,122        | 885,391        |
| Water and wastewater                                 | -                       | -              | 6,362,590                | 6,967,594     | 6,362,590      | 6,967,594      |
| Total expenses                                       | 59,597,499              | 59,099,871     | 6,362,590                | 6,967,594     | 65,960,089     | 66,067,465     |
| Increase (Decrease) in net position before transfers | 2,517,399               | 595,247        | 2,580,763                | 4,031,208     | 5,098,162      | 4,626,455      |
| Transfers                                            | 533,700                 | 560,300        | (533,700)                | (560,300)     | -              | -              |
| Increase (Decrease) in net position                  | 3,051,099               | 1,155,547      | 2,047,063                | 3,470,908     | 5,098,162      | 4,626,455      |
| Net position - beginning,                            | 136,645,815             | 135,490,268    | 29,983,925               | 26,513,017    | 166,629,740    | 162,003,285    |
| Net position - ending                                | \$ 139,696,914          | \$ 136,645,815 | \$ 32,030,988            | \$ 29,983,925 | \$ 171,727,902 | \$ 166,629,740 |

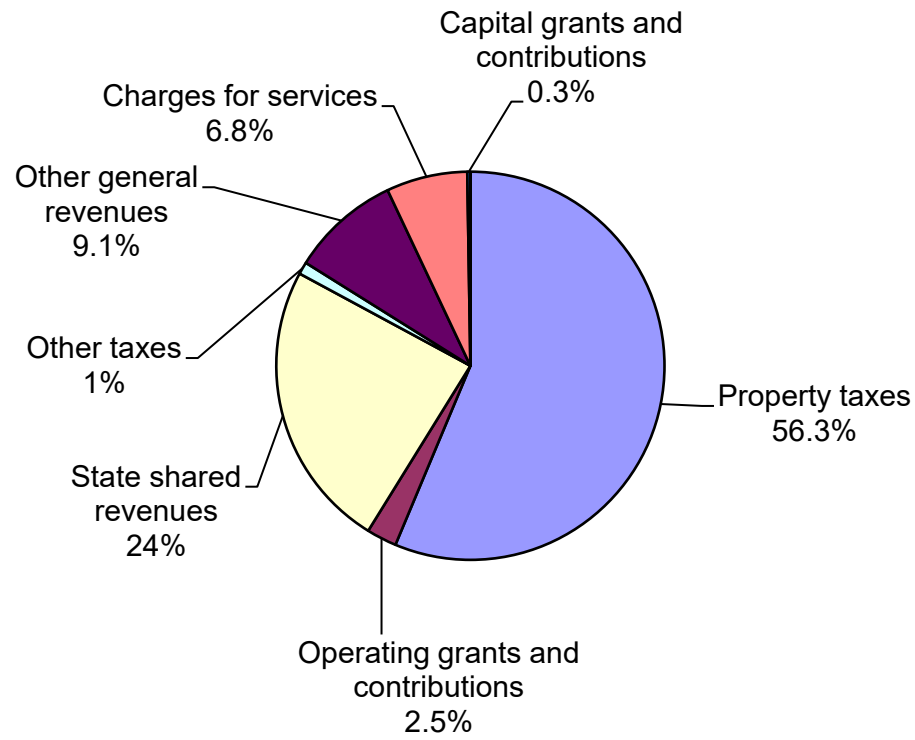
The overall increase in the City's net position amounted to \$5.1 million during the fiscal year. These increases are explained in the governmental and business-type activities discussion that follows.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Governmental Activities

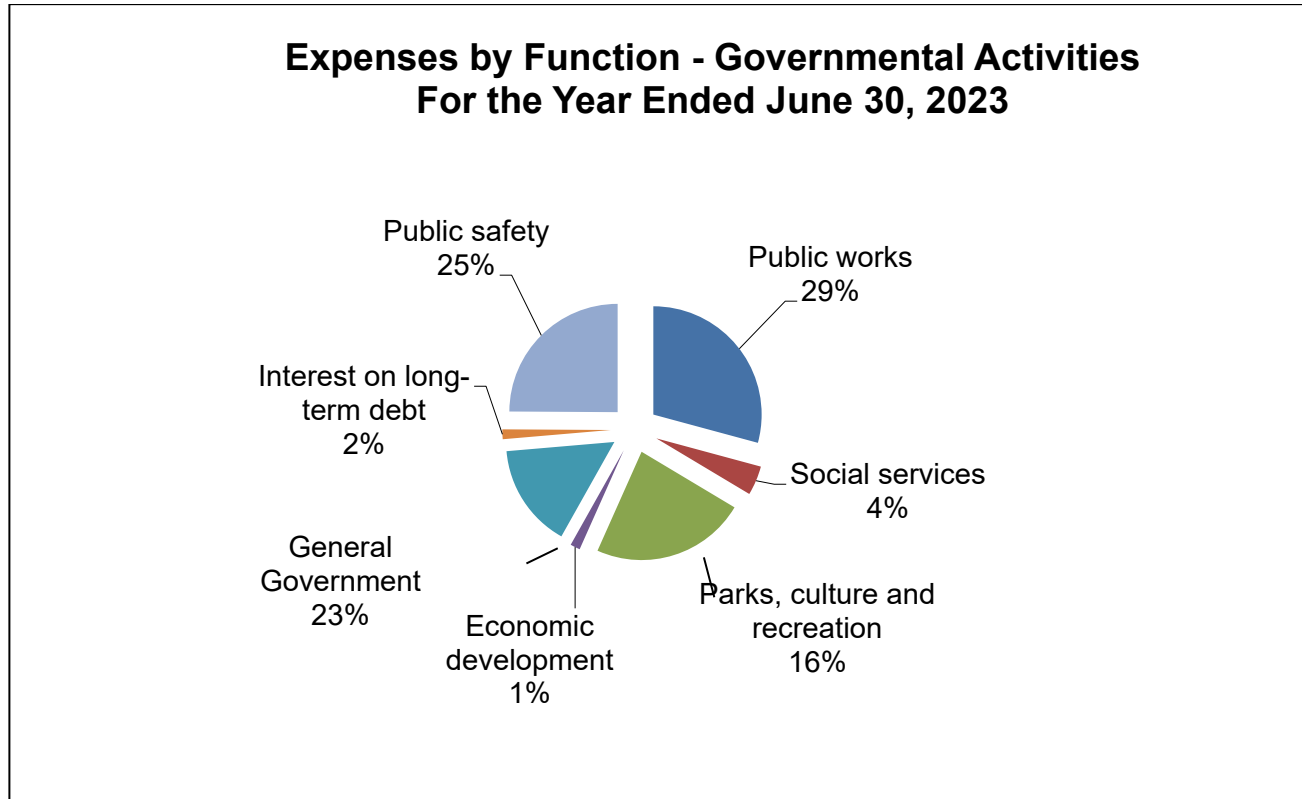
Governmental activities increased the City's net position by \$3.1 million. Total revenues and transfers from business-type activities of \$62.6 million are comprised of program revenues totaling \$6 million, or 9.5 percent, and general revenues and transfers from business-type activities of \$56.7 million, or 90.5 percent. General revenues are the principal source of funding for the major activities of the City. During the year both total general revenues and program revenues increased by \$2.3 million compared to the last fiscal year. Sources of revenue are comprised of the following items:

### Revenues by Source - Governmental Activities For the Year Ended June 30, 2023



## MANAGEMENT'S DISCUSSION AND ANALYSIS

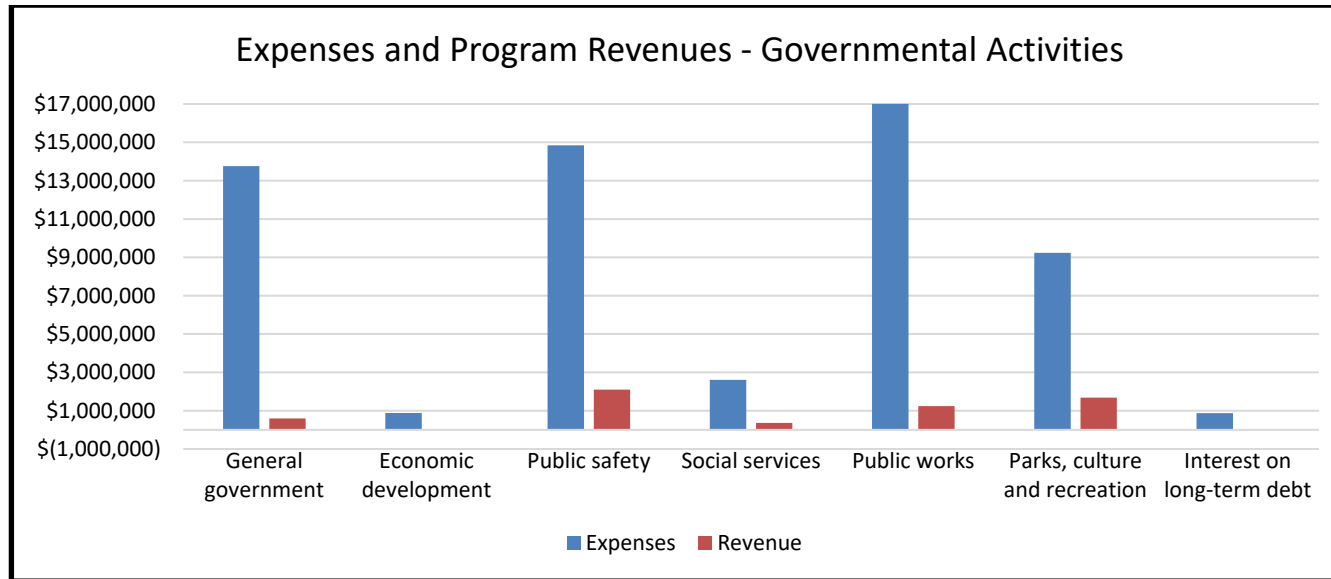
A more detailed discussion of the City's revenue results for FY2023 as compared to what was budgeted can be found in the General Fund Budgetary Highlights section of this MD&A. The cost of all governmental activities for FY2023 was \$59.6 million. As the following chart indicates, Public Works constitutes the City's largest program, totaling \$17.4 million. Public Safety expenses totaled \$14.8 million, while General Government, the third largest expense for the City, totaled \$13.8 million. Total expenses increased by \$497,628 or 0.8% over the last fiscal year.



The following table presents the cost and program revenues of each of the City's programs – general government, economic development, public safety, social services, public works and parks, culture, and recreation – as well as each program's net cost (total cost less fees generated by the activities and program-specific grants and contributions). The table also includes interest on long-term debt and other expenses not directly associated with a specific program.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As shown in the chart below, revenues generated by the City of Bowie's programs are not sufficient to cover costs. The City relies on property taxes, intergovernmental revenues, investment income and other general revenue to cover the costs associated with the various programs.



### Net Cost of City's Governmental Activities

|                               | Expenses             |                      | Program Revenues    |                     | Net Cost of Services |                      |
|-------------------------------|----------------------|----------------------|---------------------|---------------------|----------------------|----------------------|
|                               | 2023                 | 2022                 | 2023                | 2022                | 2023                 | 2022                 |
| General government            | \$ 13,762,112        | \$ 13,531,730        | \$ 593,752          | \$ 739,564          | \$ 13,168,360        | \$ 12,792,166        |
| Economic development          | 876,143              | 799,917              | -                   | -                   | 876,143              | 799,917              |
| Public safety                 | 14,842,086           | 16,212,448           | 2,093,877           | 1,790,149           | 12,748,209           | 14,422,299           |
| Social services               | 2,610,483            | 2,471,344            | 360,025             | 212,594             | 2,250,458            | 2,258,750            |
| Public works                  | 17,403,950           | 16,510,494           | 1,239,648           | 901,302             | 16,164,302           | 15,609,192           |
| Parks, culture and recreation | 9,234,603            | 8,688,547            | 1,680,262           | 1,693,748           | 7,554,341            | 6,994,799            |
| Interest on long-term debt    | 868,122              | 885,391              | -                   | -                   | 868,122              | 885,391              |
| <b>Total</b>                  | <b>\$ 59,597,499</b> | <b>\$ 59,099,871</b> | <b>\$ 5,967,564</b> | <b>\$ 5,337,357</b> | <b>\$ 53,629,935</b> | <b>\$ 53,762,514</b> |

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **Business-type Activities**

The City's water and sewer operation is reported here. Charges for services represent the principal revenue source for the City's business-type activities. During the current fiscal year, revenue from business-type activities totaled \$8.9 million. Expenses and transfers for these activities totaled \$6.9 million and resulted in an increase in net position of \$2 million.

### **Financial Analysis of the City's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

### **Governmental Funds**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is valuable in assessing the City's financing requirements. In particular, the unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. Unassigned fund balance provides a reserve for emergencies, enables the City Council to stabilize tax rates, and provides working capital from which to pay City bills between tax collection due dates. Types of major governmental funds reported by the City include the General Fund, Equipment Acquisition and Replacement Fund and the Capital Projects Fund.

At the end of FY2023, the City's governmental funds reported combined ending fund balances of \$79.4 million. Of the total ending fund balances, \$21.6 million constitutes the unassigned fund balance, which is available for spending at the City's discretion.

The General Fund is the primary operating fund of the City. At the end of FY2023 the unassigned fund balance of the General Fund was \$21.6 million, while the total fund balance was \$44.9 million. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total available fund balance to total fund expenditures. Unassigned fund balance represents 36.2 percent of the total General Fund expenditures and transfers out total available fund balance represents 75.1 percent of the same amount.

The General Fund balance increased by \$2.6 million during the current fiscal year. General property tax revenue increased by \$1.2 million. Due to favorable interest rates, interest income increased by \$1.6 million, Other major revenue sources increased by \$0.6 million, Fee and Fines increased by \$248,178. Intergovernmental revenues declined by \$273,477 and transfers in from other funds decreased by \$26,600.

Expenditures increased by \$2 million primarily as a result of the following:

- General Government increased by \$719,291.
- Economic Development increased by \$66,941.
- Public Safety increased \$132,812 increase personal services for both Emergency Management and Housing Inspection.



## MANAGEMENT'S DISCUSSION AND ANALYSIS

- Social Service increased by \$137,643 in personal service and operating costs.
- Public Works increased by \$347,844 in personal service and operating costs.
- Parks, Culture and Recreation increased by \$342,712 in personal service and operating costs.
- Unclassified decreased by \$32,833 for contingencies and professional services.
- Debt Service increased by \$231,428 in principal and interest payments.
- Transfers out decreased by \$15,444.

The Equipment Acquisition and Replacement Fund has a total fund balance of \$9.8 million, which includes assigned funds by the City Council of \$9.7 million for future years expenditures and \$56,778 in committed funds for contract signed during the year. The net increase in the fund balance during the current fiscal year was \$1.8 million.

The Capital Projects Fund had a \$2 million decrease in fund balance during the current fiscal year. Of the total ending fund balances of \$24.7 million, \$7.8 million is either committed to liquidate contracts for the prior period or to account for the fund balances of each stormwater special taxing district enacted by the City Council and is not available for new spending. Of the remaining \$16.9 million, \$7.1 million was appropriated for capital project expenditures schedule for FY2024. The cash in the fund is mostly attributed to \$14,719,534 in unspent taxable bond proceeds. The unspent proceeds have been reappropriated to various ongoing acquisition and/or construction of major permanent amenities throughout the City which are accounted for in the Capital Projects Fund.

### Proprietary Funds

The City's proprietary funds provide the same type of information found in the government-wide statements but include more detail.

The Water and Sewer Fund had no restricted net position at the end of the year. After a transfer to the General Fund of \$0.5 million, the fund ended FY2023 with an increase in net position of \$2 million. This increase is mostly attributed to reduction in spending related to City's water main system to improve flow and water quality, reduction in depreciation expense and an increase in interest income due to favorable interest rates on the City's investments in the State Pooled MLGIP.

A discussion of enterprise fund long-term debt can be found in the Debt Administration section presented later in this MD&A. Other factors concerning the finances of the enterprise fund are addressed in the discussion of the City's business-type activities.

### General Fund Budgetary Highlights

During the year, the City issued four budget amendments that increased the appropriation for departments and activities. The net budget amendment increased to the general fund totaled \$595,500. The increase was shared between the Equipment Acquisition and Replacement Fund \$161,000 and the Capital Projects Fund \$434,500. The increase funding authorized the acquisition of machinery and equipment needed for operations and renovations to City amities. There was no need for any additional amendments to increase either the original estimated revenue or original budgeted appropriations.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

However, amendments to reallocate appropriations among departments was approved for the following:

- decrease \$35,000 – City Manager lower than anticipated cost for professional services.
- increase \$63,500 – Human Resources Development for higher-than-expected professional services and software costs.
- decrease \$28,500 – Business Operations lower than anticipated cost of materials supplies and minor equipment.
- increase \$434,500 – Capital Projects Fund for various improvement for City amenities.
- Increase \$161,000 – Equipment Acquisition and Replacement Fund to replace police vehicles.

Actual expenditures and other financing uses were \$9.4 million less than the final amended budget. The more significant differences are briefly summarized as follows:

Revenues and other financing sources amounted to \$62.3 million in fiscal year 2023, an increase of \$3.6 million from fiscal year 2022. The increase is mostly attributable to growth in the City's assessable tax base and interest income. The City assessable tax base grew by 3.5 percent. The City's assessable tax base increased to \$8.4 billion in fiscal year 2023. In addition, the City benefited from higher-than-expected interest rates that varied from 1.3% in July of 2022 to 5.2% in June 2023. Interest income increased by \$1.6 million over the same period last year.

Expenditures and transfers to other funds amounted to \$59.8 million, an increase of \$2 million, or 3.4 percent from fiscal year 2022. The increase was due to higher than anticipated cost for goods and services in various departments. In addition, the onboarding cost of new employees also impacted the overall cost of operations.

### **Capital Assets and Debt Administration**

#### **Capital Assets**

The City's capital assets for its governmental and business-type activities as of June 30, 2023, amounted to \$129 million (net of accumulated depreciation and amortization). Capital assets include land, historical treasures, building and improvements, improvements other than buildings, machinery and equipment, infrastructure, right-to-use leases/subscriptions, and other capital assets (intangible assets). The total net increase in the City's capital assets for the current fiscal year was \$2.7 million (a decrease of \$134,019 in governmental activities and an increase of \$2.9 million for business-type activities) as shown in the following table.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

| Capital Assets, Net of Depreciation and Amortization |                         |                       |                          |                      |                       |                       |
|------------------------------------------------------|-------------------------|-----------------------|--------------------------|----------------------|-----------------------|-----------------------|
|                                                      | Governmental activities |                       | Business-type activities |                      | Total                 |                       |
|                                                      | 2023                    | 2022                  | 2023                     | 2023                 | 2023                  | 2023                  |
| <b>Nondepreciable assets:</b>                        |                         |                       |                          |                      |                       |                       |
| Land                                                 | \$ 15,313,699           | \$ 15,291,852         | \$ 1,489,192             | \$ 1,489,192         | \$ 16,802,891         | \$ 16,781,044         |
| Historical treasures                                 | 516,796                 | 492,846               | -                        | -                    | 516,796               | 492,846               |
| Construction in progress                             | 9,358,499               | 8,663,417             | 8,335,833                | 5,488,982            | 17,694,332            | 14,152,399            |
| <b>Depreciable/amortizable assets:</b>               |                         |                       |                          |                      |                       |                       |
| Buildings and improvements                           | 31,656,291              | 32,345,403            | 9,011,826                | 9,314,095            | 40,668,117            | 41,659,498            |
| Improvements other than buildings                    | 11,982,238              | 12,453,312            | 1,264,147                | 1,234,399            | 13,246,385            | 13,687,711            |
| Machinery and equipment                              | 7,148,094               | 7,155,447             | 1,787,609                | 1,760,381            | 8,935,703             | 8,915,828             |
| Infrastructure                                       | 25,325,298              | 25,470,054            | 5,082,259                | 4,712,313            | 30,407,557            | 30,182,367            |
| Right-to-use leases/subscriptions                    | 640,648                 | 182,246               | 44,213                   | -                    | 684,861               | 182,246               |
| Other capital assets                                 | 179,019                 | 200,024               | -                        | -                    | 179,019               | 200,024               |
| <b>Total</b>                                         | <b>\$ 102,120,582</b>   | <b>\$ 102,254,601</b> | <b>\$ 27,015,079</b>     | <b>\$ 23,999,362</b> | <b>\$ 129,135,661</b> | <b>\$ 126,253,963</b> |

Under the Governmental Activities Capital Assets, the balance of \$9,358,499 for Construction in Progress includes \$4,168,410 for design and engineering of a new concession and restroom facility at White Marsh Park; \$2,223,359 for improvements to the various Trail Systems; \$1,567,905 for various improvements at Bowie Golf Course; \$973,161 for design and engineering improvements at Allen Pond Park and \$ 425,664 for various other projects.

The other significant additions to Governmental Activities Capital Assets included \$82,432 for three message boards at various locations and printer for senior Center; \$474,222 for one SUV and seven Police cars with upfitting; \$61,178 for two electric cars for Code Enforcement; \$266,613 for two regular cabs, generator and one sedan for use in Public Works; \$126,038 for a leaf collector, a Toro Workman, an Extended Cab and Sweep All Machine for use in Parks and Grounds. A sling truck used to distribute gravel, sand and topsoil was purchased for \$336,675 and jointly funded by the governmental funds \$269,340 and \$67,335 was funded by Water and Sewer Fund. This truck will be used for both governmental activities and business activities.

Under Business-type Activities Capital Assets, the balance of \$8,335,833 for Construction in Progress includes improvements to the Water and Wastewater Treatment plants as well as the Water Distribution System Recapitalization project. Other significant additions included are \$185,000 for Sewer line Main at Violet wood Place; \$144,893 for Backhoe Loader and \$77,653 for sewer lateral replacements.

More detailed information about the City's capital assets is presented in Note 3D to the basic financial statements.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Debt Administration

At fiscal year-end, the City had \$30.1 million in bonds, State of Maryland financing and other outstanding debt compared to \$31.1 million last year, a decrease of \$1,030,800 as shown in the following table:

#### Outstanding Long-Term Liability

|                                               | Governmental Activities |                      | Business-type Activities |                     | Totals               |                      |
|-----------------------------------------------|-------------------------|----------------------|--------------------------|---------------------|----------------------|----------------------|
|                                               | 2023                    | 2022                 | 2023                     | 2022                | 2023                 | 2022                 |
| General obligation bonds (backed by the City) | \$ 28,582,073           | \$ 30,005,305        | \$ -                     | \$ -                | \$ 28,582,073        | \$ 30,005,305        |
| Water Quality Loans                           | -                       | -                    | 779,847                  | 882,693             | 779,847              | 882,693              |
| Notes                                         | 45,709                  | 56,695               | -                        | -                   | 45,709               | 56,695               |
| Right to use:                                 |                         |                      |                          |                     |                      |                      |
| Leases                                        | 146,997                 | 182,231              | -                        | -                   | 146,997              | 182,231              |
| Subscriptions                                 | 493,635                 | -                    | 47,862                   | -                   | 541,497              | -                    |
| OPEB liability                                | 2,276,246               | 2,854,384            | 208,789                  | 261,806             | 2,485,035            | 3,116,190            |
| Pension liability                             | 15,410,595              | 11,438,856           | -                        | -                   | 15,410,595           | 11,438,856           |
| Compensated absences                          | 1,907,020               | 1,905,441            | 145,585                  | 170,091             | 2,052,605            | 2,075,532            |
| Total outstanding debt                        | <u>\$ 48,862,275</u>    | <u>\$ 46,442,912</u> | <u>\$ 1,182,083</u>      | <u>\$ 1,314,590</u> | <u>\$ 50,044,358</u> | <u>\$ 47,757,502</u> |

Neither Maryland State law nor the City Charter mandates a limit on municipal debt. The City Council adopted a policy to limit debt, exclusive of amounts being repaid by the Water and Sewer System, to 0.8 percent of assessed value of taxable property. On June 30, 2023, the assessed value of such property totaled \$8,420,078,000, the debt limit was \$67,360,624 and the amount of debt applicable to the limit was \$29,268,414, or approximately 43.5 percent of the debt limit. The debt policy also states that the ratio of debt service expenditures as a percentage of General Fund revenues, exclusive of debt repaid by the Water and Sewer Fund, shall not exceed 10 percent. In FY2023, the ratio of debt service expenditures, totaling \$2,534,338, as a percentage of General Fund revenues, totaling \$62,355,554, was 4.1 percent. The City's general obligation bond rating is AAA from Standard and Poor's, Aaa from Moody's Investor Service, and AAA from Fitch Ratings. Other obligations include accrued vacation leave and other post-employment benefit liabilities. More detailed information about the City's long-term liabilities is presented in Note 3R to the basic financial statements.

### Economic Factors and Next Year's Budget and Rates

The City prepares a financial forecast as a component in the process of developing the annual operating budget and the six-year capital improvements program. The assumptions in the forecast are reviewed with the City Council as background for decisions about revenue projections and estimated costs.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

The City's economic condition continues to deal with adverse effects of the Covid-19 emergency. Its effect on hiring, and the cost of goods and services coupled with fluctuating inflation represent a major portion of the City's expenditure growth. Despite these negative factors the budget reflects overall revenue growth of 2.2 percent.

At the end of the current fiscal year, the unassigned fund balance in the general fund was \$21.7 million. The City has appropriated \$12,807,000 million of this amount for spending in the 2023-2024 fiscal year budget.

For the fourteenth consecutive year, real and personal property tax rates remain at \$0.40 and \$1.00 per \$100 of assessed valuation, respectively, in the FY2024 adopted budget. General Fund revenues and transfers from other funds in FY2024 are budgeted to increase 8.4 percent from the FY2023 budget year. General property taxes make up approximately 59 percent of budgeted General Fund revenues and transfers from other funds. State-administered income tax proceeds, the City's largest source of intergovernmental revenue, are expected to decrease 5.3 percent in FY2024. General Fund expenditures and transfers to other funds are budgeted to increase by 11 percent from the FY2023 budget year.

As for the City's business-type activities, water and sewer rates increased by 5 percent to \$15.26 per 1,000 gallons in FY2024. In FY2024 the Renewal and Replacement fee (used for water pipe replacement) increased to \$23.44 per quarter compared to \$22.75 in fiscal year 2023, which represents a 3 percent increase.

### **Requests for Information**

The financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the City's finances. If you have questions about this report or need any additional information, contact the Finance Department, Attn: Finance Director, at 15901 Fred Robinson Way, Bowie, Maryland 20716, or call (301) 809-3025.

## **BASIC FINANCIAL STATEMENTS**

CITY OF BOWIE, MARYLAND  
Statement of Net Position  
June 30, 2023

|                                                                    | Primary Government      |                          |                       |
|--------------------------------------------------------------------|-------------------------|--------------------------|-----------------------|
|                                                                    | Governmental activities | Business-type activities | Total                 |
| <b>Assets:</b>                                                     |                         |                          |                       |
| Cash and equivalents                                               | \$ 77,614,936           | \$ 7,749,340             | \$ 85,364,276         |
| Investments                                                        | 107,276                 | -                        | 107,276               |
| Property taxes receivable, net                                     | 389,530                 | -                        | 389,530               |
| Other receivables, net                                             | 1,283,242               | 1,626,881                | 2,910,123             |
| Lease receivable                                                   | 3,037,263               | 5,008,537                | 8,045,800             |
| Due from other governments                                         | 8,299,607               | -                        | 8,299,607             |
| Other assets                                                       | 778,463                 | -                        | 778,463               |
| Capital and right to use assets:                                   |                         |                          |                       |
| Land, historical treasures and construction in progress            | 25,188,994              | 9,825,025                | 35,014,019            |
| Other capital assets, net of accumulated depreciation/amortization | 76,931,588              | 17,190,055               | 94,121,643            |
| Total assets                                                       | <u>193,630,899</u>      | <u>41,399,838</u>        | <u>235,030,737</u>    |
| <b>Deferred Outflows of Resources:</b>                             |                         |                          |                       |
| Pension related                                                    | 4,092,502               | -                        | 4,092,502             |
| OPEB related                                                       | 430,090                 | 40,382                   | 470,472               |
| Deferred charge on advance refunding                               | 363,192                 | -                        | 363,192               |
| Total deferred outflow of resources                                | <u>4,885,784</u>        | <u>40,382</u>            | <u>4,926,166</u>      |
| <b>Liabilities:</b>                                                |                         |                          |                       |
| Accounts payable and accrued liabilities                           | 2,761,035               | 2,873,684                | 5,634,719             |
| Accrued interest payable                                           | 819,248                 | 9,812                    | 829,060               |
| Deposits and customer advances                                     | 138,943                 | 442,045                  | 580,988               |
| Due to other governments                                           | 204,205                 | 120,794                  | 324,999               |
| Noncurrent liabilities:                                            |                         |                          |                       |
| Due within one year:                                               |                         |                          |                       |
| Long-term debt payable                                             | 1,614,471               | 127,649                  | 1,742,120             |
| Compensated absences                                               | 1,670,969               | 13,992                   | 1,684,961             |
| Due in more than one year:                                         |                         |                          |                       |
| Long-term debt payable                                             | 27,653,943              | 700,061                  | 28,354,004            |
| Other postemployment benefits                                      | 2,276,246               | 208,789                  | 2,485,035             |
| Net pension liability                                              | 15,410,595              | -                        | 15,410,595            |
| Compensated absences                                               | 236,051                 | 131,593                  | 367,644               |
| Total liabilities                                                  | <u>52,785,706</u>       | <u>4,628,419</u>         | <u>57,414,125</u>     |
| <b>Deferred Inflows of Resources</b>                               |                         |                          |                       |
| OPEB related                                                       | 977,566                 | 90,328                   | 1,067,894             |
| Pension related                                                    | 2,039,768               | -                        | 2,039,768             |
| Opioid related                                                     | 45,186                  | -                        | 45,186                |
| Senior Citizen related                                             | 3,600                   | -                        | 3,600                 |
| Lease related                                                      | 2,967,943               | 4,690,485                | 7,658,428             |
| Total deferred inflow of resources                                 | <u>6,034,063</u>        | <u>4,780,813</u>         | <u>10,814,876</u>     |
| <b>Net Position:</b>                                               |                         |                          |                       |
| Net investment in capital assets                                   | 87,841,635              | 23,551,593               | 111,393,228           |
| Restricted for:                                                    |                         |                          |                       |
| Opioid settlement                                                  | 45,186                  | -                        | 45,186                |
| Senior Citizen "Green Housing Rehabilitation Program"              | 3,600                   | -                        | 3,600                 |
| Unrestricted                                                       | 51,806,493              | 8,479,395                | 60,285,888            |
| Total net position                                                 | <u>\$ 139,696,914</u>   | <u>\$ 32,030,988</u>     | <u>\$ 171,727,902</u> |

The notes to the basic financial statements are an integral part of this statement.

CITY OF BOWIE, MARYLAND  
Statement of Activities  
For the Year Ended June 30, 2023

|                                      |               |                            |                                          |                                        | Net (Expense) Revenue and Changes<br>in Net Position |                                 |                 |
|--------------------------------------|---------------|----------------------------|------------------------------------------|----------------------------------------|------------------------------------------------------|---------------------------------|-----------------|
|                                      |               |                            |                                          |                                        | Primary Government                                   |                                 |                 |
|                                      |               | Program Revenues           |                                          |                                        |                                                      |                                 |                 |
|                                      |               | Charges<br>for<br>Services | Operating<br>Grants and<br>Contributions | Capital<br>Grants and<br>Contributions | Governmental<br>Activities                           | Business-<br>type<br>Activities | Total           |
| Functions/Programs                   | Expenses      |                            |                                          |                                        |                                                      |                                 |                 |
| Primary Government:                  |               |                            |                                          |                                        |                                                      |                                 |                 |
| Governmental activities:             |               |                            |                                          |                                        |                                                      |                                 |                 |
| General government                   | \$ 13,762,112 | \$ 441,331                 | \$ 152,421                               | \$ -                                   | \$ (13,168,360)                                      | \$ -                            | \$ (13,168,360) |
| Economic development                 | 876,143       | -                          | -                                        | -                                      | (876,143)                                            | -                               | (876,143)       |
| Public safety                        | 14,842,086    | 1,295,230                  | 798,647                                  | -                                      | (12,748,209)                                         | -                               | (12,748,209)    |
| Social services                      | 2,610,483     | 4,012                      | 356,013                                  | -                                      | (2,250,458)                                          | -                               | (2,250,458)     |
| Public works                         | 17,403,950    | 1,089,772                  | 149,876                                  | -                                      | (16,164,302)                                         | -                               | (16,164,302)    |
| Parks, culture and recreation        | 9,234,603     | 1,400,811                  | 118,320                                  | 161,131                                | (7,554,341)                                          | -                               | (7,554,341)     |
| Interest on long-term debt           | 868,122       | -                          | -                                        | -                                      | (868,122)                                            | -                               | (868,122)       |
| Total governmental activities        | 59,597,499    | 4,231,156                  | 1,575,277                                | 161,131                                | (53,629,935)                                         | -                               | (53,629,935)    |
| Business-type activities:            |               |                            |                                          |                                        |                                                      |                                 |                 |
| Water and wastewater                 | 6,362,590     | 8,082,383                  | 146,668                                  |                                        | -                                                    | 1,866,461                       | 1,866,461       |
| Total primary government             | \$ 65,960,089 | \$ 12,313,539              | \$ 1,721,945                             | \$ 161,131                             | (53,629,935)                                         | 1,866,461                       | (51,763,474)    |
| General revenues:                    |               |                            |                                          |                                        |                                                      |                                 |                 |
| Property taxes                       |               |                            |                                          |                                        | 35,279,032                                           | -                               | 35,279,032      |
| Unrestricted state shared revenues   |               |                            |                                          |                                        | 15,066,265                                           | -                               | 15,066,265      |
| Other taxes                          |               |                            |                                          |                                        | 640,499                                              | -                               | 640,499         |
| Franchise fees (gross receipts)      |               |                            |                                          |                                        | 1,663,363                                            | -                               | 1,663,363       |
| Unrestricted investment income       |               |                            |                                          |                                        | 3,083,858                                            | 340,449                         | 3,424,307       |
| Miscellaneous                        |               |                            |                                          |                                        | 414,317                                              | 373,853                         | 788,170         |
| Transfers                            |               |                            |                                          |                                        | 533,700                                              | (533,700)                       | -               |
| Total general revenues and transfers |               |                            |                                          |                                        | 56,681,034                                           | 180,602                         | 56,861,636      |
| Change in net position               |               |                            |                                          |                                        | 3,051,099                                            | 2,047,063                       | 5,098,162       |
| Net position - beginning             |               |                            |                                          |                                        | 136,645,815                                          | 29,983,925                      | 166,629,740     |
| Net position - ending                |               |                            |                                          |                                        | \$ 139,696,914                                       | \$ 32,030,988                   | \$ 171,727,902  |

The notes to the basic financial statements are an integral part of this statement.



## **FUND FINANCIAL STATEMENTS**

**CITY OF BOWIE, MARYLAND**  
**Balance Sheet**  
**June 30, 2023**

|                                                                           | General Fund         | Equipment<br>Acquisition and<br>Replacement Fund | Capital<br>Projects<br>Fund | Total                |
|---------------------------------------------------------------------------|----------------------|--------------------------------------------------|-----------------------------|----------------------|
| <b>Assets:</b>                                                            |                      |                                                  |                             |                      |
| Cash and cash equivalents                                                 | \$ 43,436,349        | \$ 9,505,097                                     | \$ 24,673,490               | \$ 77,614,936        |
| Other investments                                                         | 107,276              | -                                                | -                           | 107,276              |
| Property taxes receivable, net                                            | 389,530              | -                                                | -                           | 389,530              |
| Other receivables                                                         | 1,103,821            | 52,997                                           | 126,424                     | 1,283,242            |
| Lease receivable                                                          | 3,037,263            | -                                                | -                           | 3,037,263            |
| Due from other governments                                                | 8,299,607            | -                                                | -                           | 8,299,607            |
| Other assets                                                              | 453,463              | 325,000                                          | -                           | 778,463              |
| <b>Total assets</b>                                                       | <b>\$ 56,827,309</b> | <b>\$ 9,883,094</b>                              | <b>\$ 24,799,914</b>        | <b>\$ 91,510,317</b> |
| <b>Liabilities and Fund Balances:</b>                                     |                      |                                                  |                             |                      |
| <b>Liabilities:</b>                                                       |                      |                                                  |                             |                      |
| Accounts payable and accrued liabilities                                  | 2,642,504            | 56,506                                           | 62,025                      | 2,761,035            |
| Deposits                                                                  | 138,943              | -                                                | -                           | 138,943              |
| Due to other governments                                                  | 204,205              | -                                                | -                           | 204,205              |
| <b>Total liabilities</b>                                                  | <b>2,985,652</b>     | <b>56,506</b>                                    | <b>62,025</b>               | <b>3,104,183</b>     |
| <b>Deferred Inflows of Resources:</b>                                     |                      |                                                  |                             |                      |
| Unavailable revenue-income taxes                                          | 5,947,604            | -                                                | -                           | 5,947,604            |
| Unavailable revenue-opioid settlement                                     | 45,186               | -                                                | -                           | 45,186               |
| Unavailable revenue-senior housing                                        | 3,600                | -                                                | -                           | 3,600                |
| Lease receivable                                                          | 2,967,943            | -                                                | -                           | 2,967,943            |
| <b>Total deferred inflows of resources</b>                                | <b>8,964,333</b>     | <b>-</b>                                         | <b>-</b>                    | <b>8,964,333</b>     |
| <b>Fund Balances:</b>                                                     |                      |                                                  |                             |                      |
| Nonspendable                                                              | 442,863              | -                                                | -                           | 442,863              |
| Restricted                                                                | 48,786               | -                                                | -                           | 48,786               |
| Committed                                                                 | 9,779,168            | 56,778                                           | 7,870,790                   | 17,706,736           |
| Assigned                                                                  | 13,009,582           | 9,769,810                                        | 16,867,099                  | 39,646,491           |
| Unassigned                                                                | 21,596,925           | -                                                | -                           | 21,596,925           |
| <b>Total fund balances</b>                                                | <b>44,877,324</b>    | <b>9,826,588</b>                                 | <b>24,737,889</b>           | <b>79,441,801</b>    |
| <b>Total liabilities, deferred inflows of resources and fund balances</b> | <b>\$ 56,827,309</b> | <b>\$ 9,883,094</b>                              | <b>\$ 24,799,914</b>        |                      |

Amounts reported for governmental activities in the statement of net position are different because:

|                                                                                                                                             |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds                    | 102,120,582           |
| Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds                   | 7,816,054             |
| Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds | (49,681,523)          |
| <b>Net position of governmental activities</b>                                                                                              | <b>\$ 139,696,914</b> |

The notes to the basic financial statements are an integral part of this statement.

**CITY OF BOWIE, MARYLAND**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2023**

|                                                              | General<br>Fund      | Equipment<br>Acquisition and<br>Replacement Fund | Capital<br>Projects<br>Fund | Total                |
|--------------------------------------------------------------|----------------------|--------------------------------------------------|-----------------------------|----------------------|
| <b>Revenues:</b>                                             |                      |                                                  |                             |                      |
| Taxes                                                        | \$ 35,279,032        | \$ -                                             | \$ -                        | \$ 35,279,032        |
| Licenses and permits                                         | 1,439,065            | -                                                | -                           | 1,439,065            |
| Intergovernmental revenues                                   | 17,579,545           | -                                                | 161,131                     | 17,740,676           |
| Fees and fines                                               | 3,984,479            | -                                                | -                           | 3,984,479            |
| Contributions                                                | 93,525               | -                                                | -                           | 93,525               |
| Interest income                                              | 1,792,906            | 292,150                                          | 998,802                     | 3,083,858            |
| Lease income and lease interest income                       | 515,519              | -                                                | -                           | 515,519              |
| Other revenues                                               | 364,887              | -                                                | -                           | 364,887              |
| Total Revenues                                               | <u>61,048,958</u>    | <u>292,150</u>                                   | <u>1,159,933</u>            | <u>62,501,041</u>    |
| <b>Expenditures:</b>                                         |                      |                                                  |                             |                      |
| <b>Current:</b>                                              |                      |                                                  |                             |                      |
| General government                                           | 12,100,401           | -                                                | -                           | 12,100,401           |
| Economic development                                         | 865,402              | -                                                | -                           | 865,402              |
| Public safety                                                | 14,858,364           | -                                                | -                           | 14,858,364           |
| Social services                                              | 2,395,547            | -                                                | -                           | 2,395,547            |
| Public works                                                 | 15,905,877           | -                                                | -                           | 15,905,877           |
| Parks, culture and recreation                                | 7,459,611            | -                                                | -                           | 7,459,611            |
| Other - unclassified                                         | 850,771              | -                                                | -                           | 850,771              |
| <b>Debt service:</b>                                         |                      |                                                  |                             |                      |
| Principal                                                    | 1,683,119            | -                                                | -                           | 1,683,119            |
| Interest                                                     | 850,919              | -                                                | -                           | 850,919              |
| Paying and fiscal agent fees                                 | 300                  | -                                                | -                           | 300                  |
| Capital outlay                                               | 34,781               | 1,384,851                                        | 3,175,844                   | 4,595,476            |
| Total Expenditures                                           | <u>57,005,092</u>    | <u>1,384,851</u>                                 | <u>3,175,844</u>            | <u>61,565,787</u>    |
| Excess (deficiency) of revenues<br>over (under) expenditures | <u>4,043,866</u>     | <u>(1,092,701)</u>                               | <u>(2,015,911)</u>          | <u>935,254</u>       |
| <b>Other financing sources (uses):</b>                       |                      |                                                  |                             |                      |
| Sale of capital assets                                       | 6,621                | 97,552                                           | -                           | 104,173              |
| Contract revenue                                             | 41,017               | -                                                | -                           | 41,017               |
| Subscriptions                                                | 712,534              | -                                                | -                           | 712,534              |
| Notes                                                        | 12,724               | -                                                | -                           | 12,724               |
| Transfers in                                                 | 533,700              | 2,769,844                                        | -                           | 3,303,544            |
| Transfers out                                                | (2,769,844)          | -                                                | -                           | (2,769,844)          |
| Total other financing sources (uses)                         | <u>(1,463,248)</u>   | <u>2,867,396</u>                                 | <u>-</u>                    | <u>1,404,148</u>     |
| Net change in fund balance                                   | <u>2,580,618</u>     | <u>1,774,695</u>                                 | <u>(2,015,911)</u>          | <u>2,339,402</u>     |
| Fund balances - beginning                                    | 42,296,706           | 8,051,893                                        | 26,753,800                  | 77,102,399           |
| Fund balances - ending                                       | <u>\$ 44,877,324</u> | <u>\$ 9,826,588</u>                              | <u>\$ 24,737,889</u>        | <u>\$ 79,441,801</u> |

**CITY OF BOWIE, MARYLAND**  
**Reconciliation of the Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances of Governmental Funds to the**  
**Statement of Activities**  
**For the Year Ended June 30, 2023**

Net change in fund balance - total governmental funds \$ 2,339,402

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense and amortization. This is the amount by which capital outlays exceeded depreciation in the current period.

|                                                                                      |             |           |
|--------------------------------------------------------------------------------------|-------------|-----------|
| Capital Outlay                                                                       | 6,014,425   |           |
| Depreciation and amortization expense                                                | (6,131,027) |           |
| Capital outlay exceeded depreciation and amortization expense in the current period: |             | (116,602) |

In the statement of activities, the loss on the disposition of capital assets is reported, whereas in the governmental funds, the entire proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balances by costs of the capital assets sold less any accumulated depreciation.

|                                    |           |          |
|------------------------------------|-----------|----------|
| Proceeds on sale of capital assets | (104,173) |          |
| Gain on sale of capital assets     | 86,756    |          |
| Book value of assets sold          |           | (17,417) |

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. (472,899)

Pension Benefits reported in the statement of activities require the use of current financial resources, and therefore, are reported as expenditures in governmental funds.

|                                     |             |         |
|-------------------------------------|-------------|---------|
| Deferred outflows change            | 3,007,620   |         |
| Deferred inflow change              | 1,396,867   |         |
| Change to the Net Pension liability | (3,971,739) |         |
| Pension expense adjustment          |             | 432,748 |

Other Post-Employment Benefits reported in the statement of activities do not require the use of current financial resources, and therefore, are not reported as expenditures in governmental funds.

|                           |           |          |
|---------------------------|-----------|----------|
| Deferred outflows change  | (44,958)  |          |
| Deferred inflows change   | (599,116) |          |
| Net OPEB liability change | 578,138   |          |
| OPEB expense adjustment   |           | (65,936) |

**CITY OF BOWIE, MARYLAND**  
**Reconciliation of the Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances of Governmental Funds to the**  
**Statement of Activities**  
**For the Year Ended June 30, 2023**

(Continued)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

|                                              |                |         |
|----------------------------------------------|----------------|---------|
| Principal payment on general obligation debt | 1,418,000      |         |
| Principal payment on notes                   | 10,986         |         |
| Principal payment on lease                   | 35,234         |         |
| Subscriptions                                | (712,534)      |         |
| Principal payment on subscription            | 218,899        |         |
| Deferred amount refunding                    | (51,885)       |         |
| Amortization of bond premium                 | 5,232          |         |
|                                              | <u>923,932</u> | 923,932 |

Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the governmental funds when it is due and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due. The additional interest reported in the statement of activities is the result of accrued interest on the long-term debt.

29,450

In the statement of activities, compensated absences are measured by the amounts earned during the year. In governmental funds, however, expenditures are measured by the amount of financial resources used (essentially, the amounts actually paid). This year, compensated absences earned exceeded amounts used.

(1,579)

Change in Net Position of governmental activities

\$ 3,051,099

The notes to the basic financial statements are an integral part of this statement.

CITY OF BOWIE, MARYLAND  
Statement of Net Position  
Proprietary Fund  
June 30, 2023

|                                                       | Enterprise Fund<br>Water and Sewer<br>Fund |
|-------------------------------------------------------|--------------------------------------------|
| <b>Assets:</b>                                        |                                            |
| <b>Current assets:</b>                                |                                            |
| Cash, cash equivalents and investments                | \$ 7,749,340                               |
| Accounts receivable, net                              | 594,590                                    |
| Unbilled accounts receivable                          | 1,032,291                                  |
| Lease Receivable                                      | 186,316                                    |
| Accrued interest receivable                           | 41,092                                     |
| Total current assets                                  | <u>9,603,629</u>                           |
| <b>Noncurrent assets:</b>                             |                                            |
| Lease Receivable - noncurrent                         | 4,781,129                                  |
| <b>Capital assets:</b>                                |                                            |
| Subscription assets, net of accumulated amortization  | 44,214                                     |
| Land and construction in progress                     | 9,825,025                                  |
| Other capital assets, net of accumulated depreciation | 17,145,841                                 |
| Total noncurrent assets                               | <u>31,796,209</u>                          |
| Total assets                                          | <u>41,399,838</u>                          |
| <br>                                                  |                                            |
| Deferred Outflow of Resources                         |                                            |
| Deferred amount on OPEB related                       | 40,382                                     |
| Total deferred outflow of resources                   | <u>40,382</u>                              |
| <br>                                                  |                                            |
| <b>Liabilities:</b>                                   |                                            |
| <b>Current liabilities:</b>                           |                                            |
| Accounts payable and accrued liabilities              | 2,873,684                                  |
| Intergovernmental payable                             | 120,794                                    |
| Accrued interest payable                              | 9,387                                      |
| Accrued interest payable - subscriptions              | 425                                        |
| Escrow deposits                                       | 51,533                                     |
| Unearned                                              | 390,512                                    |
| Long-term debt payable                                | 103,905                                    |
| Compensated absences                                  | 13,992                                     |
| Subscription liability                                | 23,744                                     |
| Total current liabilities                             | <u>3,587,976</u>                           |
| <b>Noncurrent liabilities:</b>                        |                                            |
| Long-term debt payable                                | 675,942                                    |
| Compensated absences                                  | 131,593                                    |
| Other post-employment benefits                        | 208,789                                    |
| Subscription liability                                | 24,119                                     |
| Total noncurrent liabilities                          | <u>1,040,443</u>                           |
| Total liabilities                                     | <u>4,628,419</u>                           |
| <br>                                                  |                                            |
| <b>Deferred Inflow of Resources</b>                   |                                            |
| Deferred amount on lease related                      | 4,690,485                                  |
| Deferred amount on OPEB related                       | 90,328                                     |
| Total deferred inflow of resources                    | <u>4,780,813</u>                           |
| <br>                                                  |                                            |
| <b>Net position:</b>                                  |                                            |
| Net investment in capital assets                      | 23,551,593                                 |
| Unrestricted                                          | 8,479,395                                  |
| Total net position                                    | <u>\$ 32,030,988</u>                       |

The notes to the basic financial statements are an integral part of this statement.

**CITY OF BOWIE, MARYLAND**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Fund**  
**For the Year Ended June 30, 2023**

|                                           | Enterprise Fund<br>Water and Sewer<br>Fund |
|-------------------------------------------|--------------------------------------------|
| <b>Operating revenues:</b>                |                                            |
| Water sales and sewerage surcharges       | \$ 6,819,059                               |
| Minimum charges                           | 1,020,162                                  |
| Forfeited discounts and penalties         | 93,825                                     |
| Processing fees                           | 21,350                                     |
| Other operating income                    | 127,987                                    |
| Total operating revenues                  | <u>8,082,383</u>                           |
| <b>Operating expenses:</b>                |                                            |
| Water supply                              | 1,812,926                                  |
| Sewage treatment                          | 2,648,285                                  |
| Administrative and general                | 673,401                                    |
| Miscellaneous                             | 117,421                                    |
| Depreciation and amortization             | 1,095,644                                  |
| Total operating expenses                  | <u>6,347,677</u>                           |
| <br>Operating Income                      | <br><u>1,734,706</u>                       |
| <b>Nonoperating revenues (expenses):</b>  |                                            |
| Operating contributions - State Grant     | 146,668                                    |
| Interest income                           | 340,449                                    |
| Lease revenue                             | 347,528                                    |
| Interest expense and fiscal agent charges | (13,990)                                   |
| Interest expense - subscriptions          | (923)                                      |
| Contingency - subscriptions               | 26,325                                     |
| Total nonoperation revenues (expenses)    | <u>846,057</u>                             |
| Income before transfers                   | 2,580,763                                  |
| <br>Capital contributions - Federal       |                                            |
| Transfers out                             | <u>(533,700)</u>                           |
| Change in net position                    | 2,047,063                                  |
| Net position - beginning                  | 29,983,925                                 |
| Net position - ending                     | <u><u>\$ 32,030,988</u></u>                |

The notes to the basic financial statements are an integral part of this statement.



**CITY OF BOWIE, MARYLAND**  
**Statement of Cash Flows**  
**Proprietary Fund**  
**For the Year Ended June 30, 2023**

|                                                                  | <u>Enterprise Fund</u><br><u>Water and Sewer</u><br><u>Fund</u> |
|------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Cash flows from operating activities:</b>                     |                                                                 |
| Receipts from customers                                          | \$ 8,302,938                                                    |
| Payments to suppliers                                            | (2,034,678)                                                     |
| Payments to employees                                            | (3,390,389)                                                     |
| Net cash provided by operating activities                        | <u>2,877,871</u>                                                |
| <b>Cash flows from noncapital financing activities:</b>          |                                                                 |
| Transfers to other funds                                         | <u>(533,700)</u>                                                |
| <b>Cash flows from capital and related financing activities:</b> |                                                                 |
| Purchases and construction of capital assets                     | (1,800,867)                                                     |
| Principal paid on capital debt                                   | (102,846)                                                       |
| Interest paid on capital debt                                    | (14,520)                                                        |
| Net cash used in capital and related financing activities        | <u>(1,918,233)</u>                                              |
| <b>Cash flows from investing activities:</b>                     |                                                                 |
| Interest income - Leases                                         | 72,389                                                          |
| Interest income                                                  | <u>238,612</u>                                                  |
| Net cash provided by investing activities                        | <u>311,001</u>                                                  |
| Net increase in cash and cash equivalents                        | 736,939                                                         |
| Cash and cash equivalents - beginning                            | <u>7,012,401</u>                                                |
| Cash and cash equivalents - ending                               | <u><u>\$ 7,749,340</u></u>                                      |



CITY OF BOWIE, MARYLAND  
Statement of Cash Flows  
Proprietary Fund  
For the Year Ended June 30, 2023

(Continued)

Reconciliation of operating income to net cash provided  
by operating activities:

|                  |    |           |
|------------------|----|-----------|
| Operating income | \$ | 1,734,706 |
|------------------|----|-----------|

Adjustments to reconcile operating income to net cash provided by  
(used in) operating activities:

|                                      |  |           |
|--------------------------------------|--|-----------|
| Rental income - tower leases         |  | 40,914    |
| Lease revenue                        |  | 306,614   |
| Depreciation and Amortization        |  | 1,095,644 |
| Provision for uncollectible accounts |  | 2,108     |
| Operating grant                      |  | 146,668   |

Change in assets and liabilities:

|                                             |           |  |
|---------------------------------------------|-----------|--|
| (Increase) in accounts receivable           | (136,292) |  |
| Decrease in prepaid expenses                | 34,818    |  |
| (Decrease) in accounts payable              | (171,613) |  |
| (Decrease) in intergovernmental payable     | (8,265)   |  |
| (Decrease) in accrued liabilities           | (9,515)   |  |
| (Decrease) in compensated absences          | (24,506)  |  |
| (Decrease) in OPEB liability                | (53,017)  |  |
| Increase in customer advances               | 1,480     |  |
| (Decrease) in revenue collected in advance  | (6,464)   |  |
| Increase in deferred inflow (OPEB related)  | 54,942    |  |
| Decrease in deferred outflow (OPEB related) | 4,123     |  |
| Changes in deferred inflow (lease related)  | (134,474) |  |
| Total adjustments                           | 1,143,165 |  |

|                                           |    |           |
|-------------------------------------------|----|-----------|
| Net cash provided by operating activities | \$ | 2,877,871 |
|-------------------------------------------|----|-----------|

Noncash investing, capital and financing activities:

Included in additions to Business-type capital assets are construction payables of \$2,501,903

The notes to the basic financial statements are an integral part of this statement.

## **NOTES TO BASIC FINANCIAL STATEMENTS**

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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1. Summary of Significant Accounting Policies

The City of Bowie, Maryland is a municipal corporation governed by an elected mayor and six-member council. The City was incorporated in 1916 and adopted its present Charter in 1963. The City operates under a Council-Manager form of government, and although not a full-service City, provides the following services: public works, social services, police, culture and recreation, community development, code enforcement, and planning and economic development. In addition, the City owns and operates a water and sewer system that services approximately forty percent of its residents. The Washington Suburban Sanitary Commission provides water and sewer services to residents outside the City's franchise area. Prince George's County provides a number of services to City residents that include police and fire protection, public library, and emergency health care. The Prince George's County Board of Education provides elementary and secondary education within the City. The Maryland - National Capital Park and Planning Commission contributes additional parks and recreational services within the City.

The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP) recognized in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

A. Reporting Entity

The accompanying financial statements present the government and its departments for which the government is considered to be financially accountable. GASB has set forth criteria to be considered in determining financial accountability.

B. Government-wide and Fund Financial Statements

The City's basic financial statements include both government-wide (reporting the City as a whole) and fund financial statements (reporting the City's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The City's public works, parks and recreation, general administrative services, public safety, economic development, and social services are classified as governmental activities. The City's water and sewer services are classified as business-type activities.

In the government-wide Statement of Net Position, both the governmental and business-type activities columns are: (a) presented on a consolidated basis by column; and (b) reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The City's net position is reported in three parts: net investment in capital assets, restricted net position, and unrestricted net positions. The City generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available.

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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The government-wide Statement of Activities reports both the gross and net cost of each of the City's functions, (public works, parks and recreation, general administrative services, etc.) that are otherwise being supported by general government revenues (general property taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public works, parks and recreation, etc.) or a business-type activity. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operation or capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported as general revenues. The City does not allocate indirect expenses. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. The net costs (by function or business-type activity) are normally covered by general revenue (general property taxes, intergovernmental revenues, interest income, etc.).

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are overhead charges between the government's water and sewer function and various other functions of the government. Elimination of these charges would distort the costs and revenues reported for the various functions concerned.

In the fund financial statements, financial transactions and accounts of the City are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financing resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental column, a reconciliation is presented which briefly explains the adjustment necessary to reconcile the fund financial statements to the government-wide financial statements.

The following is a brief description of the specific funds used by the City in FY2023.

**Governmental Funds** – Governmental funds are those through which most governmental functions typically are financed.

**General Fund** – The General Fund is the primary operating fund of the City. It is used to account for all financial resources except those properly accounted for in another fund. The principal sources of revenues for this fund are property taxes, intergovernmental grants, and state shared revenues.

**Equipment Acquisition and Replacement Fund** – The Equipment Acquisition and Replacement Fund receives amounts transferred from other funds, not only to acquire and replace equipment during the current year, but to accumulate amounts appropriated each year to replace equipment scheduled for replacement in future years.

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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The Equipment Acquisition and Replacement Fund is considered a major fund for government-wide reporting purposes.

Capital Projects Fund – The Capital Projects Fund accounts for all financial resources used for the acquisition or construction of major capital facilities not being financed by proprietary funds. The Capital Projects Fund is considered a major fund for government-wide reporting purposes.

**Proprietary Funds** – Proprietary Funds are used to account for activities that are similar to those often found in the private sector. All assets, liabilities, equities, revenues, expenses, and payments relating to the government's business activities are accounted for through proprietary funds. The focus is on determination of net position, changes in net position and cash flows. Operating revenues include charges for services. Operating expenses include costs of services as well as materials, contracts, personnel, and depreciation. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

Enterprise Fund – The Enterprise Fund accounts for operations that are financed in a manner similar to private business enterprises, where the intent is that costs of providing goods or services to the general public on a continuing basis be financed or recovered entirely or predominantly through user charges. The City's Enterprise Fund accounts for the operations of the City's water and sewer system.

**C. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using the current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet in the funds' statements. Long-term assets and long-term liabilities are included in the government-wide statements. Operating statements of the governmental funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in the current funds.

The government-wide statements of net position, statements of activities and proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these activities are included on the statement of net position. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in total net position.

The statements of net position, statement of activities, and financial statements of the Proprietary Funds are presented on the accrual basis of accounting. Under this method of accounting, revenues are recognized when earned and expenses are recorded when liabilities are incurred without regard to receipt or disbursement of cash.

The fund financial statements of the General, Equipment Acquisition and Replacement, and Capital Projects Funds are maintained and reported on the modified accrual basis of accounting using the current financial resources

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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measurement focus. Under this method of accounting, revenues are recognized in the period in which they become measurable and available. The term “available” is limited to collection within sixty days of the fiscal year-end. Property taxes are the primary source of revenues susceptible to accrual. Other revenue of material amounts that are accrued include intergovernmental revenues, interest, and rental income. Building permits, fees, fines, and miscellaneous revenues are recorded when received, as they are generally not measurable until actually received. Any revenues received in advance are recorded as unearned. Federal and State reimbursement-type grants are recorded as revenue when related eligible expenditures are incurred. Expenditures are recorded when the related fund liabilities are incurred. Principal and interest on general long-term debt, including lease liabilities are recorded as fund liabilities when due or when amounts have been accumulated for payments to be made in the subsequent year.

GASB Statement No. 96, Subscription-Based Information Technology Arrangements (if applicable, this is effective for fiscal years beginning after June 15, 2022). In May 2020, the GASB issued GASB Statement No. 96, Subscription-Based Information Technology Arrangements. This standard defines a subscription-based information technology arrangement (SBITA); establishes that a SBITA results in a right-to-use subscription asset (an intangible asset) and a corresponding subscription liability; provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and requires note disclosures regarding a SBITA.

The Entity adopted the requirements of the guidance effective July 1, 2022, and has applied the provisions of this standard to the beginning of the period of adoption.

**D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, Net Position/Fund Balance**

**CASH, CASH EQUIVALENTS AND INVESTMENTS**

Cash within the various funds is combined to form a cash and investment pool. Investments and interest earnings are recorded in the individual funds. Funds available for short periods are transferred to an interest-bearing bank account. Funds available for longer periods are invested in certificates of deposit or the Maryland Local Government Investment Pool.

For the purposes of the statement presentation, all highly liquid investments with an original maturity of three months or less when acquired are considered to be cash equivalents.

**TAXES RECEIVABLE**

Taxes Receivable are comprised of the uncollected taxes for the past five years. The estimated amount of uncollectible taxes of \$389,530 is equal to the total of the outstanding receivables of the four oldest years.

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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**ACCOUNTS RECEIVABLE**

The Water and Sewer Fund accounts receivable are comprised of the uncollected water and sewer charges for the past two years. The estimated amount uncollectible of \$4,715 is equal to the outstanding receivables of the past two years.

**UNBILLED ACCOUNTS RECEIVABLE**

The Water and Sewer Fund unbilled accounts receivable are for services rendered, but not billed for the billing period April 1, 2023, to June 30, 2023. Unbilled revenue for the fiscal year ended June 30, 2023, totals \$1,032,291.

**PREPAID ITEMS**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as other assets in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditure/expense when consumed rather than when purchased.

**CAPITAL ASSETS**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life of more than one year. Such assets are recorded at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at acquisition value at time of receipt. Interest costs incurred in proprietary funds, related to construction of capital assets, are capitalized if material. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Right-to-use assets are initially measured at the present value of payments made at or before the commencement date, plus certain initial direct costs. Subsequently, the right-to-use asset is amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.

Capital assets are depreciated/amortized using the straight-line method over the following estimated useful lives:

| <u>Assets</u>                          | <u>Years</u> |
|----------------------------------------|--------------|
| Buildings and improvements             | 15-50        |
| Improvements other than buildings      | 10-50        |
| Machinery and equipment                | 5-25         |
| Right-to-use lease and SBITA equipment | 5-25         |
| Public domain infrastructure           | 7-100        |
| Water distribution system              | 10-100       |
| Sewage collection system               | 10-100       |

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

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The City has a collection of historical treasures. The true value of the historical treasures is expected to either be maintained at cost or appreciate over time, and thus, the historical treasures are not depreciated. If individual pieces are lost or destroyed, the loss is recorded. The right to use lease and subscription assets are recorded at the present value of the lease agreement and amortized the shorter of the life of the asset or the contract term.

**DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

Deferred Outflows of Resources represent a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until the future period. The government has three items that qualifies for reporting in this category. They include pension and OPEB related items and deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

A deferred inflow of resources represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has four items, which arise only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet.

|                                       |                            |
|---------------------------------------|----------------------------|
|                                       | Unavailable                |
| Unavailable revenue-income taxes      | \$ 5,947,604               |
| Unavailable revenue-senior citizen    | 3,600                      |
| Unavailable revenue-opioid settlement | 45,186                     |
| Unavailable revenue-lease receivable  | <u>2,967,943</u>           |
|                                       | <u><u>\$ 8,964,333</u></u> |

**Pensions** - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of the Maryland State Retirement and Pension System (System) and additions to/deductions from the plans fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Postemployment Benefits Other Than Pensions (OPEB)** - For purposes of measuring the liability, deferred outflows of resources and deferred inflows of resources, and expense associated with the City's OPEB Plan, information about the plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on



**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

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the same basis as they are reported by the plan. For this purpose, the plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

#### **COMPENSATED ABSENCES**

The liability for compensated absences reported in the government-wide and proprietary fund statements consists of unpaid accumulated vacation leave balances. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. The current portion of this liability is estimated based on historical trends. Compensated absences are reported in governmental funds only if they have matured (i.e., unused reimbursable leave still outstanding following an employee's resignation or retirement), while the proprietary funds report the liability as it is incurred.

Employees are permitted to accumulate earned but unused vacation leave. All vacation leave is accrued when incurred in the government-wide and proprietary fund financial statements. Annual leave is adjusted to current salary cost at June 30, plus salary-related payments associated with the payment of compensated absences. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. Annual leave payable at termination of employment is limited to 30 days.

As part of a flexible benefit plan, all employees receive six personal days each year. The personal and supplemental days are not accrued and unused days that exceed eighty (80) hours are forfeited. The employees hired prior to July 1, 1988, who elected not to participate in the flexible benefit plan, accumulate sick leave at the rate of 1 1/4 days per month or 15 days a year. There is no restriction on the accumulation of sick leave. However, no payment is made for the accumulated amount upon separation and no accrued liability is recorded.

#### **LONG-TERM DEBT**

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective-interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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## EQUITY CLASSIFICATIONS

Government-wide statements – Equity is classified as net position and displayed in three components:

- Net investment in capital assets – consists of capital and the right to use assets including restricted capital assets, net of accumulated depreciation and amortization and reduced by the outstanding balances of bonds or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net position – consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – consists of all other net positions that do not meet the definition of “restricted” or “net investment in capital assets.”

Fund statements – In the fund financial statements, governmental funds report the following classifications of fund balance:

- Nonspendable – Resources that are nonspendable and are not available for appropriation or are legally restricted by outside parties or creditors for use for a specific purpose. The nonspendable fund balance reported in the General Fund consists of prepaid costs totaling \$442,863.
- Restricted – Resources that have constraints placed on use by external parties such as creditors, grantors, contributors, or other levels of government. The City recorded \$3,600 for the Senior Citizen “Green Housing Rehabilitation Program and \$45,186 from the National Opioid Settlement in restricted funds for the year ended June 30, 2023.
- Committed – Resources that can only be used for specific purposes due to formal action of the City’s highest level of decision-making authority. The City Council is the highest level of decision-making authority for the government that can, by adoption of an ordinance, commit fund balance. Committed also includes resources of \$9,779,168, that are committed by contract, in which existing/current resources have been specifically committed for satisfying the contract.

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

Committed fund balance for governmental funds is further classified as follows:

|                                           | General<br>Fund     | Equipment<br>Acquisition and<br>Replacement Fund | Capital Projects<br>Fund | Total                |
|-------------------------------------------|---------------------|--------------------------------------------------|--------------------------|----------------------|
| Committed for:                            |                     |                                                  |                          |                      |
| Scholarship Fund                          | \$ 23,442           | \$ -                                             | \$ -                     | \$ 23,442            |
| Friends of Belair                         | 52,711              | -                                                | -                        | 52,711               |
| Street Resurfacing                        | 627,117             | -                                                | -                        | 627,117              |
| Council Chambers Audio/Video              | 161,331             | -                                                | -                        | 161,331              |
| Installation of Security Fencing          | -                   | -                                                | 288,000                  | 288,000              |
| Public Works Pickup Truck                 | -                   | 56,778                                           | -                        | 56,778               |
| Senior Center Audio/Video                 | -                   | -                                                | 137,519                  | 137,519              |
| Kenhill Center HVAC replacement           | -                   | -                                                | 539,358                  | 539,358              |
| 10th Street Park construction             | -                   | -                                                | 117,656                  | 117,656              |
| Glen Allen Pond repair                    | -                   | -                                                | 224,070                  | 224,070              |
| Stream Restoration MB-MS-3-Design         | -                   | -                                                | 143,313                  | 143,313              |
| Bowie Playhouse roof and HVAC replacement | -                   | -                                                | 131,994                  | 131,994              |
| Bowie Ice arena design                    | -                   | -                                                | 1,596,781                | 1,596,781            |
| Institutional Network                     | 7,898,109           | -                                                | -                        | 7,898,109            |
| Bowie golf course development             | -                   | -                                                | 440,311                  | 440,311              |
| Special Taxing Districts                  | 66,912              | -                                                | 4,066,573                | 4,133,485            |
| Other projects                            | 949,546             | -                                                | 185,215                  | 1,134,761            |
| Committed fund balance                    | <u>\$ 9,779,168</u> | <u>\$ 56,778</u>                                 | <u>\$ 7,870,790</u>      | <u>\$ 17,706,736</u> |

Assigned – Resources that can only be used for specific purposes due to the City’s intent but are not restricted or committed and may be subject to change by the City Council or the City Manager. The City’s charter designates the City Manager as the chief financial officer of the City and states that the financial powers of the City shall be exercised by the City Manager. The City Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget.

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

Assigned fund balance for governmental funds is further classified as follows:

|                          | <b>General Fund</b>  | <b>Equipment<br/>Acquisition and<br/>Replacement Fund</b> | <b>Capital<br/>Projects<br/>Fund</b> | <b>Total</b>         |
|--------------------------|----------------------|-----------------------------------------------------------|--------------------------------------|----------------------|
| <b>Assigned for:</b>     |                      |                                                           |                                      |                      |
| Subsequent year's budget | \$ 12,807,000        | \$ 9,769,810                                              | \$ 16,867,099                        | \$ 39,443,909        |
| General Government       | 66,238               | -                                                         | -                                    | 66,238               |
| Public Safety            | 28,883               | -                                                         | -                                    | 28,883               |
| Public Works             | 78,864               | -                                                         | -                                    | 78,864               |
| Recreation and Parks     | 28,597               | -                                                         | -                                    | 28,597               |
| Assigned fund balance    | <u>\$ 13,009,582</u> | <u>\$ 9,769,810</u>                                       | <u>\$ 16,867,099</u>                 | <u>\$ 39,646,491</u> |

- Unassigned – A residual classification for the General Fund, and for negative fund balance in a governmental fund, other than the General Fund. This classification consists of resources that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the General Fund.

The City has also adopted a minimum fund balance policy for the general fund which instructs management to conduct the business of the City in such a manner that available fund balance is at least equal to or greater than 25% of budgeted expenditures. Any portion of the general fund balance in excess of 25% of budgeted expenditures may be appropriated for one-time expenditures and may not be used for any purpose that would obligate the City in a future budget.

The City generally considers committed amounts to be used first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

**E. Revenues, Expenditures and Expenses**

**PROPERTY TAX REVENUE RECOGNITION**

Property tax revenue is recognized in the year in which taxes have been levied and become available to meet current expenditures. Recognized revenues are expected to be collected within the current period.

**STATEMENT PRESENTATION**

The Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds is prepared on a basis consistent with generally accepted accounting principles under which method encumbrances are considered a reservation of fund balance and charged to operations in the year liquidated. All intergovernmental revenues applicable to these encumbrances are recorded as unearned for the current period and earned for the subsequent period in which the reservation of fund balance is liquidated.

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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**2. Reconciliation of Government-wide and Fund Financial Statements**

A summary reconciliation of the difference between total fund balances as reflected on the governmental funds balance sheet and the net position for governmental activities as shown on the government-wide statement of net position is presented on the face of the governmental funds balance sheet. The asset and liability elements which comprise the reconciliation difference stem from governmental funds using the current financial resources measurement focus and the modified accrual basis of accounting while the government-wide financial statements use the economic resources measurement focus and accrual basis of accounting.

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds:

|                                             |                       |
|---------------------------------------------|-----------------------|
| Capital assets                              | \$ 186,952,372        |
| Less: Accumulated depreciation/amortization | (84,831,790)          |
| Total                                       | <u>\$ 102,120,582</u> |

Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds:

|                                     |                     |
|-------------------------------------|---------------------|
| Unavailable revenue - income taxes  | \$ 5,947,604        |
| Deferred outflows - refunding bonds | 363,192             |
| Deferred outflows - pension expense | 7,745,517           |
| Deferred outflows - OPEB expense    | 430,090             |
| Deferred inflows - pension expense  | (5,692,783)         |
| Deferred inflows - OPEB expense     | (977,566)           |
| Total                               | <u>\$ 7,816,054</u> |

Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds:

|                                |                        |
|--------------------------------|------------------------|
| Long-term debt                 | \$ (29,268,414)        |
| Accrued interest payable       | (819,248)              |
| Pension liability              | (15,410,595)           |
| Other Post Employment Benefits | (2,276,246)            |
| Compensated absences           | (1,907,020)            |
| Total                          | <u>\$ (49,681,523)</u> |

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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3. Detailed Notes on All Funds

ASSETS, LIABILITIES AND FUND EQUITY

- A. Cash, Cash Equivalents and Investments - The State of Maryland Code allows municipalities to invest surplus funds in financial institutions within the State of Maryland if the financial institution provides collateral with a fair value that equals or exceeds the amount by which a deposit exceeds the deposit insurance. Collateral is limited to obligations of or guarantees by the United States government; State, County or Municipal Obligation; obligations of the Inter-American Development Bank; or obligations of the World Bank. Municipalities may also invest in federal obligations or repurchase agreements those obligations secure. The State of Maryland Code requires municipalities to have an investment policy. By resolution passed by the City Council, an investment policy has been adopted. Management has decided to restrict investments to the use of an interest-bearing cash account for readily available funds, and the Maryland Local Government Investment Pool (MLGIP) or certificates of deposit on a pooled basis for cash amounts that are available for longer periods. Only financial institutions covered by the Federal Deposit Insurance Corporation (FDIC) are used. Investments are stated at fair value, in accordance with GASB Statement No. 72, except for MLGIP which is valued at amortized cost. All accrued interest is recorded as a receivable for the period earned and reported separately on the balance sheet.

For purposes of this note disclosure, cash and cash equivalents are classified as either deposits or investments. Deposits include cash in checking accounts, savings accounts, certificates of deposit and undeposited cash. Investments consist of amounts invested in the MLGIP.

Deposits - At fiscal year-end, the carrying amount of the City's deposits was \$4,327,371, and the bank balances were \$4,890,844. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of June 30, 2023, the City's bank balances were not exposed to custodial credit risk since all deposits were fully collateralized. Of the bank balances not covered by federal depository insurance \$4,940,402 was covered by collateral pledged to the City and held in the City's name by the pledging bank's trust department. The City had undeposited cash, checks and gift cards in the amount of \$10,638.

Investments - Statutes authorize the City to invest in obligations of the United States government, federal government agency obligations, repurchase agreements, certificates of deposit or time deposits insured by the FDIC, and the MLGIP, which invests in United States Treasuries.

The City holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the City's mission, the disclosures related to these investments only need to be disaggregated by major type. The City of Bowie categorizes its fair value measurements within the fair value hierarchy established by general accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

**CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
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The City has the following recurring fair value measurement, which are level 1 inputs as of June 30, 2023:

|                          |          |
|--------------------------|----------|
| Certificates of Deposits | \$ 5,000 |
| Equity                   | 107,276  |

The City's investments are pooled in the State-created MLGIP. The City's investment in the pool is carried at amortized cost. These funds are part of an external investment pool.

The investments at June 30, 2023, are shown below:

|                                             |                      |
|---------------------------------------------|----------------------|
| Investments carried at amortized cost       |                      |
| Mutual Funds                                |                      |
| General Fund                                | \$ 39,155,644        |
| Equipment Acquisition and Replacement Fund  | 9,505,096            |
| Capital Projects Fund                       | 24,673,490           |
| Water and Sewer Fund                        | <u>7,702,612</u>     |
| Total investments carried at amortized cost | <u>\$ 81,036,842</u> |

There is no custodial credit risk for these investments as the amounts are fully collateralized. In addition, there is no interest rate risk as the interest rates are adjusted periodically. It should also be noted that the City does not have any foreign currency risk associated with any investments. There are no limitations or restrictions on participate withdrawals. Participants may withdraw the full principal amount of the investment at any time.

The City follows Government Accounting Standards Board Statement No. 79, "Certain External Investment Pools and Pool Participants", which requires disclosure of specific criteria regarding external investment pools. The City maintains a cash and investment pool that is available for use by all funds. The City is governed by the deposit and investment limitations of Maryland Law. Article 95 §22G of the Annotated Code of Maryland established the Maryland Local Government Investment Pool. The pool has an "AAAm" rating from Standard and Poor's and maintains a \$1.00 per share value. An MLGIP Advisory Committee of current participants was formed to review, on a quarterly basis, the activities of the pool and to provide suggestions to enhance the pool. The Pool, under the administrative control of the State Treasurer and is managed by PNC Capital Advisors, LLC and custodied by PNC Bank, N.A.. As of June 30, 2023, all pool holdings are in cash and cash equivalents with a weighted average maturity of 37 days. Financial statements and required supplemental information for the MLGIP are available from:

CITY OF BOWIE, MARYLAND  
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JUNE 30, 2023

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Maryland Local Government Investment Pool  
C/O PNC Institutional Investments Group  
One East Pratt Street  
Baltimore, Maryland 21202  
[www.mlqip.com](http://www.mlqip.com)

- B. Property Taxes** - Real and personal property taxes are levied at a rate consistent with State law requiring that the State Department of Assessments and Taxation's constant yield tax rate cannot be exceeded without notice to the public of such an intent, and then, only after public hearings are held. The City Council levies the rate, adopted in the appropriations ordinance, based on the assessed value of the property as determined by the State Department of Assessments and Taxation.

By action of the Maryland General Assembly, triennial assessment in the State became effective in fiscal years after 1980. This act provides that only 1/3 of all property be reassessed every year with all property being reassessed every three years. The assessment increase is phased in over the three-year period. Taxable assessment increases were limited to 5 percent this fiscal year.

Taxes are levied as of July 1, become a lien on that date, and are due and payable by October 1, except principal residences, which are due and payable in semiannual installments at July 1 and December 31. Semiannual installments due on December 31 become delinquent January 1. Monthly interest at the rate of 2/3 of 1 percent and a penalty of 1 percent is added to all unpaid taxes. Sale of property for delinquent taxes or tax liens is conducted by the County during the month of May. Delinquent taxes at June 30, 2023 amounting to \$346,737 are 0.010 percent of levy. The City's tax rates for fiscal year 2023 were \$0.40 per \$100 of assessed valuation for real property and \$1.00 per \$100 of assessed valuation for business personal property.



CITY OF BOWIE, MARYLAND  
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C. Due from/to Other Governments - The following represent amounts due as of June 30, 2023, from/to other governmental units to the City of Bowie:

1. General Fund - Due from Other Governments

|                                                             |                     |
|-------------------------------------------------------------|---------------------|
| United States Government -- US Treasury                     | \$ 6,586            |
| State of Maryland - Stadium Authority                       | 26,558              |
| State of Maryland - Admissions and Amusement Tax            | 144,836             |
| State of Maryland - Income Tax                              | 7,129,084           |
| State of Maryland - MVA                                     | 434                 |
| State of Maryland - Governor's Office                       | 42,174              |
| State of Maryland - Motor Vehicle and Highway User Revenues | 596,174             |
| State of Maryland - Traders and Peddlers License Fees       | 17,341              |
| Maryland National Capital Park and Planning Commission      | 115,000             |
| Prince George's County - Landfill Rebate                    | 37,469              |
| Prince George's County - Youth Program                      | 19,703              |
| Prince George's County - Hotel/Motel Tax                    | 164,248             |
| Total                                                       | <u>\$ 8,299,607</u> |

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

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2 . General Fund - Due to Other Governments

|                                                           |                   |
|-----------------------------------------------------------|-------------------|
| United States Government -- US Treasury                   | \$ 160            |
| State of Maryland - Diesel Fuel Tax                       | 2,645             |
| State of Maryland - Public Safety                         | 367               |
| State of Maryland - State Tax                             | 1,366             |
| State of Maryland - Unemployment                          | 6,131             |
| State of Maryland - Procurement                           | 3,000             |
| Bowie State University - Bowie Business Innovation Center | 15,000            |
| State of Maryland - Environmental Services                | 16,343            |
| Washington District of Columbia                           | 324               |
| City of Rockville Maryland                                | 3,000             |
| W.S.S.C.                                                  | 1,730             |
| Prince George's County - Landfill Tipping Fees            | 126,840           |
| Prince George's County - Bowie Volunteer Fire Department  | 26,909            |
| Prince George's County                                    | 390               |
| Total                                                     | <u>\$ 204,205</u> |

3 . Water and Sewer Fund – Due to Other Governments

|                                          |                   |
|------------------------------------------|-------------------|
| State of Maryland - Bay Restoration Fund | <u>\$ 120,794</u> |
| Total                                    | <u>\$ 120,794</u> |

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**D. Capital Assets**

**Capital asset activity for the year ended June 30, 2023, was as follows:**

| <i>Governmental Activities Capital Assets:</i>                |                          |                     |                    |                  |                          |
|---------------------------------------------------------------|--------------------------|---------------------|--------------------|------------------|--------------------------|
|                                                               | Balance<br>June 30, 2022 | Additions           | Deductions         | Transfers        | Balance<br>June 30, 2023 |
| <b>Capital assets, not being depreciated:</b>                 |                          |                     |                    |                  |                          |
| Land                                                          | \$ 15,291,852            | \$ 21,847           | \$ -               | \$ -             | \$ 15,313,699            |
| Construction in Progress                                      | 8,663,417                | 1,774,594           | -                  | (1,079,512)      | 9,358,499                |
| Historical Treasures                                          | 492,846                  | 23,150              | -                  | 800              | 516,796                  |
| Total capital assets, not being depreciated                   | 24,448,115               | 1,819,591           | -                  | (1,078,712)      | 25,188,994               |
| <b>Capital assets, being depreciated:</b>                     |                          |                     |                    |                  |                          |
| Building & improvements                                       | 60,007,517               | 54,122              | -                  | 923,791          | 60,985,430               |
| Improvements other than buildings                             | 23,423,171               | 271,074             | (33,810)           | 146,591          | 23,807,026               |
| Machinery & equipment                                         | 20,337,646               | 1,612,790           | (640,322)          | -                | 21,310,114               |
| Infrastructure                                                | 52,015,042               | 1,528,157           | -                  | 8,330            | 53,551,529               |
| Other Capital Assets                                          | 1,192,058                | -                   | -                  | -                | 1,192,058                |
| Total capital assets, being depreciated                       | 156,975,434              | 3,466,143           | (674,132)          | 1,078,712        | 160,846,157              |
| <b>Right to use Leased/Subscription Assets</b>                |                          |                     |                    |                  |                          |
| leased equipment                                              | 188,530                  | -                   | -                  | -                | 188,530                  |
| Subscription Assets                                           | -                        | 728,691             | -                  | -                | 728,691                  |
| Total right to use leased /subscription assets                | 188,530                  | 728,691             | -                  | -                | 917,221                  |
| <b>Less: accumulated depreciation and amortization for:</b>   |                          |                     |                    |                  |                          |
| Building & improvements                                       | (27,662,114)             | (1,667,025)         | -                  | -                | (29,329,139)             |
| Improvements other than buildings                             | (10,969,859)             | (886,447)           | 31,518             | -                | (11,824,788)             |
| Machinery & equipment                                         | (13,182,199)             | (1,605,018)         | 625,197            | -                | (14,162,020)             |
| Infrastructure                                                | (26,544,988)             | (1,681,243)         | -                  | -                | (28,226,231)             |
| Other Capital Assets                                          | (992,034)                | (21,005)            | -                  | -                | (1,013,039)              |
| Total accumulated depreciation                                | (79,351,194)             | (5,860,738)         | 656,715            | -                | (84,555,217)             |
| <b>Amortization of Leased/Subscription Assets</b>             |                          |                     |                    |                  |                          |
| Right-to-use leased equipment                                 | (6,284)                  | (37,706)            | -                  | -                | (43,990)                 |
| Right-to-use Subscription Assets                              | -                        | (232,583)           | -                  | -                | (232,583)                |
| Total accumulated amortization                                | (6,284)                  | (270,289)           | -                  | -                | (276,573)                |
| <b>Total capital assets, being depreciated/amortized, net</b> | <b>77,806,486</b>        | <b>(1,936,193)</b>  | <b>(17,417)</b>    | <b>1,078,712</b> | <b>76,931,588</b>        |
| <b>Governmental activities capital assets, net</b>            | <b>\$ 102,254,601</b>    | <b>\$ (116,602)</b> | <b>\$ (17,417)</b> | <b>\$ -</b>      | <b>\$ 102,120,582</b>    |

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**Capital Asset (continued)**

| <i>Business-type Activities Capital Assets:</i>               |                          |                     |                    |                |                          |
|---------------------------------------------------------------|--------------------------|---------------------|--------------------|----------------|--------------------------|
|                                                               | Balance<br>June 30, 2022 | Additions           | Deductions         | Transfers      | Balance<br>June 30, 2023 |
| <b>Capital assets, not being depreciated:</b>                 |                          |                     |                    |                |                          |
| Land                                                          | \$ 1,489,192             | \$ -                | \$ -               | \$ -           | 1,489,192                |
| Construction in Progress                                      | 5,488,982                | 3,156,476           | -                  | (309,625)      | 8,335,833                |
| Total capital assets, not being depreciated                   | 6,978,174                | 3,156,476           | -                  | (309,625)      | 9,825,025                |
| <b>Capital assets, being depreciated:</b>                     |                          |                     |                    |                |                          |
| Building & improvements                                       | 21,104,818               | 242,116             | -                  | -              | 21,346,934               |
| Improvements other than buildings                             | 7,164,905                | 107,593             | -                  | -              | 7,272,498                |
| Machinery & equipment                                         | 4,345,682                | 271,569             | (149,665)          | -              | 4,467,586                |
| Infrastructure                                                | 11,442,408               | 279,853             | -                  | 309,625        | 12,031,886               |
| Total capital assets, being depreciated                       | 44,057,813               | 901,131             | (149,665)          | 309,625        | 45,118,904               |
| <b>Subscription Assets</b>                                    |                          |                     |                    |                |                          |
| Right-to-use Subscription Assets                              | -                        | 73,689              | -                  | -              | 73,689                   |
| Total right to use leased /subscription assets                | -                        | 73,689              | -                  | -              | 73,689                   |
| <b>Less: accumulated depreciation for:</b>                    |                          |                     |                    |                |                          |
| Building & improvements                                       | (11,790,723)             | (544,385)           | -                  | -              | (12,335,108)             |
| Improvements other than buildings                             | (5,930,506)              | (77,845)            | -                  | -              | (6,008,351)              |
| Machinery & equipment                                         | (2,585,301)              | (224,406)           | 129,731            | -              | (2,679,977)              |
| Infrastructure                                                | (6,730,095)              | (219,532)           | -                  | -              | (6,949,627)              |
| Other Capital Assets                                          | -                        | -                   | -                  | -              | -                        |
| Total accumulated depreciation                                | (27,036,625)             | (1,066,168)         | 129,731            | -              | (27,973,063)             |
| <b>Amortization of Leased/Subscription Assets</b>             |                          |                     |                    |                |                          |
| Right-to-use leased equipment                                 | -                        | -                   | -                  | -              | -                        |
| Right-to-use Subscription Assets                              | -                        | (29,476)            | -                  | -              | (29,476)                 |
| Total accumulated amortization                                | -                        | (29,476)            | -                  | -              | (29,476)                 |
| <b>Total capital assets, being depreciated/amortized, net</b> | <b>17,021,188</b>        | <b>(120,824)</b>    | <b>(19,934)</b>    | <b>309,625</b> | <b>17,190,055</b>        |
| <b>Business-type activities capital assets, net</b>           | <b>\$ 23,999,362</b>     | <b>\$ 3,035,652</b> | <b>\$ (19,934)</b> | <b>\$ -</b>    | <b>\$ 27,015,080</b>     |

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
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Depreciation and amortization expense was charged to functions/programs of the City for the fiscal year ended June 30, 2023:

|                             |                     |
|-----------------------------|---------------------|
| General government          | \$ 1,487,529        |
| Public works                | 2,389,288           |
| Public safety               | 298,640             |
| Social services             | 209,330             |
| Parks, culture & recreation | 1,746,240           |
| <b>Total</b>                | <b>\$ 6,131,027</b> |
| <br>                        |                     |
| Business-type activities:   |                     |
| Water                       | \$ 317,221          |
| Waste water                 | 778,423             |
| <b>Total</b>                | <b>\$ 1,095,644</b> |

E. Construction and Other Significant Commitments - As of June 30, 2023, the City's Capital Projects Fund had outstanding construction and other commitments in excess of \$100,000 as follows:

| <u>Project</u>            | <u>Original<br/>Contract<br/>Amounts</u> | <u>Remaining<br/>Contract<br/>Amounts</u> |
|---------------------------|------------------------------------------|-------------------------------------------|
| Security Fencing          | \$ 288,000                               | \$ 288,000                                |
| HVAC Replacement          | 539,358                                  | 539,358                                   |
| Jericho Park construction | 233,360                                  | 117,657                                   |
| Audio/Visual improvements | 137,519                                  | 137,519                                   |
| Glen Allen Pond           | 439,480                                  | 224,070                                   |
| Ice Arena                 | 1,596,781                                | 1,596,781                                 |
| Golf course construction  | 459,069                                  | 322,716                                   |
| Various capital projects  | 3,711,351                                | 873,000                                   |
| <b>Total</b>              | <b>\$ 7,404,918</b>                      | <b>\$ 4,099,101</b>                       |

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

Encumbrances – Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At year-end the amount of encumbrances expected to be honored upon performance by the vendor in the next year were as follows:

|                                            |                     |
|--------------------------------------------|---------------------|
| General Fund                               | \$ 1,940,605        |
| Equipment Acquisition and Replacement Fund | 726,942             |
| Capital Projects Fund                      | <u>4,099,101</u>    |
| Total                                      | <u>\$ 6,766,648</u> |

**F. LEASES**

**1. Lease payable**

On 05/01/2022, the City of Bowie entered a 60-month lease as Lessee for the use of Bowie Golf Carts - 75 carts. An initial lease liability was recorded in the amount of \$188,530. As of 06/30/2023, the value of the lease liability is \$146,996. Bowie, MD is required to make monthly fixed payments of \$3,418. The lease has an interest rate of 3.4800%. The Vehicles estimated useful life was 60 months as of the contract commencement. The value of the right to use asset as of 06/30/2023 of \$188,530 with accumulated amortization of \$43,990 is included with Vehicles on the Lease Class Activities table is found below:

| Asset Class  | Lease Asset Value | Accumulated Amortization | Total             |
|--------------|-------------------|--------------------------|-------------------|
| Vehicles     | \$ 188,530        | \$ 43,990                | \$ 144,540        |
| Total Leases | <u>\$ 188,530</u> | <u>\$ 43,990</u>         | <u>\$ 144,540</u> |

**Principal and interest Requirements to Maturity**

| Fiscal Year | Governmental Activities |                   |                   |
|-------------|-------------------------|-------------------|-------------------|
|             | Principal Payments      | Interest Payments | Total Payments    |
| 2024        | \$ 36,480               | \$ 4,537          | \$ 41,017         |
| 2025        | 37,770                  | 3,247             | 41,017            |
| 2026        | 39,105                  | 1,912             | 41,017            |
| 2027        | 33,642                  | 539               | 34,181            |
| Total       | <u>\$ 146,996</u>       | <u>\$ 10,235</u>  | <u>\$ 157,232</u> |

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

2. Lease receivable

The City of Bowie established several long-term leases at various interest rates as Lessor for the use of land, buildings, and infrastructure. The lessees are required to make either fixed monthly or fixed annual payments as applicable to the City of Bowie. Lease Receivable for Governmental Activities as of June 30, 2023, totaled \$3,037,263, while Deferred Inflow of Resources totaled \$2,967,943. Lease Receivable for Business-Type Activities totaled \$4,967,445, while Deferred Inflow of Resources totaled \$4,690,485 as of June 30, 2023.

For the year ended 6/30/2022, the financial statements include the adoption of GASB Statement No. 87, Leases. The primary objective of this statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

The annual receivable payments to maturity are as follows:

**Principal and Interest Expected to Maturity**

| Governmental Activities |                    |                   |                | Business-Type Activities |                    |                   |                |
|-------------------------|--------------------|-------------------|----------------|--------------------------|--------------------|-------------------|----------------|
| Fiscal Year             | Principal Payments | Interest Payments | Total Payments | Fiscal Year              | Principal Payments | Interest Payments | Total Payments |
| 2024                    | 305,986            | 36,769            | 342,755        | 2024                     | 186,315            | 65,090            | 251,405        |
| 2025                    | 272,940            | 34,353            | 307,293        | 2025                     | 201,274            | 62,702            | 263,976        |
| 2026                    | 278,053            | 31,903            | 309,956        | 2026                     | 217,055            | 60,119            | 277,174        |
| 2027                    | 216,747            | 29,464            | 246,211        | 2027                     | 233,700            | 57,333            | 291,033        |
| 2028                    | 167,635            | 27,272            | 194,907        | 2028                     | 251,254            | 54,330            | 305,585        |
| 2029 - 2033             | 606,736            | 111,014           | 717,750        | 2029 - 2033              | 1,554,771          | 218,205           | 1,772,976      |
| 2034 - 2038             | 211,007            | 84,618            | 295,625        | 2034 - 2038              | 1,066,764          | 126,129           | 1,192,893      |
| 2039 - 2043             | 247,541            | 66,834            | 314,375        | 2039 - 2043              | 849,279            | 64,100            | 913,380        |
| 2044 - 2048             | 287,027            | 46,098            | 333,125        | 2044 - 2048              | 407,030            | 6,152             | 413,181        |
| 2049 - 2053             | 329,703            | 22,172            | 351,875        | Total                    | 4,967,444          | 714,159           | 5,681,603      |
| 2054 - 2055             | 113,889            | 1,486             | 115,375        |                          |                    |                   |                |
| Total                   | 3,037,263          | 491,983           | 3,529,247      |                          |                    |                   |                |

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**SUBSCRIPTIONS**

**1. Subscriptions payable**

In May 2020, the Government Accounting Standards Board (GASB) issued Statement No. 96, Subscription-Based Information Technology Arrangements (SBITA) effective for fiscal years beginning after June 12, 2022, and all reporting periods thereafter. GASB-96 defines a SBITA as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. Under this Statement, a government generally should recognize a right-to-use subscription asset -an intangible asset-and a corresponding subscription liability.

The City of Bowie reported several SBITAs under GASB-96 in Fiscal Year 2023 resulting in a value of \$728,691 of Subscription Assets, with \$232,583 accumulated amortization, (net amount of \$496,107) and a balance of \$493,635 in Subscription Liability for Governmental Activities as of June 30, 2023. Business-Type-Activities Subscription Assets as of June 30, 2023, totaled \$73,689, with accumulated amortization of \$29,476, resulting in a net amount of \$44,213. The Subscription Liability balance for Business-Type-Activities was \$47,863.

The Subscription Class activities table is found below:

| Asset Class        | Governmental Activities  |                          | Business-Type Activities |                          | Total             |
|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
|                    | Subscription Asset Value | Accumulated Amortization | Subscription Asset Value | Accumulated Amortization |                   |
| Software           | \$ 728,691               | \$ 232,583               | \$ 73,689                | \$ 29,476                | \$ 540,321        |
| Total Subscription | <u>\$ 728,691</u>        | <u>\$ 232,583</u>        | <u>\$ 73,689</u>         | <u>\$ 29,476</u>         | <u>\$ 540,321</u> |

**Principal and interest Requirements to Maturity**

| Year ending June 30, | Governmental Activities |               | Business-Type Activities |              | Total          |
|----------------------|-------------------------|---------------|--------------------------|--------------|----------------|
|                      | Principal               | Interest      | Principal                | Interest     |                |
| 2024                 | 179,972                 | 9,177         | 23,744                   | 756          | 213,649        |
| 2025                 | 180,613                 | 6,037         | 24,119                   | 381          | 211,150        |
| 2026                 | 44,935                  | 2,882         | -                        | -            | 47,817         |
| 2027                 | 45,952                  | 1,864         | -                        | -            | 47,816         |
| 2028                 | 42,163                  | 826           | -                        | -            | 42,989         |
| Total                | <u>493,635</u>          | <u>20,786</u> | <u>47,863</u>            | <u>1,137</u> | <u>563,421</u> |



**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

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- G. Retirement Plans** - The City provides coverage for all its employees under the Federal Social Security System. In addition, the City established a defined contribution employees savings plan in accordance with Section 401(k) of the Internal Revenue Code (IRC). The City has the authority to establish and amend the benefit provisions of the savings plan, including contribution requirements of the employees and employer. The trustee for the plan is the Mission Square Retirement, formerly known as ICMA Retirement Corporation. Plan investments are reported at fair value. The fair value of investments is based on quoted market prices.

The defined contribution plan establishes individual accounts for each participant and specifies how the contributions to the participants' accounts are to be determined. In a defined contribution plan, the benefits a participant receives will depend on the amount contributed to the participant's account and the earnings from investment of these contributions.

All City employees, except for police officers, who work in a full-time status may choose to participate. To receive a City matching contribution, a minimum employee contribution of 1% of gross pay, exclusive of overtime or bonuses, is required by the plan. The City matches employee contributions on a variable percentage scale, based upon years of service, to a maximum of 6%.

A participant is at all times vested in their own contributions to the plan, plus any interest earned on these contributions. A participant's vested percentage in the City's contribution amount is determined from the following table based on years of service:

| <u>Years of Service</u> | <u>Vested Percentage</u> |
|-------------------------|--------------------------|
| Less than 2             | 0%                       |
| 2                       | 25%                      |
| 3                       | 50%                      |
| 4                       | 75%                      |
| 5 or more               | 100%                     |

An additional employer contribution of 4% of gross pay, exclusive of overtime and bonuses, is made for all employees with one year of service, who complete 1,000 hours of service during the plan year and are employed on the last day of the plan year. No contributions are required by the employees to receive this 4% annual contribution. At the time of making the contribution, the City may, at its discretion, designate that all or a portion of the contribution is fully vested when made. In the absence of such a designation, the vesting schedule for the 4% contribution is as follows:

| <u>Years of Service</u> | <u>Vested Percentage</u> |
|-------------------------|--------------------------|
| Less than 2             | 0%                       |
| 2                       | 25%                      |
| 3                       | 50%                      |
| 4                       | 75%                      |
| 5 or more               | 100%                     |

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The plan allows withdrawals for death, disability, retirement, and hardship. The plan also has a loan option to enable participants to borrow from their own contributions. Loans may not exceed the lesser of: (1) Fifty thousand dollars (\$50,000) reduced by the excess of the highest outstanding loan balance during the one-year period preceding the date of the loan over the outstanding balance of loans on the day the loan is made, or (2) the greater of \$10,000 or 50 percent of the participant's vested interest in the plan. All loans must have a repayment schedule not to exceed five years. The plan year is from January 1 to December 31.

Employee contributions and the City's matching funds are transferred to Mission Square Retirement on a bi-weekly basis. The annual 4% City contribution was made in May following the plan year-end. The May 2023 contribution was \$733,524. The City's required and actual matching contributions for fiscal year 2023 amounted to \$741,619. Employee contributions totaled \$1,177,4897 in fiscal year 2023.

Mission Square Retirement held no securities of the City on behalf of the retirement plan during or at the close of the fiscal year.

**H. Pension Plan – State of Maryland Retirement**

**Summary**

The City previously adopted GASB Statement No. 68 – Accounting and Financial Reporting for Pensions (GASB 68). The City participates in the Maryland State Retirement and Pension System, (the "System") and qualifies as a Participating Governmental Unit ("PGU"). The State Retirement Agency (the "Agency") is the Plan administrator and fiduciary. GASB 68 requires that a PGU recognize its proportionate share of the System's net pension liability (i.e., unfunded pension liability) and pension expense. The System is comprised of the Teachers' Retirement and Pension Systems, Employees' Retirement and Pension Systems, State Police Retirement Pension System, Judges' Retirement System, and the Law Enforcement Officers' Pension System (the LEOPS). The City's proportionate share for employees participating in the LEOPS approximates 0.07702 percent, an increase from 0.07625 percent as of the measurement date of June 30, 2022.

The City also previously adopted GASB No. 71– Pension Transition for Contribution Made Subsequent to the Measurement Date–An amendment of GASB Statement No. 68 ("GASB 71"), requires that contributions to the pension plan subsequent to the measurement date be recognized as a deferred outflow of resources. The City's FY2023 contribution for employees participating in the LEOPS, of \$1,855,697, is therefore recognized as a pension-related deferred outflow of resources.

The City's employees participate in the System and contribute 7 percent of their compensation during FY2023 as stipulated by the System. For the employees participating in the LEOPS, the City contributed \$1,855,697 to the System for FY2023 which was actuarially determined based on statutory provisions. In relation to these employees, the City has also recognized in Pension Expense its proportionate share of the net difference between projected and actual investment earnings on pension plan assets and its proportionate share of the System's deferred outflows of resources (a decrease in Pension Expense) attributable to changes in assumptions.

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**Basis of presentation and basis of accounting**

1. Employers participating in the System's cost-sharing multiple-employer defined benefit plans are required to report pension information in their financial statements for fiscal periods beginning on or after June 15, 2014, in accordance with GASB Statement No.68, Accounting and Financial Reporting for Pensions. The Schedule of Employer Allocations and Schedule of Pension Amounts by Employer (pension allocation schedules) provide employers with the required information for financial reporting. The underlying financial information used to prepare the pension allocation schedules is based on the System's financial statements. The System's financial statements for all plans are prepared using the accrual basis of accounting and are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) that apply to governmental accounting for fiduciary funds.
2. Actual employer contributions billed to participating government units for the years ended June 30, 2022, and 2021, are used as the basis for determining each employer's proportionate share of the collective pension amounts reported in the Schedule of Employer Allocations. Because the State of Maryland contributes 100% of the actuarial determined contribution, there were no adjustments for the year ended June 30, 2022.
3. The components of the calculation of the net pension liability for the System as of June 30, 2022, calculated in accordance with GASB Statement No. 67, are shown in the following table:

|                              |                   |
|------------------------------|-------------------|
| Total Plan Pension Liability | \$ 84,319,523,000 |
| Plan Fiduciary Net Position  | \$ 64,310,991,000 |
| Net Pension Liability        | \$ 20,008,532,000 |

**Actuarial Assumptions**

- Actuarial – Entry Age Normal
- Amortization Method – Level Percentage of Payroll, Closed
- Inflation – 2.25% general, 2.75% wage
- Salary Increase – 2.75% to 11.25% including wage inflation
- Discount rate – 6.80%
- Investment Rate of Return – 6.80%
- Mortality – Fully generational – Pub-2010/MP2018
- Retirement Age Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2019 valuation pursuant to the 2018 experience study for the period July 1, 2014, to June 30, 2018.

The economic and demographic actuarial assumptions used in the June 30, 2022, valuation was adopted by the System's City of Trustees based upon review of the System's experience study for the period 2014-2018, after completion of the June 30, 2018, valuations. Assumptions from the experience study including investment return, inflation, COLA increases, mortality rates, retirement rates, withdrawal rates, disability rates and rates of salary increase were adopted

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by the City for the first use in the actuarial valuation as of June 30, 2019. As a result, an investment return assumption of 6.80% and an inflation assumption of 2.25% were used in the June 30, 2022, valuation.

**Investments**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The best estimates of geometric real rates of return were adopted by the Board after considering input from the System's investment consultant(s) and actuary(s). For each major asset class that is included in the System's target asset allocation as of June 30, 2022, these best estimates are summarized in the following table:

| <u>Asset Class</u> | <u>Target Allocations</u> | <u>Long-Term Expected Real<br/>Rate of Return</u> |
|--------------------|---------------------------|---------------------------------------------------|
| Public Equity      | 34.00%                    | 6.00%                                             |
| Private Equity     | 16.00%                    | 8.40%                                             |
| Rate Sensitive     | 21.00%                    | 1.20%                                             |
| Credit Opportunity | 8.00%                     | 4.90%                                             |
| Real Assets        | 15.00%                    | 5.20%                                             |
| Absolut Return     | 6.00%                     | 3.50%                                             |
| Total              | <u>100.00%</u>            |                                                   |

The above was the Board of Trustees' adopted asset allocation policy and best estimate of geometric real rates of return for each major asset class as of June 30, 2022.

For the years ended June 30, 2022, and 2021, the annual money-weighted rate of return on pension plan investments, net of the pension plan investment expense, was -2.97% and 26.69%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

**Discount Rate**

A single discount rate of 6.80% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 6.80%. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that

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employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Mortality Rates**

Mortality rates were based on Pub-2010 Mortality Tables with projected generational mortality improvements based on the MP-2018 fully generational mortality improvement scale.

**Sensitivity of the Net Pension Liability**

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the plan's net pension liability, calculated using a single discount rate of 6.80%, as well as what the plan's net pension liability would be if it were calculated using a single discount rate that is 1-percentage-point lower or 1-percentage-point higher:

|                                                                            | <u>1% Decrease to - 5.80%</u> | <u>Current Discount Rate - 6.80%</u> | <u>1% Increase to - 7.80%</u> |
|----------------------------------------------------------------------------|-------------------------------|--------------------------------------|-------------------------------|
| The City's<br>Proportionate Share<br>of Net Pension<br>Liability for LEOPS | \$ 23,644,751                 | \$ 15,410,595                        | \$ 8,578,148                  |

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued System's financial report.

**Pension Plan Description Organization**

The System was established by the State Personnel and Pensions Article of the Annotated Code of Maryland to provide retirement allowances and other benefits to State employees, teachers, police, judges, legislators, and employees of participating governmental units. The Plans are administered by the State Retirement Agency. Responsibility for the System's administration and operation is vested in a 15-member City of Trustees.

**Covered members**

On July 2, 1990, the LEOPS was established to provide retirement allowances and other benefits for State and Local law enforcement officers. The LEOPS includes both retirement plan and pension plan provisions which are applicable to

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separate portions of the LEOPS' membership. On July 7, 2006, the City joined the LEOPS to provide a retirement plan for police officers of the City.

**Benefits provided**

The System provides retirement allowances and other benefits to State employees of participating governmental units, among others. For individuals who become members of the Employees' Retirement and Pension Systems on or before June 30, 2011, retirement/pension allowances are computed using both the highest three years Average Final Compensation (AFC) and the actual number of years of accumulated creditable service. For individuals who become members of the Employees' Pension System on or after July 1, 2011, pension allowances are computed using both the highest five years AFC and the actual number of years of accumulated creditable service. Various retirement options are available under each system which ultimately determines how a retiree's benefits allowance will be computed. Some of these options require actuarial reductions based on the retiree's and/or designated beneficiary's attained age and similar actuarial factors.

The City's contractually required contribution rate for the Employees' Retirement and Pension Systems for the year ended June 30, 2023, was 7 percent of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City made its share of the required contributions during the year ended June 30, 2023, of \$1,855,697.

A member of the Law Enforcement Officers' Pension System is eligible for full retirement benefits upon the earlier of attaining age 50 or accumulating 25 years of eligibility service regardless of age. The annual retirement allowance for a member who is covered under the retirement plan provisions equals  $1/50$  (2.0%) of the member's AFC multiplied by the number of years of accumulated creditable service up to 30 years, plus  $1/100$  (1.0%) of the member's AFC multiplied by the number of years of accumulated creditable service in excess of 30 years. For members subject to the pension provisions, full-service pension allowances equal 2.0% of AFC up to a maximum benefit of 60% (30 years of credit). Members of the State Police Retirement System (SPRS) and Law Enforcement Officers' Pension System (LEOPS) are eligible to participate in a Deferred Retirement Option Program (DROP). For members who enter the DROP on or after July 1, 2011, the member is deemed retired and the retirement allowance is placed in an account earning 4% interest per year, compounded annually. At the end of the DROP period, the lump sum held in the DROP account is paid to the retiree. The SPRS and LEOPS members must end employment and fully retire at the end of the DROP period. The maximum period of participation is 5 years for SPRS and 5 years for LEOPS.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources to Related Pensions**

In relation to employees participating in the LEOPS, at June 30, 2023, the City reported a liability of \$15,410,595 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total

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pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on a valuation as of that date. The City's proportion of the net pension liability was based on actual long-term share of contributions to the pension plan billed to the participating governmental units for the year ending June 30, 2022. The contributions were increased to adjust for differences between actuarial determined contributions and actual contributions by the State of Maryland. As of June 30, 2022, the City's proportionate share was 0.07702%, which is an increase of 0.0077% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the City recognized pension expense of \$1,422,949. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|                                                                                  | Deferred Outflows   | Deferred Inflows    |
|----------------------------------------------------------------------------------|---------------------|---------------------|
| Difference between expected and actual experience                                | \$ -                | \$ 1,070,602        |
| Changes of assumptions                                                           | 1,699,089           | 140,398             |
| Change in proportion                                                             | 537,716             | 8,454               |
| Net difference between projected and actual earnings on pension plan investments | -                   | 820,051             |
| Change in proportion share of contributions                                      | -                   | 263                 |
| Contributions subsequent to the measurement date                                 | 1,855,697           | -                   |
|                                                                                  | <u>\$ 4,092,502</u> | <u>\$ 2,039,768</u> |

The deferred outflow of resources of \$1,855,697 reported as deferred outflows of resources related to pensions resulting from the City contributions subsequent to the measurement date will be recognized as a reduction in net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

|                     |                   |
|---------------------|-------------------|
| Year ended June 30, |                   |
| 2024                | \$ 132,043        |
| 2025                | (6,203)           |
| 2026                | (260,796)         |
| 2027                | 1,119,829         |
| 2028                | (787,836)         |
| Total               | <u>\$ 197,037</u> |

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**Net Pension Liability**

The components of the City's proportion share of the Pension System's net pension liability as of the measurement date of June 30, 2022, were as follows:

|                                                                        |                   |
|------------------------------------------------------------------------|-------------------|
| Total Pension Liability                                                | 64,942,981        |
| Plan Fiduciary Net Position                                            | 49,532,386        |
| Net Pension Liability                                                  | <u>15,410,595</u> |
| Plan fiduciary net position as a percentage of total pension liability | 0.0770%           |

**The Pension Plan Fiduciary**

Plan Information as well as the Annual Comprehensive Financial Report of the year ended June 30, 2022, is available from:

State Retirement & Pension System of Maryland  
120 East Baltimore Street  
Baltimore, MD 21202

[www.sra.state.md.us](http://www.sra.state.md.us)

- I. **Deferred Compensation Plan** - The City offers substantially all its employees a deferred compensation plan created in accordance with IRC Section 457. The plan permits participating employees to defer a portion of their salaries until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.
- J. **Compensated Absences** - Compensated absences at June 30, 2023, totaled \$1,907,020 for governmental activities and \$145,585 for business-type activities, of which \$1,670,969 and \$13,992, respectively were due within one year.

As part of the flexible benefit plan, all employees receive six non-accruable personal leave days each year instead of accruing sick leave. Current employees were offered the option of a buy-back of accrued sick leave if they transferred to the personal leave benefit. Employees hired prior to July 1, 1988, and who elected to stay with the original sick leave option, accumulate sick leave at the rate of 1 1/4 days per month or 15 days a year. There is no restriction on the amount that may be accumulated. However, no payment is made for the accumulated amount upon separation and no accrued liability is recorded.



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**K. Other Post-Employment Benefits (OPEB)**

**Plan Description**

The City offers a single-employer post-employment health care plan, including prescription coverage, in addition to the retirement benefits described in Note F. Retirees are not eligible for coverage under the City's vision and dental plans. All employees who retire from the City at or after age 55, plus have a number of years of service when combined with the age at retirement that equals the number 80 and have been covered under the City's medical plan offered to active employees for at least the 12 months immediately preceding retirement, are eligible to receive post-employment health care benefits. The retiree pays 50 percent of the cost of premiums and the City pays 50 percent of the cost. Retiree coverage ends the first day of the month following the date the retiree becomes eligible for Medicare. The retiree's spouse is also eligible for this coverage. If, at the time of retirement, the retiree has any dependents included in their health care policy, the dependents' coverage will cease, but may be eligible for COBRA to continue health care benefits and must pay 100% of the cost of the plan. Active and inactive employees eligible for health care benefits during the fiscal year were 281 and 8 respectively.

The City reserves the right to modify, amend, or terminate the plan at any time with or without notice.

No stand-alone financial statements are issued for this OPEB Plan.

**Basis of Accounting**

The OPEB Plan's financial information is prepared on the accrual basis of accounting. Expenditures are recognized on the accrual basis as retirees' insurance costs are incurred.

**Total OPEB Liability**

The City's total OPEB liability of \$2,485,035 was measured as of June 30, 2022, and was determined by an actuarial valuation date of January 1, 2022. The accrued liability for benefits was \$2,485,035, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$26,031,577, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 9.5 percent. The City's contributions are funded on a pay-as-you-go basis when retirees' insurance costs are incurred.

**Actuarial Assumptions and other inputs**

The total OPEB liability in the January 1, 2022, actuarial valuation was determined using the following actuarial assumption and other inputs, applied to all periods included in the measurement, unless otherwise specified:

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**Actuarial Assumptions**

|                                          |                                                                |
|------------------------------------------|----------------------------------------------------------------|
| Actuarial Valuation Date                 | January 1, 2022                                                |
| Measurement Date                         | June 30, 2022                                                  |
| Actuarial Cost Method                    | Entry Age Normal                                               |
| Discount Rate                            | 3.69 percent                                                   |
| Inflation                                | 2.5 percent                                                    |
| Salary increases                         | 3.0% percent, average, including inflation                     |
| Healthcare cost trend rates              | 3.94 percent                                                   |
| Retirees' share of benefit-related costs | 50 percent of projected health insurance premiums for retirees |

**Mortality rates**

Mortality rates were based on several tables, Pub-2010 General Employees Headcount-Weighted Mortality Projection with Fully Generational MP2019 Mortality Improvements.

**Discount rate**

This discount rate was based on an index rate of 20-year tax exempt general obligation municipal bonds with an average rating of AA/Aa index. The discount rate as of June 30, 2022, is 3.69 percent.

**Changes in the Total OPEB Liability**

|                             | Total OPEB<br>Liability<br>(a) | Increase (Decrease)<br>Plan Fiduciary<br>Net Position<br>(b) | Net OPEB<br>Liability<br>(a) - (b) |
|-----------------------------|--------------------------------|--------------------------------------------------------------|------------------------------------|
| Balance as of June 30, 2022 | \$ 3,116,190                   | \$ -                                                         | \$ 3,116,190                       |
| Changes for the year:       |                                |                                                              |                                    |
| Service cost                | 216,412                        | -                                                            | 216,412                            |
| Interest                    | 58,712                         | -                                                            | 58,712                             |
| Changes of benefit terms    | -                              | -                                                            | -                                  |
| Experience losses           | (39,146)                       | -                                                            | (39,146)                           |
| ER Trust contributions      | -                              | 66,583                                                       | (66,583)                           |
| Net investment income       | -                              | -                                                            | -                                  |
| Changes in assumptions      | (800,550)                      | -                                                            | (800,550)                          |
| Benefit payments            | (66,583)                       | (66,583)                                                     | -                                  |
| Administrative expense      | -                              | -                                                            | -                                  |
| Net changes                 | (631,155)                      | -                                                            | (631,155)                          |
| Balance as of June 30, 2023 | <u>2,485,035</u>               | <u>-</u>                                                     | <u>2,485,035</u>                   |

Changes of assumption and other input reflect a change in the discount rate from 1.92 percent in 2022 and to 3.69 percent in 2023.

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**Sensitivity of the total OPEB liability to changes in the discount rate**

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point decrease (2.69. percent) or 1-percentage-point increase (4.69 percent) than the current discount rate:

|                      | <b>1% Decrease<br/>2.69%</b> | <b>Discount Rate<br/>3.69%</b> | <b>1% Increase<br/>4.69%</b> |
|----------------------|------------------------------|--------------------------------|------------------------------|
| Total OPEB Liability | \$ 2,703,172                 | \$ 2,485,035                   | \$ 2,290,993                 |

**Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates**

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point decrease (2.94 percent or 1-percentage-point increase (4.94 percent) than the current healthcare cost trend rates:

|                      | <b>Healthcare Cost Trend<br/>Rates</b> |              |              |
|----------------------|----------------------------------------|--------------|--------------|
|                      | <b>2.94%</b>                           | <b>3.94%</b> | <b>4.94%</b> |
| Total OPEB Liability | \$ 2,166,918                           | \$ 2,485,035 | \$ 2,868,191 |

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2023, the City recognized an OPEB expense of \$138,417.

At June 30, 2023, the City reported deferred outflow of resources and deferred inflows of resources related to OPEB plan from the following sources:

|                                                   | <b>Deferred Outflows</b> | <b>Deferred Inflows</b> |
|---------------------------------------------------|--------------------------|-------------------------|
| Difference between expected and actual experience | \$ 256,422               | \$ 324,574              |
| Changes of assumptions                            | 147,467                  | 743,320                 |
| Contributions subsequent to the measurement date  | 66,583                   | -                       |
| <b>Total</b>                                      | <b>\$ 470,472</b>        | <b>\$ 1,067,894</b>     |

The deferred outflow of resources of \$66,583 related to contributions subsequent to the measurement date will be recognized in the year ending June 30, 2024.

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Amounts reported as Deferred Outflows of Resources and Deferred Inflows of Resources related to OPEB will be recognized in OPEB expense as follows:

| Year<br>Ending<br>June 30, | Total Deferred<br>(Inflow/Outflow) |
|----------------------------|------------------------------------|
| 2024                       | (136,707)                          |
| 2025                       | (136,707)                          |
| 2026                       | (136,707)                          |
| 2027                       | (136,707)                          |
| 2028                       | (136,713)                          |
| thereafter                 | 19,536                             |
| Total                      | <u>(664,005)</u>                   |

- L. Long - Term Debt – The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities and are direct obligations and pledge the full faith and credit of the City.

General obligation bonds currently outstanding are as follows:

**Governmental Activities**

- |                                                                                                                                                                                                                                                                                                                                                        |                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <p>1. <u>2015 Public Improvement Refunding Bonds</u> – Original issue \$6,988,000, unequal amounts of principal maturing each year, starting on July 1, 2016, until July 1, 2029, interest rate of 2.2% per annum payable on July 1 and January 1, total interest payable to maturity is \$434,995.</p>                                                | <p>5,755,000</p>           |
| <p>2. <u>2019 Taxable Public Improvement Bonds</u> – Original issue \$24,200,000, unequal amounts of principal maturing each year, starting on July 1, 2020, until July 1, 2049, interest rates vary from 2.5% to 4% per annum payable on July 1 and January 1, total interest payable to maturity is \$10,611,684, unamortized premium \$217,072.</p> | <p><u>22,610,000</u></p>   |
| <p>Total general obligation bonds</p>                                                                                                                                                                                                                                                                                                                  | <p><u>\$28,365,000</u></p> |

The City has obtained long-term financing with the State of Maryland for its business-type activities. The Water and Sewer enterprise fund entered into the State's revolving loan program in order to modernize the City's water and wastewater plants. The long-term loans are direct obligations and pledge the full faith and credit of the City. However, these revolving loans will be retired from revenues of the Water and Sewer enterprise fund.

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State revolving loans outstanding as of June 30, 2023, are composed of the following issues:

**Business-type Activities**

1. State Revolving Loan-Water Quality – Amount drawn \$1,773,466; matures in twenty level annual installments starting February 1, 2012; interest rate at 1% per annum payable on August 1 and February 1; total interest payable to maturity is \$27,969. Administrative fees are 5.0% of total debt service, totaling \$88,540 over the total loan period. \$ 692,295
  
  2. State Revolving Loan-Water Quality – Amount drawn \$140,099; matures in twenty level annual installments starting February 1, 2017; interest rate at 1.4% per annum payable on August 1 and February 1; total interest payable to maturity is \$7,113. Administrative fees are 5.0% of total debt service, totaling \$8,517 over the total loan period. 87,552
- \$779,847
- Total State revolving loans

Annual debt service requirements to maturity for general obligation bonds and State revolving loans are as follows:

| Fiscal<br>Year | Governmental Activities |                      | Business-type Activities |                  |
|----------------|-------------------------|----------------------|--------------------------|------------------|
|                | Principal               | Interest             | Principal                | Interest         |
| 2024           | 1,421,000               | 797,754              | 103,905                  | 8,149            |
| 2025           | 1,428,000               | 756,155              | 104,975                  | 7,079            |
| 2026           | 1,431,000               | 714,131              | 106,057                  | 5,997            |
| 2027           | 1,438,000               | 671,844              | 107,151                  | 4,903            |
| 2028           | 1,435,000               | 633,997              | 108,256                  | 3,798            |
| 2029-2033      | 4,962,000               | 2,745,133            | 246,470                  | 5,114            |
| 2034-2038      | 3,860,000               | 2,223,051            | 3,033                    | 42               |
| 2039-2043      | 4,550,000               | 1,597,869            | -                        | -                |
| 2044-2048      | 5,410,000               | 828,507              | -                        | -                |
| 2049-2050      | 2,430,000               | 78,400               | -                        | -                |
| Total          | <u>\$ 28,365,000</u>    | <u>\$ 11,046,841</u> | <u>\$ 779,847</u>        | <u>\$ 35,082</u> |

CITY OF BOWIE, MARYLAND  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2023

Bond premiums are amortized over the life of the debt. The annual amortization of bond premium for Taxable Public Improvement Bonds of 2019 are as follows:

|           | <u>Amortized<br/>Bond Premium</u> |
|-----------|-----------------------------------|
| 2024      | 5,377                             |
| 2025      | 5,568                             |
| 2026      | 5,712                             |
| 2027      | 5,904                             |
| 2028      | 6,000                             |
| 2029-2033 | 32,499                            |
| 2034-2038 | 37,059                            |
| 2039-2043 | 43,683                            |
| 2044-2048 | 51,940                            |
| 2049-2050 | 23,330                            |
| Total     | <u>\$217,073</u>                  |

Private placement notes The City of Bowie issued a private placement note in the amount of \$58,491. The note pays principal and interest monthly on the first day of each month at an interest rate of 3.48 percent. The proceeds from the note are being used to purchase golf cart vehicles. The note payable outstanding as of June 30, 2023, is \$45,709.

Leases The lease agreement of FY2022 for the right to use leased golf carts in the amount of \$188,530 has an outstanding balance of \$146,997 as of June 30, 2023. The lease payments are scheduled for the first day of each month at an interest rate of 3.48 percent. The annual lease payments are listed below:

| Fiscal Year | <u>Governmental Activities</u> |                              |                           |
|-------------|--------------------------------|------------------------------|---------------------------|
|             | <u>Principal<br/>Payments</u>  | <u>Interest<br/>Payments</u> | <u>Total<br/>Payments</u> |
| 2024        | 36,480                         | 4,537                        | 41,017                    |
| 2025        | 37,770                         | 3,247                        | 41,017                    |
| 2026        | 39,105                         | 1,912                        | 41,017                    |
| 2027        | 33,642                         | 539                          | 34,181                    |
| Total       | <u>146,997</u>                 | <u>10,235</u>                | <u>157,232</u>            |

Subscription-Based Information Technology Arrangements. The City of Bowie entered into multiple subscription-based information technology arrangements (SBITS). These arrangements are mostly related to cloud-based software

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

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programs and software maintenance agreements. The SBITA arrangements expire at various dates through 2028 and provide for renewal options

As of June 30, 2023. SBITA assets and the related accumulated amortization totaled \$802,380 and \$262,059, respectively. Total SBITA assets and the related accumulated amortization for Governmental Activities were \$728,691 and \$232,283 and for Business Type Activities were \$73,689 and \$29,476 respectively.

The future principal and interest payments for SBITAs as of June 30, 2023, were as follows:

| <u>Year ending June 30,</u> | <u>Governmental Activities</u> |                      | <u>Business-Type Activities</u> |                     | <u>Total</u>          |
|-----------------------------|--------------------------------|----------------------|---------------------------------|---------------------|-----------------------|
|                             | <u>Principal</u>               | <u>Interest</u>      | <u>Principal</u>                | <u>Interest</u>     |                       |
| 2024                        | 179,972                        | 9,178                | 23,744                          | 756                 | 213,650               |
| 2025                        | 180,613                        | 2,882                | 24,119                          | 381                 | 207,995               |
| 2026                        | 44,935                         | 1,864                | -                               | -                   | 46,799                |
| 2027                        | 45,952                         | 826                  | -                               | -                   | 46,778                |
| 2028                        | 42,163                         | -                    | -                               | -                   | 42,163                |
| <b>Total</b>                | <u><u>493,635</u></u>          | <u><u>14,750</u></u> | <u><u>47,863</u></u>            | <u><u>1,137</u></u> | <u><u>557,385</u></u> |

**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

Changes in long-term liabilities – Long-term liability activity for the year ended June 30, 2023, was as follows:

|                                       | June 30, 2022        | Increases           | Decreases             | Net<br>Amortization<br>Premium | June 30, 2023        | Remaining<br>Unamortized<br>June 30, 2023 | Due within<br>one year |
|---------------------------------------|----------------------|---------------------|-----------------------|--------------------------------|----------------------|-------------------------------------------|------------------------|
| <b>Governmental activities:</b>       |                      |                     |                       |                                |                      |                                           |                        |
| General obligation bonds              | \$ 30,005,305        | \$ -                | \$ (1,418,000)        | \$ (5,232)                     | \$ 28,582,073        | \$ 217,073                                | \$ 1,386,658           |
| Notes payable                         | 56,695               | -                   | (10,986)              | -                              | 45,709               | -                                         | 11,361                 |
| Lease payable                         | 182,231              | -                   | (35,234)              | -                              | 146,997              | -                                         | 36,480                 |
| Subscriptions payable                 |                      | 712,534             | (218,899)             | -                              | 493,635              | -                                         | 179,972                |
| OPEB liability                        | 2,854,384            | 252,014             | (830,152)             | -                              | 2,276,246            | -                                         | -                      |
| Pension liability                     | 11,438,856           | 5,729,571           | (1,757,832)           | -                              | 15,410,595           | -                                         | -                      |
| Compensated absences                  | 1,905,441            | 1,311,950           | (1,310,371)           | -                              | 1,907,020            | -                                         | 1,670,969              |
| <b>Total Governmental activities</b>  | <b>\$ 46,442,912</b> | <b>\$ 8,006,069</b> | <b>\$ (5,581,474)</b> | <b>\$ (5,232)</b>              | <b>\$ 48,862,275</b> | <b>\$ 217,073</b>                         | <b>\$ 3,285,440</b>    |
| <b>Business-type activities:</b>      |                      |                     |                       |                                |                      |                                           |                        |
| State revolving loans                 | \$ 882,693           | \$ -                | \$ (102,846)          | \$ -                           | \$ 779,847           | \$ -                                      | \$ 102,846             |
| Subscriptions payable                 | -                    | 47,862              | -                     | -                              | 47,862               | -                                         | 23,744                 |
| OPEB liability                        | 261,806              | 23,110              | (76,127)              | -                              | 208,789              | -                                         | -                      |
| Compensated absences                  | 170,091              | 146,777             | (171,283)             | -                              | 145,585              | -                                         | 13,992                 |
| <b>Total Business-type activities</b> | <b>\$ 1,314,590</b>  | <b>\$ 217,749</b>   | <b>\$ (350,256)</b>   | <b>\$ -</b>                    | <b>\$ 1,182,083</b>  | <b>\$ -</b>                               | <b>\$ 140,582</b>      |

The liabilities for governmental activities are liquidated by the general fund, while liabilities for business-type activities are liquidated by the water and sewer fund.

**M. Legal Debt Margin** - Neither Maryland State law nor the City Charter mandate a limit on municipal debt. The City Council adopted a policy to limit debt, exclusive of amounts being repaid by the Water and Sewer System, to 0.8 percent of assessed value of taxable property. At June 30, the assessed value of such property totaled \$8,420,078,000, the debt limit was \$67,360,624 and the amount of debt applicable to the limit was \$29,268,414, or approximately 43 percent of the debt limit. The debt policy also states that the ratio of debt service expenditures as a percentage of general fund revenues, exclusive of debt repaid by the Water and Sewer Fund, shall not exceed 10 percent. In FY2023, the ratio of debt service expenditures, totaling \$2,534,388, as a percentage of general fund revenues, and other financing sources totaling \$62,355,554 was 4.1 percent.

**4. Risk Management**

On July 1, 1987, the City joined the Local Government Insurance Trust (LGIT) sponsored by the Maryland Municipal League (MML) and the Maryland Association of Counties. The LGIT is a self-insurance pool offering General Liability, Excess Liability, Business Auto Liability, Police Legal Liability, and Public Official Liability.



**CITY OF BOWIE, MARYLAND**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

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The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and related disasters. LGIT is capitalized at an actuarially determined level to provide financial stability for its local government members and to reduce the possibility of assessments. The Trust is owned by the participating cities and counties and managed by a Board of Trustees elected by the members. Annual premiums are assessed for the various policy coverages. During fiscal year 2023, the City paid premiums of \$445,790 to the trust. Reportable claims over the last three fiscal years were not in excess of coverage.

**5. Interfund Transfers**

Interfund transfers for the year ended June 30, 2023, consisted of the following:

|                                                                             |            |
|-----------------------------------------------------------------------------|------------|
| Transfer to General Fund from Water and Sewer Fund                          | \$ 533,700 |
| Transfer to Equipment Acquisition and<br>Replacement Fund from General Fund | 2,769,844  |

Transfers are used to (1) move revenues from the fund whose budget requires to collect them to the fund whose budget requires to expend them, or (2) move unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. During fiscal year 2023 the Water and Sewer Fund transferred \$533,700, to the General Fund to cover personal cost and the allocated charge for use of the computer network. The transfer of funds from the General Fund to the Equipment Acquisition and Replacement Fund (EARF), provide resources not only to acquire and replace machinery during the current year but to accumulate amounts appropriated each year as reserves to replace machinery and equipment schedule for replacement in future years.

**6. Summary Disclosure of Significant Contingencies and Commitments**

- A. The City is party to legal proceedings which normally occur in governmental operations. The legal proceedings are not, in the opinion of the City Attorney, likely to have a material, adverse impact on the financial position of the City as a whole.
- B. The City receives financial assistance from the U.S. Government and the State of Maryland in the form of grants. Entitlement to grant resources is generally conditioned upon compliance with terms and conditions of the grant agreements and applicable Federal and State regulations, including the expenditure of the resources for eligible purposes. Some grants are subject to financial and compliance audits in accordance with the grantor's requirements. Any disallowances as a result of these audits become a liability of the City. As of June 30, 2023, the City estimates that no material liabilities will result from such audits.
- C. In December 2022, nationwide settlements were reached to resolve all opioids litigation brought by states and local political subdivisions against Teva, Allergan, Walgreens and Walmart. The estimated projection of payments for the opioid settlement for the City is \$884,102.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF BOWIE, MARYLAND**  
**Schedule of Changes in Total OPEB Liability and Related Ratios**  
**Last Ten Fiscal Years**  
(amounts expressed in thousands)

| Changes in Liability and Related Ratio                           | 2023<br>6/30/2022 | 2022<br>6/30/2021 | 2021<br>6/30/2020 | 2020<br>6/30/2019 | 2019<br>6/30/2018 | 2018<br>6/30/2017 | 2017*<br>6/30/2016 | 2016*<br>6/30/2015 | 2015*<br>6/30/2014 | 2014*<br>6/30/2013 |
|------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Total OPEB liability                                             |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |
| Service cost                                                     | \$ 216            | \$ 294            | \$ 253            | \$ 197            | \$ 131            | \$ 142            | \$ -               | \$ -               | \$ -               | \$ -               |
| Interest                                                         | 59                | 77                | 85                | 78                | 42                | 31                | -                  | -                  | -                  | -                  |
| Changes of benefit terms                                         | 0                 | 0                 | 0                 | 0                 | 905               | -                 | -                  | -                  | -                  | -                  |
| Differences between expected and actual experience               | (39)              | (381)             | (26)              | 343               | 47                | -                 | -                  | -                  | -                  | -                  |
| Changes of assumptions or other inputs                           | (800)             | (6)               | 197               | (13)              | (8)               | (78)              | -                  | -                  | -                  | -                  |
| Benefit payments                                                 | (67)              | (72)              | (66)              | (53)              | (69)              | (24)              | -                  | -                  | -                  | -                  |
| Net change in total OPEB liability                               | \$ (631)          | \$ (88)           | \$ 443            | \$ 552            | 1,048             | 71                | -                  | -                  | -                  | -                  |
| Total OPEB liability - beginning                                 | 3116              | 3204              | 2,761             | 2,209             | 1,161             | 1,090             | -                  | -                  | -                  | -                  |
| Total OPEB liability - ending (a)                                | <u>\$ 2,485</u>   | <u>\$ 3,116</u>   | <u>\$ 3,204</u>   | <u>\$ 2,761</u>   | <u>\$ 2,209</u>   | <u>\$ 1,161</u>   | <u>\$ -</u>        | <u>\$ -</u>        | <u>\$ -</u>        | <u>\$ -</u>        |
| Covered-employee payroll                                         | \$ 26,032         | \$ 25,234         | \$ 23,894         | \$ 23,038         | \$ 21,907         | \$ 21,045         | \$ -               | \$ -               | \$ -               | \$ -               |
| Total OPEB liability as a percentage of covered-employee payroll | 9.55%             | 12.35%            | 13.41%            | 11.98%            | 10.08%            | 5.52%             |                    |                    |                    |                    |

**Notes to Schedule:**

*Changes of benefit terms. None*

*Changes of assumptions.* Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

|      |       |
|------|-------|
| 2017 | 2.85% |
| 2018 | 3.58% |
| 2019 | 3.62% |
| 2020 | 3.13% |
| 2021 | 2.45% |
| 2022 | 1.92% |
| 2023 | 3.69% |

\*This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**CITY OF BOWIE, MARYLAND  
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
CITY OF BOWIE OPEB PLAN  
JUNE 30, 2023**

**1. Changes in Benefit Terms**

There were no benefit changes during 2023.

**2. Changes in Assumptions**

Discount rate:

|             |       |
|-------------|-------|
| ○ 6/30/2023 | 3.69% |
| ○ 6/30/2022 | 1.92% |
| ○ 6/30/2021 | 2.45% |
| ○ 6/30/2020 | 3.13% |
| ○ 6/30/2019 | 3.62% |
| ○ 6/30/2018 | 3.58% |

The medical trend was updated to the latest model released by the SOA and excluded the impact of the Cadillac Tax.

The mortality assumptions were updated to the latest experience study on public sector employees.

Assets are not accumulated in a trust that meets the criteria in GASB Statement No.75, paragraph 4.

Note: The City's OPEB Plan does not depend on salary information.

CITY OF BOWIE, MARYLAND  
Schedule of OPEB Plan Contributions  
Last Ten Fiscal Years

| OPEB Plan Contributions                                               | 2023          | 2022          | 2021          | 2020          | 2019       | 2018       | 2017 * | 2016 * | 2015 * | 2014 * |
|-----------------------------------------------------------------------|---------------|---------------|---------------|---------------|------------|------------|--------|--------|--------|--------|
| Contractually required contributions                                  | \$ 66,583     | \$ 66,732     | \$ 66,583     | \$ 52,848     | \$ 69,339  | \$ 23,523  | \$ -   | \$ -   | \$ -   | \$ -   |
| Contributions in relation to the contractually required contributions | (66,583)      | (66,732)      | (66,583)      | (52,848)      | (69,339)   | (23,523)   | -      | -      | -      | -      |
| Contribution deficiency (excess)                                      | \$ -          | \$ -          | \$ -          | \$ -          | \$ -       | \$ -       | \$ -   | \$ -   | \$ -   | \$ -   |
| City of Bowie's employee covered payroll                              | \$ 26,031,577 | \$ 25,233,755 | \$ 23,894,229 | \$ 23,037,599 | 23,261,300 | 22,115,400 | -      | -      | -      | -      |
| Contributions as a percentage of employee covered payroll             | 0.256%        | 0.264%        | 0.279%        | 0.229%        | 0.298%     |            |        |        |        |        |

\*This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**CITY OF BOWIE, MARYLAND**  
**Schedule of Pension Plan Contributions**  
**Last Ten Fiscal Years**  
**(amounts expressed in thousands)**

|                                                                        | <b>Fiscal Year</b> |              |              |              |              |              |              |              |              |              |
|------------------------------------------------------------------------|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                                                        | <u>2023</u>        | <u>2022</u>  | <u>2021</u>  | <u>2020</u>  | <u>2019</u>  | <u>2018</u>  | <u>2017</u>  | <u>2016</u>  | <u>2015</u>  | <u>2014</u>  |
| Contractually required contribution                                    | \$ 1,856           | \$ 1,758     | \$ 1,680     | \$ 1,473     | \$ 1,430     | \$ 1,333     | \$ 1,263     | \$ 1,202     | \$ 1,029     | \$ 1,036     |
| Contribution in relation to the<br>contractually required contribution | <u>1,856</u>       | <u>1,758</u> | <u>1,680</u> | <u>1,473</u> | <u>1,430</u> | <u>1,333</u> | <u>1,263</u> | <u>1,202</u> | <u>1,029</u> | <u>1,036</u> |
| Contribution deficiency (excess)                                       | <u>\$ -</u>        | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  | <u>\$ -</u>  |
| Covered employee payroll                                               |                    |              |              |              |              |              |              |              |              |              |
| All other governmental funds                                           | 5,055              | 5,011        | 4,817        | 4,016        | 4,366        | 4,261        | 4,462        | 3,540        | 3,233        | 3,126        |
| Contributions as a percentage of<br>covered employee payroll           | 36.72%             | 35.08%       | 34.88%       | 36.68%       | 32.75%       | 31.28%       | 28.31%       | 33.95%       | 31.83%       | 33.14%       |

Schedule of pension plan contributions (unaudited) for the City's Pension Plan for the prior ten years (GASB 68 was implemented in the year ended June 30, 2015):

**CITY OF BOWIE, MARYLAND**  
**Schedule of the City's Proportionate Share of the Net Pension Liability (NPL)**

|                                                                                                | <u>FY2023</u> | <u>FY2022</u> | <u>FY2021</u> | <u>FY2020</u> | <u>FY2019</u> | <u>FY2018</u> | <u>FY2017</u> | <u>FY2016</u> | <u>FY2015</u> | <u>FY2014</u>                                     |
|------------------------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------------------------------------|
| City's proportion (%) of collective net pension liability                                      | 0.0770%       | 0.0762%       | 0.0687%       | 0.0696%       | 0.0669%       | 0.6204%       | 0.0617%       | 0.0488%       | 0.4440%       |                                                   |
| City's proportionate share (\$) of collective net pension liability                            | \$ 15,410,595 | \$ 11,438,856 | \$ 15,526,975 | \$ 14,359,931 | \$ 14,028,445 | \$ 13,414,652 | \$ 14,561,335 | \$ 10,143,071 | \$ 7,886,652  |                                                   |
| City's covered payroll (\$)                                                                    | \$ 5,055,482  | \$ 5,011,559  | \$ 4,817,142  | \$ 4,011,638  | \$ 4,366,296  | \$ 4,260,502  | \$ 4,462,479  | \$ 3,539,622  | \$ 3,233,000  |                                                   |
| City's covered payroll as a percentage of city's proportionate share of net pension liability. | 304.8294%     | 228.2495%     | 322.3275%     | 357.9568%     | 321.2894%     | 314.8608%     | 326.3060%     | 286.5580%     | 243.9422%     | Information for FY14 and earlier is not available |
| Pension plan's fiduciary net position as a percentage of the total pension liability           | 76.27%        | 81.84%        | 70.72%        | 72.34%        | 68.36%        | 66.71%        | 62.97%        | 66.26%        | 69.53%        |                                                   |

**CITY OF BOWIE, MARYLAND  
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
STATE OF MARYLAND RETIREMENT AND PENSION SYSTEM  
JUNE 30, 2023**

**1. Changes in Benefit Terms**

There were no benefit changes during the years 2015 through 2019.

**2. Changes in Assumptions**

**Inflation assumptions changed as follows:**

|             |       |
|-------------|-------|
| ○ 6/30/2022 | 2.25% |
| ○ 6/30/2021 | 2.25% |
| ○ 6/30/2020 | 2.60% |
| ○ 6/30/2019 | 2.55% |
| ○ 6/30/2018 | 2.60% |
| ○ 6/30/2017 | 2.65% |
| ○ 6/30/2016 | 2.70% |
| ○ 6/30/2015 | 2.70% |

**Investment return assumption changed as follows:**

|             |       |
|-------------|-------|
| ○ 6/30/2022 | 6.80% |
| ○ 6/30/2021 | 6.80% |
| ○ 6/30/2020 | 7.40% |
| ○ 6/30/2019 | 7.40% |
| ○ 6/30/2018 | 7.50% |
| ○ 6/30/2017 | 7.50% |
| ○ 6/30/2016 | 7.55% |
| ○ 6/30/2015 | 7.65% |



CITY OF BOWIE, MARYLAND  
 Budgetary Comparison Schedule (Non-GAAP Budgetary Basis)  
 General Fund  
 For the Year Ended June 30, 2023

(Page 1 of 2)

|                                        | Original<br>Budget  | Final<br>Budget     | Actual              | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|----------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------|
| <b>Revenues:</b>                       |                     |                     |                     |                                                         |
| Taxes                                  | \$ 35,818,400       | \$ 35,818,400       | \$ 35,279,032       | \$ (539,368)                                            |
| Licenses and permits                   | 824,800             | 824,800             | 1,439,065           | 614,265                                                 |
| Intergovernmental revenues             | 15,796,900          | 15,796,900          | 17,579,545          | 1,782,645                                               |
| Fees and fines                         | 3,882,500           | 3,882,500           | 3,984,479           | 101,979                                                 |
| Contributions                          | 911,100             | 911,100             | 93,525              | (817,575)                                               |
| Interest income                        | 40,100              | 40,100              | 1,792,906           | 1,752,806                                               |
| Rental income                          | 513,300             | 513,300             | 515,519             | 2,219                                                   |
| Other revenues                         | 534,200             | 534,200             | 364,887             | (169,313)                                               |
| Total Revenues                         | <u>58,321,300</u>   | <u>58,321,300</u>   | <u>61,048,958</u>   | <u>2,727,658</u>                                        |
| <b>Expenditures and encumbrances:</b>  |                     |                     |                     |                                                         |
| <b>General Government</b>              |                     |                     |                     |                                                         |
| City Council                           | 378,100             | 378,100             | 443,281             | (65,181)                                                |
| City Manager                           | 1,429,000           | 1,394,000           | 1,250,207           | 143,793                                                 |
| Human Resources                        | 798,500             | 862,000             | 818,894             | 43,106                                                  |
| Information Technology                 | 3,994,100           | 3,994,100           | 3,143,497           | 850,603                                                 |
| Elections                              | 500                 | 500                 | -                   | 500                                                     |
| Legal Services                         | 200,000             | 200,000             | 279,932             | (79,932)                                                |
| Communications                         | 1,042,500           | 1,042,500           | 746,017             | 296,483                                                 |
| Business Operations                    | 1,692,000           | 1,663,500           | 591,109             | 1,072,391                                               |
| City Clerk                             | 233,800             | 233,800             | 200,339             | 33,461                                                  |
| Finance                                | 1,481,500           | 1,481,500           | 1,378,412           | 103,088                                                 |
| Community Services                     | 1,220,700           | 1,220,700           | 1,135,175           | 85,525                                                  |
| Building Maintenance                   | 1,530,600           | 1,530,600           | 1,331,186           | 199,414                                                 |
| Planning                               | 909,100             | 909,100             | 753,238             | 155,862                                                 |
| Total General Government               | <u>14,910,400</u>   | <u>14,910,400</u>   | <u>12,071,287</u>   | <u>2,839,113</u>                                        |
| <b>Economic Development</b>            | <u>1,175,100</u>    | <u>1,175,100</u>    | <u>880,363</u>      | <u>294,737</u>                                          |
| <b>Public Safety</b>                   |                     |                     |                     |                                                         |
| Housing Inspection and Code Compliance | 1,028,300           | 1,028,300           | 909,303             | 118,997                                                 |
| Emergency Management                   | 527,400             | 527,400             | 377,239             | 150,161                                                 |
| Police Department                      | 14,894,800          | 14,894,800          | 13,382,894          | 1,511,906                                               |
| Animal and Disease Control             | 260,600             | 260,600             | 202,474             | 58,126                                                  |
| Total Public Safety                    | <u>16,711,100</u>   | <u>16,711,100</u>   | <u>14,871,910</u>   | <u>1,839,190</u>                                        |
| <b>Social Services</b>                 |                     |                     |                     |                                                         |
| Senior Citizen Services                | 1,423,200           | 1,423,200           | 1,048,890           | 374,310                                                 |
| Youth Services Bureau                  | 1,423,500           | 1,423,500           | 1,343,510           | 79,990                                                  |
| Total Social Services                  | <u>\$ 2,846,700</u> | <u>\$ 2,846,700</u> | <u>\$ 2,392,400</u> | <u>\$ 454,300</u>                                       |

CITY OF BOWIE, MARYLAND  
 Budgetary Comparison Schedule (Non-GAAP Budgetary Basis)  
 General Fund  
 For the Year Ended June 30, 2023

(Page 2 of 2)

|                                                       | Original<br>Budget   | Final<br>Budget      | Actual               | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|-------------------------------------------------------|----------------------|----------------------|----------------------|---------------------------------------------------------|
| Public Works                                          |                      |                      |                      | (Continued)                                             |
| Administrative                                        | \$ 2,336,800         | \$ 2,336,800         | \$ 1,813,367         | \$ 523,433                                              |
| Equipment Maintenance and Garage                      | 872,000              | 872,000              | 797,941              | 74,059                                                  |
| Solid Waste                                           | 7,451,900            | 7,471,400            | 6,801,279            | 670,121                                                 |
| Street Maintenance                                    | 7,228,200            | 7,228,200            | 6,563,805            | 664,395                                                 |
| Stormwater Management                                 | 777,900              | 758,400              | 655,375              | 103,025                                                 |
| Total Public Works                                    | <u>18,666,800</u>    | <u>18,666,800</u>    | <u>16,631,767</u>    | <u>2,035,033</u>                                        |
| Parks, Culture and Recreation                         |                      |                      |                      |                                                         |
| Recreation                                            | 1,355,600            | 1,355,600            | 1,088,959            | 266,641                                                 |
| Bowie Playhouse                                       | 199,300              | 199,300              | 139,384              | 59,916                                                  |
| Parks and Grounds                                     | 4,249,800            | 4,249,800            | 3,933,478            | 316,322                                                 |
| Ice Arena                                             | 1,183,000            | 1,183,000            | 1,033,731            | 149,269                                                 |
| Historic Properties and Museums                       | 710,900              | 710,900              | 510,277              | 200,623                                                 |
| Gymnasium                                             | 900,800              | 900,800              | 680,742              | 220,058                                                 |
| Total Parks, Culture and Recreation                   | <u>8,599,400</u>     | <u>8,599,400</u>     | <u>7,386,571</u>     | <u>1,212,829</u>                                        |
| Debt Service                                          | <u>2,262,600</u>     | <u>2,262,600</u>     | <u>2,534,338</u>     | <u>(271,738)</u>                                        |
| Nondepartmental                                       | <u>926,700</u>       | <u>926,700</u>       | <u>850,771</u>       | <u>75,929</u>                                           |
| Total expenditures and encumbrances                   | <u>66,098,800</u>    | <u>66,098,800</u>    | <u>57,619,407</u>    | <u>8,479,393</u>                                        |
| Excess of revenues over expenditures                  | <u>(7,777,500)</u>   | <u>(7,777,500)</u>   | <u>3,429,551</u>     | <u>11,207,051</u>                                       |
| Other financing sources (uses):                       |                      |                      |                      |                                                         |
| Sale of capital assets                                | 1,000                | 1,000                | 6,621                | 6,621                                                   |
| Other sources                                         | -                    | -                    | 766,275              | 766,275                                                 |
| Transfers in                                          | 533,700              | 533,700              | 533,700              | 533,700                                                 |
| Transfers out                                         | (2,920,600)          | (3,516,100)          | (2,769,844)          | 746,256                                                 |
| Total other financing sources (uses)                  | <u>(2,385,900)</u>   | <u>(2,981,400)</u>   | <u>(1,463,248)</u>   | <u>2,052,852</u>                                        |
| Net change in fund balance                            | <u>(10,163,400)</u>  | <u>(10,758,900)</u>  | <u>1,966,303</u>     | <u>12,725,203</u>                                       |
| Fund balance - beginning                              | <u>42,296,706</u>    | <u>42,296,706</u>    | <u>42,296,706</u>    | <u>-</u>                                                |
| Fund balance - ending                                 | <u>\$ 32,133,306</u> | <u>\$ 31,537,806</u> | <u>44,263,009</u>    | <u>\$ 12,725,203</u>                                    |
| Adjustments to reconcile to GAAP basis:               |                      |                      |                      |                                                         |
| Addition of encumbrances outstanding                  |                      |                      | 1,586,404            |                                                         |
| Less prior year encumbrances expended in current year |                      |                      | (972,089)            |                                                         |
| Fund balance - June 30, 2023 (GAAP basis)             |                      |                      | <u>\$ 44,877,324</u> |                                                         |

**CITY OF BOWIE, MARYLAND**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION – BUDGETARY SCHEDULES**  
**JUNE 30, 2023**

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**A. Budgetary information** - The annual operating budgets are plans of current expenditures and the proposed means of financing them. The primary means by which most of the financing, acquisition, spending, and service delivery activities of the governmental unit are legally controlled is through the annual operating budget. The City of Bowie prepares an annual operating budget for each fund. The budgets are prepared on a line-item basis by function, activity and object. The City's fiscal year begins on July 1 and ends on June 30.

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

- Prior to April 15, a 6-year Capital Improvements Program is submitted by the City Manager to the City Council for adoption. Public hearings are held regarding the programs and adoption, via resolution, is made by the Council for those programs.
- By the fifteenth of April, the City Manager submits to the City Council a proposed operating budget. The operating budget includes proposed expenditures, including those expenditures for the Capital Improvements Program approved for the ensuing year, and the estimated revenues by which the expenditures are to be financed.
- Public hearings are conducted for taxpayers' input regarding the proposed operating budget.
- A favorable vote by a majority of the elected members of the Council is necessary to adopt, as an ordinance, the operating budget at the activity level.
- Budgetary integration is used as a management control for all funds. Council approval is required, by ordinance, to increase the budgeted appropriations or the transfer of appropriations between activities. One transfer ordinance was required this year.
- Expenditures may not legally exceed budgeted appropriations at the activity level.
- All appropriations, not expended or lawfully encumbered, lapse at the end of the budget year and are available to fund appropriations in the subsequent year.
- The making of contracts, or the spending of monies for capital improvements financed in whole or in part by bond proceeds, or the making of contracts for leases or services that extend beyond the budget year in which the contract is made, is expressly authorized.

**CITY OF BOWIE, MARYLAND**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION – BUDGETARY SCHEDULES**  
**JUNE 30, 2023**

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- B. An encumbrance system is used in the governmental fund type of accounts. This method is employed to reserve the applicable appropriations for those expenditure commitments resulting from approved contracts or purchase orders that have not been performed or received by the end of the budget year. All encumbrances outstanding at year-end are recorded as a reservation of fund balance and do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year.
- C. For the year ended June 30, 2023, expenditures exceeded appropriations in the following activity (the legal level of budgetary control) of the general fund by the following amounts.

| <u>Activity</u> | <u>Amount</u> |
|-----------------|---------------|
| City Council    | \$ 65,181     |
| Legal Services  | \$ 79,932     |
| Debt Service    | \$271,738     |

The over expenditures were funded by unexpended appropriations from the remaining activities within each respective area of the general fund.

- D. The City's financial statements are prepared in accordance with all applicable legal requirements, which, if inconsistent with generally accepted accounting principles, are shown on separate schedules. There are no known violations of grant assurances or compliance procedures.
- E. The City Code requires the adoption of an annual operating budget for each City fund, including the proprietary funds.
- F. The Statement of Revenues, Expenditures and Changes in Fund Balances for the Governmental Funds is prepared on a basis consistent with generally accepted accounting principles under which method encumbrances are considered a commitment or assignment of fund balance and charged to operations in the year liquidated. All intergovernmental revenues applicable to these encumbrances are recorded as unearned for the current period and earned for the subsequent period in which the commitment or assignment of fund balance is liquidated.
- G. The Budgetary Comparison Schedule for the General Fund and the Schedule of Revenues, Expenditures and Encumbrances and Changes in Fund Balance - Budget (Non-GAAP Budgetary Basis) and Actual – for the Equipment Acquisition and Replacement, and Capital Projects Fund were prepared on a basis consistent with the legally adopted budget. Under this method current-year encumbrances outstanding are charged to budgetary appropriations and considered an expenditure of the current period.

**CITY OF BOWIE, MARYLAND  
Fund Descriptions**

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**MAJOR GOVERNMENTAL FUNDS**

**GENERAL FUND**

This fund accounts for all revenues and expenditures that are not accounted for in other funds. It is the largest and most important accounting activity. It receives a great variety of general revenues and finances a wide range of programs. Most of the City's operation is financed from this fund.

**EQUIPMENT ACQUISITION AND REPLACEMENT FUND**

This fund was established by Ordinance Number 5-79, passed by the Council on June 4, 1979. It receives amounts transferred from other funds, not only to acquire and replace equipment during the current year, but to accumulate amounts appropriated each year to replace equipment scheduled for replacement in future years.

**CAPITAL PROJECTS FUND**

The fund was established to account for all resources used for the acquisition of capital facilities by the City except those financed by enterprise funds. Capital Projects are those capital outlays that involve the acquisition and/or construction of major, permanent facilities having a relatively long life.

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**PROPRIETARY FUNDS**

**WATER AND SEWER FUND**

This fund is operated to account for the activities of the Water and Sewer System. It is classified as an enterprise fund rendering services on a user-charge basis. The system should be a self-supporting entity and the accounting must make it possible to show whether it operated at a profit or loss.

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**CITY OF BOWIE, MARYLAND**  
**Schedule of Revenues, Expenditures and Encumbrances**  
**and Changes in Fund Balance - Budget (Non-GAAP Budgetary Basis) and Actual**  
**Equipment Acquisition and Replacement Fund**  
**For the Year Ended June 30, 2023**

|                                                       | Original<br>Budget  | Final<br>Budget     | Actual              | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|-------------------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------|
| <b>Revenues:</b>                                      |                     |                     |                     |                                                         |
| Interest income                                       | \$ 7,900            | \$ 7,900            | \$ 292,150          | \$ 284,250                                              |
| Total Revenue                                         | <u>7,900</u>        | <u>7,900</u>        | <u>292,150</u>      | <u>284,250</u>                                          |
| <b>Expenditures and encumbrances:</b>                 |                     |                     |                     |                                                         |
| <b>General Government</b>                             |                     |                     |                     |                                                         |
| Information Technology                                | 218,000             | 218,000             | -                   | 218,000                                                 |
| Community Services                                    | 80,000              | 80,000              | 82,432              | (2,432)                                                 |
| Building Maintenance                                  | 65,000              | 65,000              | 45,375              | 19,625                                                  |
| Total General Government                              | <u>363,000</u>      | <u>363,000</u>      | <u>127,807</u>      | <u>235,193</u>                                          |
| <b>Public Safety</b>                                  |                     |                     |                     |                                                         |
| Housing Inspection & Code Enforcement                 | 102,300             | 102,300             | 61,178              | 41,122                                                  |
| Police Department                                     | 324,600             | 577,300             | 574,222             | 3,078                                                   |
| Total Public Safety                                   | <u>426,900</u>      | <u>679,600</u>      | <u>635,400</u>      | <u>44,200</u>                                           |
| <b>Public Works</b>                                   |                     |                     |                     |                                                         |
| Administration                                        | 53,000              | 53,000              | 39,320              | 13,680                                                  |
| Solid Waste                                           | 372,700             | 372,700             | 319,305             | 53,395                                                  |
| Street Maintenance Division                           | 157,000             | 157,000             | 177,465             | (20,465)                                                |
| Total Public Works                                    | <u>582,700</u>      | <u>582,700</u>      | <u>536,090</u>      | <u>46,610</u>                                           |
| <b>Parks, Culture and Recreation</b>                  |                     |                     |                     |                                                         |
| Parks and Grounds                                     | 290,000             | 290,000             | 264,371             | 25,629                                                  |
| Total Parks, Culture and Recreation                   | <u>290,000</u>      | <u>290,000</u>      | <u>264,371</u>      | <u>25,629</u>                                           |
| Total expenditures and encumbrances                   | <u>1,662,600</u>    | <u>1,915,300</u>    | <u>1,563,668</u>    | <u>351,632</u>                                          |
| Excess of revenues over expenditures                  | <u>(1,654,700)</u>  | <u>(1,907,400)</u>  | <u>(1,271,518)</u>  | <u>635,882</u>                                          |
| <b>Other financing sources (uses):</b>                |                     |                     |                     |                                                         |
| Sale of Capital Assets                                | 100,000             | 100,000             | 97,552              | (2,448)                                                 |
| Transfers in                                          | 2,920,600           | 2,920,600           | 2,769,844           | (150,756)                                               |
| Total other financing sources (uses)                  | <u>3,020,600</u>    | <u>3,020,600</u>    | <u>2,867,396</u>    | <u>(153,204)</u>                                        |
| Net change in fund balance                            | <u>1,365,900</u>    | <u>1,113,200</u>    | <u>1,595,878</u>    | <u>482,678</u>                                          |
| Fund balance - beginning                              | <u>8,051,893</u>    | <u>8,051,893</u>    | <u>8,051,893</u>    | <u>-</u>                                                |
| Fund balance - ending                                 | <u>\$ 9,417,793</u> | <u>\$ 9,165,093</u> | <u>9,647,771</u>    | <u>\$ 482,678</u>                                       |
| <b>Adjustments to reconcile to GAAP basis:</b>        |                     |                     |                     |                                                         |
| Addition of encumbrances outstanding                  |                     |                     | 721,743             |                                                         |
| Less prior-year encumbrances expended in current year |                     |                     | (542,926)           |                                                         |
| Fund balance - June 30, 2023 (GAAP basis)             |                     |                     | <u>\$ 9,826,588</u> |                                                         |

**CITY OF BOWIE, MARYLAND**  
**Schedule of Revenues, Expenditures and Encumbrances**  
**and Changes in Fund Balance - Budget (Non-GAAP Budgetary Basis) and Actual**  
**Capital Projects Fund**  
**For the Year Ended June 30, 2023**

|                                                       | Original             | Final<br>Budget      | Actual               | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|-------------------------------------------------------|----------------------|----------------------|----------------------|---------------------------------------------------------|
| <b>Revenues:</b>                                      |                      |                      |                      |                                                         |
| Intergovernmental revenues                            | \$ 2,949,600         | \$ 2,949,600         | \$ 161,131           | \$ (2,788,469)                                          |
| Interest income                                       | 22,600               | 22,600               | 998,802              | 976,202                                                 |
| Total revenues                                        | <u>2,972,200</u>     | <u>2,972,200</u>     | <u>1,159,933</u>     | <u>(1,812,267)</u>                                      |
| <b>Expenditures and encumbrances:</b>                 |                      |                      |                      |                                                         |
| <b>Capital outlay:</b>                                |                      |                      |                      |                                                         |
| Land Acquisition                                      | 1,526,700            | 1,526,700            | 21,847               | 1,504,853                                               |
| Public Buildings                                      | 2,264,200            | 2,360,700            | 1,209,576            | 1,151,124                                               |
| Drainage Control                                      | 2,842,500            | 2,842,500            | 339,211              | 2,503,289                                               |
| Recreation Areas Development                          | 6,760,000            | 7,098,000            | 2,824,316            | 4,273,684                                               |
| Total expenditures and encumbrances                   | <u>13,393,400</u>    | <u>13,827,900</u>    | <u>4,394,950</u>     | <u>9,432,950</u>                                        |
| Deficiency of revenues under expenditures             | <u>(10,421,200)</u>  | <u>(10,855,700)</u>  | <u>(3,235,017)</u>   | <u>7,620,683</u>                                        |
| Net change in fund balance                            | (10,421,200)         | (10,855,700)         | (3,235,017)          | 7,620,683                                               |
| Fund balance - beginning                              | 26,753,800           | 26,753,800           | 26,753,800           | -                                                       |
| Fund balance - ending                                 | <u>\$ 16,332,600</u> | <u>\$ 15,898,100</u> | <u>23,518,783</u>    | <u>\$ 7,620,683</u>                                     |
| <b>Adjustments to reconcile to GAAP basis:</b>        |                      |                      |                      |                                                         |
| Addition of encumbrances outstanding                  |                      |                      | 3,494,467            |                                                         |
| Less prior-year encumbrances expended in current year |                      |                      | (2,275,361)          |                                                         |
| Fund balance - June 30, 2023 (GAAP basis)             |                      |                      | <u>\$ 24,737,889</u> |                                                         |

**CITY OF BOWIE, MARYLAND**  
**Schedule of Revenues, Expenses and Other Financing Sources (Uses) - Budget (Non-GAAP Budgetary Basis) and Actual**  
**Water and Sewer Fund**  
**For the Year Ended June 30, 2023**

|                                                     | Original<br>Budget   | Final<br>Budget      | Actual               | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|-----------------------------------------------------|----------------------|----------------------|----------------------|---------------------------------------------------------|
| <b>Revenues:</b>                                    |                      |                      |                      |                                                         |
| Water sales and sewerage surcharge                  | \$ 7,515,100         | \$ 7,515,100         | \$ 6,819,059         | \$ (696,041)                                            |
| Minimum charges                                     | 1,040,000            | 1,040,000            | 1,020,162            | (19,838)                                                |
| Forfeited discounts and penalties                   | 75,000               | 75,000               | 93,825               | 18,825                                                  |
| Processing fees                                     | 30,900               | 30,900               | 21,350               | (9,550)                                                 |
| Interest income                                     | 8,500                | 8,500                | 268,060              | 259,560                                                 |
| Rental income - tower leases                        | 322,600              | 322,600              | 40,914               | (281,686)                                               |
| Intergovernmental                                   | 2,876,900            | 2,876,900            | 146,668              | (2,730,232)                                             |
| Other income                                        | 23,800               | 23,800               | 94,788               | 70,988                                                  |
| Total revenues                                      | <u>11,892,800</u>    | <u>11,892,800</u>    | <u>8,504,826</u>     | <u>(3,387,974)</u>                                      |
| <b>Expenses:</b>                                    |                      |                      |                      |                                                         |
| Water Supply                                        | 9,000,600            | 8,978,700            | 4,551,272            | 4,427,428                                               |
| Sewage treatment                                    | 4,375,800            | 4,375,800            | 3,833,672            | 542,128                                                 |
| Administrative and general                          | 700,900              | 732,800              | 673,401              | 59,399                                                  |
| Miscellaneous                                       | 177,300              | 352,100              | 97,487               | 254,613                                                 |
| Debt service                                        | 300,000              | 300,000              | 116,835              | 183,165                                                 |
| Total expenses                                      | <u>14,554,600</u>    | <u>14,739,400</u>    | <u>9,272,667</u>     | <u>5,466,733</u>                                        |
| Excess (deficiency) of revenues over expenses       | <u>(2,661,800)</u>   | <u>(2,846,600)</u>   | <u>(767,841)</u>     | <u>2,078,759</u>                                        |
| <b>Other financing sources (uses):</b>              |                      |                      |                      |                                                         |
| Appropriated Retained Earnings                      | 558,700              | 743,500              | -                    | -                                                       |
| Bond Proceeds                                       | 2,635,800            | 2,635,800            | -                    | -                                                       |
| Sales of capital assets                             | 1,000                | 1,000                | 33,200               | 32,200                                                  |
| Transfers out                                       | (533,700)            | (533,700)            | (533,700)            | -                                                       |
| Total other financing sources (uses)                | <u>2,661,800</u>     | <u>2,846,600</u>     | <u>(500,500)</u>     | <u>32,200</u>                                           |
| Net change in net position                          | -                    | -                    | (1,268,341)          | (1,268,341)                                             |
| Net Position - beginning                            | <u>21,317,667</u>    | <u>20,865,667</u>    | <u>29,983,925</u>    | <u>-</u>                                                |
| Net Position - ending                               | <u>\$ 21,317,667</u> | <u>\$ 20,865,667</u> | <u>28,715,584</u>    | <u>\$ (1,268,341)</u>                                   |
| <b>Adjustments to reconcile to GAAP basis:</b>      |                      |                      |                      |                                                         |
| Addition of capital assets acquired in current year |                      |                      | 3,923,732            |                                                         |
| Addition of lease revenue (GASB 87)                 |                      |                      | 306,614              |                                                         |
| Addition of interest income leases (GASB 87)        |                      |                      | 72,389               |                                                         |
| Addition of principal payments on debt              |                      |                      | 102,845              |                                                         |
| Addition of contingency - subs                      |                      |                      | 26,325               |                                                         |
| Less interest expense - subs                        |                      |                      | (923)                |                                                         |
| Less loss on disposal of capital assets             |                      |                      | (19,934)             |                                                         |
| Less depreciation and amortization expense          |                      |                      | (1,095,644)          |                                                         |
| Net Position - June 30, 2023 (GAAP basis)           |                      |                      | <u>\$ 32,030,988</u> |                                                         |



## **SECTION III – STATISTICAL SECTION**

## STATISTICAL SECTION

The Statistical Section presents detailed information for the primary government in the following areas, as a context for understanding what the information in the Financial Section says about the City's overall financial health:

**FINANCIAL TRENDS** – Information to help the reader understand how the City's financial performance and well-being have changed over time.

**REVENUE CAPACITY** – Information to help the reader assess the City's most significant local revenue source, the property tax.

**DEBT CAPACITY** – Information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

**DEMOGRAPHIC AND ECONOMIC INFORMATION** – Indicators to help the reader understand how the environment within which the city's financial activities take place.

**OPERATING INFORMATION** – Service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

Many of the tables cover more than two fiscal years and present data from outside accounting records. Therefore, the Statistical Section is unaudited.

Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year. The City implemented GASB Statement No. 34 in 2003; schedules presenting government-wide information include information beginning that year.

**CITY OF BOWIE, MARYLAND**  
**Net Position by Component**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**  
**(amounts expressed in thousands)**

|                                                    | <u>2014</u>            | <u>Restated<br/>2015</u> | <u>2016</u>       | <u>Restated<br/>2017</u> | <u>Restated<br/>2018</u> | <u>2019</u>       | <u>2020</u>       | <u>2021</u>       | <u>2022</u>       | <u>2023</u>       |
|----------------------------------------------------|------------------------|--------------------------|-------------------|--------------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Governmental activities</b>                     |                        |                          |                   |                          |                          |                   |                   |                   |                   |                   |
| Net investment in capital assets                   | \$ 79,417 <sup>1</sup> | \$ 81,372                | \$ 81,228         | \$ 82,259                | \$ 83,338                | \$ 88,390         | \$ 68,066         | \$ 90,147         | \$ 89,687         | \$ 87,842         |
| Restricted                                         | -                      | -                        | -                 | -                        | 9                        | 17                | -                 | -                 | 11                | 49                |
| Unrestricted                                       | 47,084                 | 49,303                   | 50,997            | 52,975                   | 51,108                   | 45,617            | 64,200            | 45,343            | 46,948            | 51,806            |
| <b>Total Governmental activities net position</b>  | <b>\$ 126,501</b>      | <b>\$ 130,675</b>        | <b>\$ 132,225</b> | <b>\$ 135,234</b>        | <b>\$ 134,455</b>        | <b>\$ 134,024</b> | <b>\$ 132,266</b> | <b>\$ 135,490</b> | <b>\$ 136,646</b> | <b>\$ 139,697</b> |
| <b>Business type activities</b>                    |                        |                          |                   |                          |                          |                   |                   |                   |                   |                   |
| Net investment in capital assets                   | \$ 19,572              | \$ 19,311                | \$ 19,386         | \$ 19,303                | \$ 19,807                | \$ 19,479         | \$ 19,599         | \$ 21,944         | \$ 23,117         | \$ 23,552         |
| Restricted                                         | -                      | -                        | -                 | -                        | -                        | -                 | -                 | -                 | -                 | -                 |
| Unrestricted                                       | 2,657                  | 2,669                    | 3,010             | 3,119                    | 3,550                    | 4,833             | 5,821             | 4,569             | 6,867             | 8,479             |
| <b>Total business type activities net position</b> | <b>\$ 22,229</b>       | <b>\$ 21,980</b>         | <b>\$ 22,396</b>  | <b>\$ 22,422</b>         | <b>\$ 23,357</b>         | <b>\$ 24,312</b>  | <b>\$ 25,420</b>  | <b>\$ 26,513</b>  | <b>\$ 29,984</b>  | <b>\$ 32,031</b>  |
| <b>Primary Government</b>                          |                        |                          |                   |                          |                          |                   |                   |                   |                   |                   |
| Net investment in capital assets                   | \$ 98,989              | \$ 100,683               | \$ 100,614        | \$ 101,562 <sup>2</sup>  | \$ 103,145 <sup>2</sup>  | \$ 107,869        | \$ 87,665         | \$ 112,091        | \$ 112,804        | \$ 111,394        |
| Restricted                                         | -                      | -                        | -                 | -                        | 9                        | 17                | -                 | -                 | 11                | 49                |
| Unrestricted                                       | 49,741                 | 51,972                   | 54,007            | 56,094                   | 54,658                   | 50,450            | 70,021            | 49,912            | 53,815            | 60,285            |
| <b>Total primary governmental net position</b>     | <b>\$ 148,730</b>      | <b>\$ 152,655</b>        | <b>\$ 154,621</b> | <b>\$ 157,656</b>        | <b>\$ 157,812</b>        | <b>\$ 158,336</b> | <b>\$ 157,686</b> | <b>\$ 162,003</b> | <b>\$ 166,630</b> | <b>\$ 171,728</b> |

<sup>1</sup> Restatement of the beginning Net Position as per GASB 68, for pension liability and to correct accounting error for unrecorded depreciation.

<sup>2</sup> Restatement of the beginning Net Position as per GASB 75, for OPEB expenditures.

**CITY OF BOWIE, MARYLAND**  
**Changes in Net Position**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**  
**(amounts expressed in thousands)**

|                                              | <u>Restated</u><br><u>2014</u> | <u>2015</u> | <u>2016</u> | <u>Restated</u><br><u>2017</u> | <u>Restated</u><br><u>2018</u> | <u>2019</u>            | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> |
|----------------------------------------------|--------------------------------|-------------|-------------|--------------------------------|--------------------------------|------------------------|-------------|-------------|-------------|-------------|
| <b>Expenses:</b>                             |                                |             |             |                                |                                |                        |             |             |             |             |
| <b>Governmental activities:</b>              |                                |             |             |                                |                                |                        |             |             |             |             |
| General government                           | \$ 8,554                       | \$ 9,215    | \$ 9,490    | \$ 9,833                       | \$ 10,828                      | \$ 11,052              | \$ 12,443   | \$ 12,489   | \$ 13,532 * | \$ 13,762   |
| Economic development                         | 355                            | 367         | 1,071       | 471                            | 467                            | 721                    | 651         | 890         | 800         | 876         |
| Public safety                                | 17,236 <sup>1</sup>            | 9,820       | 11,825      | 12,974                         | 13,805                         | 14,988                 | 16,868      | 16,520      | 16,213      | 14,842      |
| Social services                              | 1,994                          | 2,077       | 2,194       | 2,307                          | 2,410                          | 2,473                  | 2,488       | 2,126       | 2,471       | 2,610       |
| Public works                                 | 13,267 <sup>1</sup>            | 12,021      | 12,736      | 13,133                         | 14,663                         | 15,349                 | 15,741      | 16,374      | 16,511      | 17,404      |
| Parks, culture and recreation                | 6,907                          | 7,085       | 7,665       | 7,870                          | 8,271                          | 8,303                  | 8,377       | 7,690       | 8,688 *     | 9,235       |
| Interest on long term debt                   | 460                            | 424         | 109         | 337                            | 299                            | 381                    | 1,079       | 921         | 885         | 868         |
| Total government activities expenses         | 48,773                         | 41,009      | 45,090      | 46,925                         | 50,743                         | 53,267                 | 57,647      | 57,010      | 59,100      | 59,597      |
| <b>Business-type activities</b>              |                                |             |             |                                |                                |                        |             |             |             |             |
| Water and wastewater                         | 5,333                          | 5,861       | 5,467       | 5,968                          | 6,103                          | 6,186                  | 6,499       | 6,660       | 6,968       | 6,363       |
| Total primary governmental expenses          | \$ 54,106                      | \$ 46,870   | \$ 50,557   | \$ 52,893                      | \$ 56,846 <sup>2</sup>         | \$ 59,453 <sup>2</sup> | \$ 64,146   | \$ 63,670   | \$ 66,068   | \$ 65,960   |
| <b>Program Revenues</b>                      |                                |             |             |                                |                                |                        |             |             |             |             |
| <b>Governmental activities</b>               |                                |             |             |                                |                                |                        |             |             |             |             |
| <b>Charges for services:</b>                 |                                |             |             |                                |                                |                        |             |             |             |             |
| General government                           | \$ 292                         | \$ 343      | \$ 374      | \$ 409                         | \$ 415                         | \$ 422                 | \$ 406      | \$ 314      | \$ 413      | \$ 441      |
| Public safety                                | 1,362                          | 1,346       | 1,164       | 1,017                          | 995                            | 971                    | 757         | 970         | 1,185       | 1,295       |
| Social services                              | 24                             | 26          | 30          | 30                             | 35                             | 28                     | 21          | 1           | -           | 4           |
| Public works                                 | 161                            | 125         | 214         | 118                            | 347                            | 407                    | 310         | 535         | 751         | 1,090       |
| Park, culture and recreation                 | 1,250                          | 1,204       | 1,209       | 1,171                          | 1,197                          | 1,193                  | 1,079       | 744         | 1,244       | 1,401       |
| Operating grants and contributions           | 1,037                          | 1,300       | 1,641       | 1,400                          | 1,457                          | 1,447                  | 1,391       | 5,681       | 1,412       | 1,575       |
| Capital grants and contributions             | 289                            | 413         | 419         | 242                            | 77                             | -                      | 1,777       | 444         | 332         | 161         |
| Total government activities program revenues | 4,415                          | 4,757       | 5,051       | 4,387                          | 4,523                          | 4,468                  | 5,741       | 8,689       | 5,337       | 5,967       |
| <b>Business-type activities</b>              |                                |             |             |                                |                                |                        |             |             |             |             |
| <b>Charges for services</b>                  |                                |             |             |                                |                                |                        |             |             |             |             |
| Water and wastewater                         | 5,411                          | 5,687       | 5,866       | 6,170                          | 7,147                          | 7,293                  | 7,659       | 7,870       | 8,016       | 8,082       |
| Operating grants and contributions           | -                              | -           | -           | -                              | 99                             | 99                     | 99          | 99          | 133         | 147         |
| Capital grants and contributions             | -                              | -           | 68          | -                              | -                              | -                      | -           | -           | 2,377       | -           |
| Total primary governmental program revenues  | \$ 9,826                       | \$ 10,444   | \$ 10,985   | \$ 10,557                      | \$ 11,769                      | \$ 11,860              | \$ 13,499   | \$ 16,658   | \$ 15,863   | \$ 14,196   |
| <b>Net (expenses)revenue</b>                 |                                |             |             |                                |                                |                        |             |             |             |             |
| Governmental activities                      | \$ (44,358)                    | \$ (36,252) | \$ (40,039) | \$ (42,538)                    | \$ (46,220)                    | \$ (48,799)            | \$ (51,906) | \$ (48,321) | \$ (53,763) | \$ (53,630) |
| Business-type activities                     | 78                             | (174)       | 467         | 202                            | 1,143                          | 1,206                  | 1,259       | 1,309       | 3,558       | 1,866       |
| Total primary government net expenses        | \$ (44,280)                    | \$ (36,426) | \$ (39,572) | \$ (42,336)                    | \$ (45,077)                    | \$ (47,593)            | \$ (50,647) | \$ (47,012) | \$ (50,205) | \$ (51,764) |

**CITY OF BOWIE, MARYLAND**  
**Changes in Net Position**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**  
**(amounts expressed in thousands)**

|                                                    | <u>Restated</u><br><u>2014</u> | <u>2015</u>      | <u>2016</u>      | <u>Restated</u><br><u>2017</u> | <u>Restated</u><br><u>2018</u> | <u>2019</u>      | <u>2020</u>      | <u>2021</u>      | <u>2022</u>      | <u>2023</u>      |
|----------------------------------------------------|--------------------------------|------------------|------------------|--------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| General Revenues and Other Changes in Net Position |                                |                  |                  |                                |                                |                  |                  |                  |                  |                  |
| Governmental activities:                           |                                |                  |                  |                                |                                |                  |                  |                  |                  |                  |
| Taxes                                              |                                |                  |                  |                                |                                |                  |                  |                  |                  |                  |
| Property taxes                                     | \$ 25,657                      | \$ 26,254        | \$ 26,970        | \$ 28,142                      | \$ 28,988                      | \$ 30,082        | \$ 31,316        | \$ 32,901        | \$ 34,100        | \$ 35,279        |
| Income taxes                                       | 8,424                          | 8,992            | 9,155            | 11,270                         | 9,747                          | 11,600           | 11,540           | 11,842           | 12,789           | 12,577           |
| State shared revenues                              | 2,043                          | 2,033            | 2,174            | 2,348                          | 2,800                          | 2,501            | 2,830            | 3,520            | 4,601            | 2,490            |
| Other taxes                                        | 283                            | 321              | 447              | 431                            | 440                            | 471              | 372              | 363              | 554              | 640              |
| Franchise fees                                     | 1,805                          | 1,895            | 1,942            | 1,991                          | 1,790                          | 1,982            | 1,893            | 1,816            | 1,806            | 1,663            |
| Unrestricted Investment earnings                   | 113                            | 92               | 200              | 441                            | 882                            | 1,370            | 1,086            | 160              | 275              | 3,084            |
| Miscellaneous                                      | 405                            | 482              | 295              | 487                            | 427                            | 670              | 604              | 427              | 233              | 414              |
| Transfers                                          | 334                            | 357              | 407              | 437                            | 494                            | 507              | 506              | 516              | 560              | 534              |
| Total government activities                        | <u>39,064</u>                  | <u>40,426</u>    | <u>41,590</u>    | <u>45,547</u>                  | <u>45,568</u>                  | <u>49,183</u>    | <u>50,147</u>    | <u>51,545</u>    | <u>54,918</u>    | <u>56,681</u>    |
| Business-type activities                           |                                |                  |                  |                                |                                |                  |                  |                  |                  |                  |
| Unrestricted Investment earnings                   | 1                              | 1                | 6                | 15                             | 39                             | 75               | 69               | 5                | 85               | 341              |
| Miscellaneous                                      | 307                            | 281              | 349              | 246                            | 259                            | 272              | 285              | 295              | 388              | 374              |
| Transfers                                          | (334)                          | (356)            | (407)            | (437)                          | (494)                          | (507)            | (505)            | (515)            | (560)            | (534)            |
| Total business-type activities                     | <u>(26)</u>                    | <u>(74)</u>      | <u>(52)</u>      | <u>(176)</u>                   | <u>(196)</u>                   | <u>(160)</u>     | <u>(151)</u>     | <u>(215)</u>     | <u>(87)</u>      | <u>181</u>       |
| Total primary government                           | <u>\$ 39,038</u>               | <u>\$ 40,352</u> | <u>\$ 41,538</u> | <u>\$ 45,371</u>               | <u>\$ 45,372</u>               | <u>\$ 49,023</u> | <u>\$ 49,996</u> | <u>\$ 51,330</u> | <u>\$ 54,831</u> | <u>\$ 56,862</u> |
| Change in Net Position                             |                                |                  |                  |                                |                                |                  |                  |                  |                  |                  |
| Governmental activities                            | \$ (5,294)                     | \$ 4,174         | \$ 1,551         | \$ 3,009                       | \$ (652)                       | \$ 384           | \$ (1,759)       | \$ 3,224         | \$ 1,155         | \$ 3,051         |
| Business-type activities                           | <u>52</u>                      | <u>(248)</u>     | <u>415</u>       | <u>26</u>                      | <u>947</u>                     | <u>1,046</u>     | <u>1,108</u>     | <u>1,094</u>     | <u>3,471</u>     | <u>2,047</u>     |
| Total primary government                           | <u>\$ (5,242)</u>              | <u>\$ 3,926</u>  | <u>\$ 1,966</u>  | <u>\$ 3,035</u>                | <u>\$ 295</u>                  | <u>\$ 1,430</u>  | <u>\$ (651)</u>  | <u>\$ 4,318</u>  | <u>\$ 4,626</u>  | <u>\$ 5,098</u>  |

<sup>1</sup> Restatement of the beginning Net Position as per GASB 68, for pension liability and to correct accounting error for unrecorded depreciation.

<sup>2</sup> Restatement of the beginning Net Position as per GASB 75, for OPEB expenditures.

\*Error in 2022 corrected

CITY OF BOWIE  
Fund Balances of Governmental Funds  
Last Ten Fiscal Years  
(modified accrual basis of accounting)  
(amounts expressed in thousands)

|                                           | <b>Fiscal Year</b>      |                         |                         |                         |                         |                         |                         |                         |                         |                         |
|-------------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|                                           | <b>Restated</b>         |                         |                         |                         |                         |                         |                         |                         |                         |                         |
|                                           | <b>2014</b>             | <b>2015</b>             | <b>2016</b>             | <b>2017</b>             | <b>2018</b>             | <b>2019</b>             | <b>2020</b>             | <b>2021</b>             | <b>2022</b>             | <b>2023</b>             |
| <b>General fund</b>                       |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |
| Restricted                                | \$ -                    | \$ -                    | \$ -                    | \$ -                    | \$ -                    | \$ 17                   | \$ -                    | \$ -                    |                         |                         |
| Nonspendable                              | 220                     | 216                     | 298                     | 735                     | 753                     | 812                     | 2,484                   | 733                     | 674                     | 443                     |
| Committed                                 | 3,904                   | 4,658                   | 4,998                   | 5,286                   | 5,944                   | 6,467                   | 7,973                   | 7,670                   | 8,824                   | 9,779                   |
| Assigned                                  | 3,283                   | 5,165                   | 5,903                   | 5,802                   | 7,047                   | 6,210                   | 9,743                   | 9,780                   | 10,570                  | 13,009                  |
| Unassigned                                | <u>31,911</u>           | <u>29,739</u>           | <u>28,163</u>           | <u>29,330</u>           | <u>25,813</u>           | <u>26,854</u>           | <u>18,997</u>           | <u>23,191</u>           | <u>22,228</u>           | <u>21,646</u>           |
| <b>Total general fund</b>                 | <b><u>\$ 39,318</u></b> | <b><u>\$ 39,778</u></b> | <b><u>\$ 39,362</u></b> | <b><u>\$ 41,153</u></b> | <b><u>\$ 39,557</u></b> | <b><u>\$ 40,360</u></b> | <b><u>\$ 39,197</u></b> | <b><u>\$ 41,374</u></b> | <b><u>\$ 42,296</u></b> | <b><u>\$ 44,877</u></b> |
| <b>All other governmental funds</b>       |                         |                         |                         |                         |                         |                         |                         |                         |                         |                         |
| Committed                                 | \$ 2,917                | \$ 2,548                | \$ 2,914                | \$ 7,262                | \$ 9,331                | \$ 6,028                | \$ 8,191                | \$ 4,629                | \$ 6,745                | \$ 7,928                |
| Assigned                                  | <u>13,486</u>           | <u>15,109</u>           | <u>16,562</u>           | <u>12,768</u>           | <u>10,939</u>           | <u>9,222</u>            | <u>28,334</u>           | <u>30,867</u>           | <u>28,061</u>           | <u>26,637</u>           |
| <b>Total all other governmental funds</b> | <b><u>\$ 16,403</u></b> | <b><u>\$ 17,657</u></b> | <b><u>\$ 19,476</u></b> | <b><u>\$ 20,030</u></b> | <b><u>\$ 20,270</u></b> | <b><u>\$ 15,250</u></b> | <b><u>\$ 36,525</u></b> | <b><u>\$ 35,496</u></b> | <b><u>\$ 34,806</u></b> | <b><u>\$ 34,565</u></b> |

CITY OF BOWIE, MARYLAND  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
LAST TEN FISCAL YEARS  
(modified accrual basis of accounting)  
(amounts expressed in thousands)

|                                                              | Fiscal Year     |                 |                 |                 |                   |                   |                  |                 |               |                 |
|--------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|------------------|-----------------|---------------|-----------------|
|                                                              | 2014            | 2015            | 2016            | 2017            | 2018              | 2019              | 2020             | 2021            | 2022          | 2023            |
| <b>REVENUES</b>                                              |                 |                 |                 |                 |                   |                   |                  |                 |               |                 |
| Taxes                                                        | \$ 26,446       | \$ 26,254       | \$ 26,970       | \$ 28,141       | \$ 28,988         | \$ 30,082         | \$ 31,316        | \$ 32,901       | \$ 34,100     | \$ 35,279       |
| License and permits                                          | 433             | 431             | 524             | 439             | 643               | 744               | 630              | 858             | 1,248         | 1,439           |
| Intergovernmental revenues                                   | 11,001          | 12,239          | 13,648          | 15,342          | 13,660            | 15,099            | 16,729           | 20,898          | 18,185        | 17,741          |
| Fees and fines                                               | 3,946           | 4,005           | 3,896           | 3,730           | 3,842             | 3,735             | 3,375            | 3,198           | 3,736         | 3,984           |
| Contributions                                                | 157             | 153             | 153             | 202             | 174               | 162               | 103              | 14              | 48            | 93              |
| Interest income                                              | 114             | 92              | 200             | 441             | 883               | 1,370             | 1,086            | 160             | 275           | 3,084           |
| Rental income                                                | 483             | 509             | 537             | 538             | 521               | 545               | 521              | 361             | 459           | 516             |
| Other revenues                                               | 416             | 448             | 313             | 377             | 307               | 466               | 280              | 411             | 258           | 365             |
| <b>TOTAL REVENUES</b>                                        | <b>42,996</b>   | <b>44,131</b>   | <b>46,241</b>   | <b>49,210</b>   | <b>49,018</b>     | <b>52,203</b>     | <b>54,040</b>    | <b>58,801</b>   | <b>58,309</b> | <b>62,501</b>   |
| <b>EXPENDITURES</b>                                          |                 |                 |                 |                 |                   |                   |                  |                 |               |                 |
| Current:                                                     |                 |                 |                 |                 |                   |                   |                  |                 |               |                 |
| General government                                           | 6,689           | 7,360           | 7,545           | 7,890           | 8,559             | 9,114             | 10,275           | 10,460          | 11,273        | 12,100          |
| Economic development                                         | 353             | 370             | 1,070           | 470             | 466               | 720               | 650              | 889             | 798           | 865             |
| Public safety                                                | 9,007           | 9,322           | 10,655          | 11,838          | 12,838            | 13,414            | 14,795           | 14,128          | 14,726        | 14,858          |
| Social services                                              | 1,949           | 2,011           | 2,170           | 2,226           | 2,346             | 2,389             | 2,371            | 1,941           | 2,258         | 2,396           |
| Public works                                                 | 13,362          | 12,435          | 12,480          | 13,157          | 13,300            | 14,008            | 13,502           | 14,948          | 15,558        | 15,906          |
| Parks, culture and recreation                                | 5,440           | 5,624           | 6,212           | 6,531           | 6,806             | 6,930             | 6,963            | 6,467           | 7,117         | 7,460           |
| Other - unclassified                                         | 416             | 328             | 376             | 343             | 443               | 455               | 599              | 430             | 874           | 851             |
| Debt service                                                 |                 |                 |                 |                 |                   |                   |                  |                 |               |                 |
| Principal                                                    | 775             | 775             | 775             | 785             | 795               | 805               | 873              | 1,390           | 1,415         | 1,683           |
| Interest                                                     | 509             | 479             | 342             | 314             | 283               | 252               | 326              | 940             | 888           | 851             |
| Paying and fiscal agent fees                                 | 1               | 1               | 1               | 3               | 2                 | 1                 | 2                | -               | -             | -               |
| Bond issuance cost                                           | -               | -               | 61              | 3,931           | -                 | -                 | 293              | -               | -             | -               |
| Capital outlay                                               | 3,298           | 4,304           | 3,753           | -               | 5,079             | 9,091             | 8,507            | 6,646           | 4,266         | 4,596           |
| <b>TOTAL EXPENDITURES</b>                                    | <b>41,799</b>   | <b>43,009</b>   | <b>45,440</b>   | <b>47,488</b>   | <b>50,917</b>     | <b>57,179</b>     | <b>59,156</b>    | <b>58,239</b>   | <b>59,173</b> | <b>61,566</b>   |
| Excess (deficiency) of revenues<br>over (under) expenditures | <b>1,197</b>    | <b>1,122</b>    | <b>801</b>      | <b>1,722</b>    | <b>(1,899)</b>    | <b>(4,976)</b>    | <b>(5,116)</b>   | <b>562</b>      | <b>(864)</b>  | <b>935</b>      |
| <b>OTHER FINANCING SOURCES (USES)</b>                        |                 |                 |                 |                 |                   |                   |                  |                 |               |                 |
| Sale of capital assets                                       | 62              | 235             | 133             | 185             | 50                | 252               | 290              | 70              | 289           | 104             |
| Proceeds from land sale                                      | -               | -               | -               | -               | -                 | -                 | -                | -               | -             | -               |
| Leases (as lessor)                                           | -               | -               | -               | -               | -                 | -                 | -                | -               | 188           | 41              |
| Subscriptions                                                | -               | -               | -               | -               | -                 | -                 | -                | -               | -             | 712             |
| Notes                                                        | -               | -               | -               | -               | -                 | -                 | -                | -               | 58            | 13              |
| Transfers in                                                 | 3,701           | 5,013           | 5,125           | 4,080           | 4,982             | 3,756             | 3,559            | 5,409           | 3,315         | 3,304           |
| Transfers out                                                | (3,366)         | (4,656)         | (4,718)         | (3,643)         | (4,488)           | (3,249)           | (3,053)          | (4,893)         | (2,754)       | (2,770)         |
| Refunding of bond issued                                     | -               | -               | 6,988           | -               | -                 | -                 | -                | -               | -             | -               |
| Payments to refunded bond escrow agent                       | -               | -               | (6,926)         | -               | -                 | -                 | -                | -               | -             | -               |
| Debt Issuance                                                | -               | -               | -               | -               | -                 | -                 | 24,200           | -               | -             | -               |
| Premium on bond sale                                         | -               | -               | -               | -               | -                 | -                 | 232              | -               | -             | -               |
| <b>TOTAL OTHER FINANCING<br/>  SOURCES (USES)</b>            | <b>397</b>      | <b>592</b>      | <b>602</b>      | <b>622</b>      | <b>544</b>        | <b>759</b>        | <b>25,228</b>    | <b>586</b>      | <b>1,096</b>  | <b>1,404</b>    |
| <b>NET CHANGE IN FUND BALANCES</b>                           | <b>\$ 1,594</b> | <b>\$ 1,714</b> | <b>\$ 1,403</b> | <b>\$ 2,344</b> | <b>\$ (1,355)</b> | <b>\$ (4,217)</b> | <b>\$ 20,112</b> | <b>\$ 1,148</b> | <b>\$ 232</b> | <b>\$ 2,339</b> |
| Debt service as a percentage<br>of noncapital expenditures   | 3.56%           | 3.39%           | 2.76%           | 2.61%           | 2.34%             | 2.22%             | 2.38%            | 4.60%           | 4.32%         | 4.56%           |

**CITY OF BOWIE, MARYLAND**  
**ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**  
**LAST TEN FISCAL YEARS**  
(amounts expressed in thousands)

| Fiscal<br>Year | Real Property           |                        | Personal<br>Property <sup>(1)</sup> | Less:<br>Tax-Exempt<br>Property | Total Taxable<br>Assessed<br>Value | Direct<br>Tax<br>Rate | Estimated<br>Total<br>Actual<br>Value | Assessed<br>Value as a<br>Percentage of<br>Actual Value |
|----------------|-------------------------|------------------------|-------------------------------------|---------------------------------|------------------------------------|-----------------------|---------------------------------------|---------------------------------------------------------|
|                | Residential<br>Property | Commercial<br>Property |                                     |                                 |                                    |                       |                                       |                                                         |
| 2014           | 5,258,303               | 945,435                | 186,961                             | 288,011                         | \$ 6,102,688                       | \$ 0.400              | \$ 6,301,168                          | 96.85                                                   |
| 2015           | 5,374,921               | 935,248                | 192,712                             | 259,580                         | 6,243,301                          | 0.400                 | 6,373,317                             | 97.96                                                   |
| 2016           | 5,581,464               | 939,725                | 181,658                             | 268,281                         | 6,434,566                          | 0.400                 | 6,592,698                             | 97.60                                                   |
| 2017           | 5,745,993               | 1,017,060              | 201,303                             | 282,648                         | 6,681,708                          | 0.400                 | 6,818,193                             | 98.00                                                   |
| 2018           | 5,946,548               | 1,053,182              | 196,003                             | 280,449                         | 6,915,284                          | 0.400                 | 7,060,656                             | 97.94                                                   |
| 2019           | 6,144,473               | 1,134,725              | 203,103                             | 307,914                         | 7,174,387                          | 0.400                 | 7,363,742                             | 97.43                                                   |
| 2020           | 6,428,207               | 1,129,240              | 219,761                             | 323,580                         | 7,453,628                          | 0.400                 | 7,637,053                             | 97.60                                                   |
| 2021           | 6,732,736               | 1,157,790              | 167,292                             | 339,429                         | 7,718,389                          | 0.400                 | 7,910,085                             | 97.58                                                   |
| 2022           | 7,032,583               | 1,196,603              | 225,805                             | 339,493                         | 8,115,498                          | 0.400                 | 8,303,291                             | 97.74                                                   |
| 2023           | 7,362,801               | 1,234,387              | 225,236                             | 402,346                         | 8,420,078                          | 0.400                 | 8,649,391                             | 97.35                                                   |

Notes: Real property is assessed on a triennial basis.

(1) Assessed value and estimated actual for Personal Property are equal.

Source: City of Bowie - Department of Finance



**CITY OF BOWIE, MARYLAND  
REAL PROPERTY TAX RATES  
DIRECT AND OVERLAPPING GOVERNMENTS  
LAST TEN FISCAL YEARS  
(rate per \$100 of assessed value)**

| Fiscal Year | Direct Tax Rate | Overlapping Tax Rates |        |                   |        | Total Tax Rate |
|-------------|-----------------|-----------------------|--------|-------------------|--------|----------------|
|             |                 | County                | State  | Park and Planning | WSTC   |                |
| 2014        | 0.4000          | 0.8200                | 0.1120 | 0.2790            | 0.0260 | 1.6370         |
| 2015        | 0.4000          | 0.8300                | 0.1120 | 0.2790            | 0.0260 | 1.6470         |
| 2016        | 0.4000          | 0.8720                | 0.1120 | 0.2940            | 0.0260 | 1.7040         |
| 2017        | 0.4000          | 0.8680                | 0.1120 | 0.2940            | 0.0260 | 1.7000         |
| 2018        | 0.4000          | 0.8600                | 0.1120 | 0.2940            | 0.0260 | 1.6920         |
| 2019        | 0.4000          | 0.8520                | 0.1120 | 0.2940            | 0.0260 | 1.6840         |
| 2020        | 0.4000          | 0.8480                | 0.1120 | 0.2940            | 0.0260 | 1.6800         |
| 2021        | 0.4000          | 0.8440                | 0.1120 | 0.2940            | 0.0260 | 1.6760         |
| 2022        | 0.4000          | 0.8480                | 0.1120 | 0.2940            | 0.0260 | 1.6800         |
| 2023        | 0.4000          | 0.8540                | 0.1120 | 0.2940            | 0.0260 | 1.6860         |

Notes: Overlapping rates are those of local and county governments that apply to property owners within the City of Bowie.

CITY OF BOWIE, MARYLAND  
PRINCIPAL PROPERTY TAXPAYERS  
FISCAL YEAR ENDED JUNE 30, 2023 AND NINE YEARS AGO

| <u>Name</u>                          | <u>Type<br/>of<br/>Business</u> | <u>2023</u>               |             |                                                | <u>2014</u>               |             |                                                |
|--------------------------------------|---------------------------------|---------------------------|-------------|------------------------------------------------|---------------------------|-------------|------------------------------------------------|
|                                      |                                 | <u>Assessed<br/>Value</u> | <u>Rank</u> | <u>Percent of<br/>Total Assessed<br/>Value</u> | <u>Assessed<br/>Value</u> | <u>Rank</u> | <u>Percent of<br/>Total Assessed<br/>Value</u> |
| Maryland Science and Technology      | Commercial Leasing              | \$ 124,334,330            | 1           | 1.44 %                                         | \$ 151,586,750            | 1           | 2.48 %                                         |
| Governors Green Apartments LLC       | Apartment Rental                | 98,705,000                | 2           | 1.14                                           | 77,770,000                | 3           | 1.27                                           |
| Bowie Mall Company LLC               | Shopping Center                 | 86,140,350                | 3           | 1.00                                           | 80,247,650                | 2           | 1.31                                           |
| Bowie 348 Owner LLC (Elder Oaks)     | Apartment Rental                | 68,782,760                | 4           | 0.80                                           | 52,830,000                | 4           | 0.87                                           |
| New Market Free State LLC            | Shopping Center                 | 63,648,400                | 5           | 0.74                                           |                           |             |                                                |
| BE Harmony LLC                       | Apartment Rental                | 63,277,200                | 6           | 0.73                                           | 51,825,130                | 5           | 0.85                                           |
| Heather Ridge Apts                   | Apartment Rental                | 60,725,600                | 7           | 0.70                                           | 44,466,720                | 6           | 0.73                                           |
| BE Bowie Residential LLC             | Shopping Center                 | 51,043,100                | 8           | 0.59                                           |                           |             |                                                |
| Hilltop Borrower LLC (Storch Hannah) | Shopping Center                 | 48,400,600                | 9           | 0.56                                           |                           |             |                                                |
| Collington Plaza Inc.                | Shopping Center                 | 29,702,900                | 10          | 0.34                                           |                           |             |                                                |
| Freestate Mall                       | Shopping Center                 | -                         |             | -                                              | 42,446,300                | 7           | 0.70                                           |
| BJ's Wholesale Club Inc.             | Retail Store                    | -                         |             | -                                              | 25,094,460                | 8           | 0.41                                           |
| Verizon- Maryland                    | Public Utility                  | -                         |             | -                                              | 24,881,640                | 9           | 0.41                                           |
| Home Depot USA                       | Retail Store                    | -                         |             | -                                              | 23,164,050                | 10          | 0.38                                           |
|                                      |                                 | -                         |             | -                                              | -                         |             | -                                              |
|                                      | <b>Total</b>                    | <b>\$ 694,760,240</b>     |             | <b>8.04 %</b>                                  | <b>\$ 574,312,700</b>     |             | <b>9.41 %</b>                                  |

Source: Maryland State Department of Assessments and Taxation

**CITY OF BOWIE, MARYLAND  
PROPERTY TAX LEVIES AND COLLECTIONS  
LAST TEN FISCAL YEARS**

| Fiscal<br>Year<br>Ended<br>June 30, | Taxes Levied<br>for the<br>Fiscal Year | Adjustments | Total<br>Adjusted Levy | Collected within the<br>Fiscal Year of the Levy |                                 | Collections<br>in Subsequent<br>Years | Total Collections to Date |                    |
|-------------------------------------|----------------------------------------|-------------|------------------------|-------------------------------------------------|---------------------------------|---------------------------------------|---------------------------|--------------------|
|                                     |                                        |             |                        | Amounts                                         | Percent<br>of Levy<br>Collected |                                       | Amounts                   | Percent<br>of Levy |
| 2014                                | \$ 25,736,986                          | (25,412)    | \$ 25,711,574          | \$ 25,572,279                                   | 99.4                            | \$ 1,702                              | \$ 25,573,981             | 99.4 %             |
| 2015                                | 26,374,339                             | (38,076)    | 26,336,263             | 26,072,066                                      | 98.9                            | 4,232                                 | 26,076,298                | 98.8               |
| 2016                                | 27,221,990 <sup>1</sup>                | (5,041)     | 27,216,949             | 26,850,245                                      | 98.6                            | (18,509)                              | 26,831,736                | 98.5               |
| 2017                                | 28,299,858                             | (2,587)     | 28,297,271             | 27,982,220                                      | 98.9                            | 48,295                                | 28,030,515                | 99.0               |
| 2018                                | 29,185,425                             | (47,524)    | 29,137,901             | 28,802,826                                      | 98.7                            | 150,745                               | 28,953,571                | 98.7               |
| 2019                                | 30,248,945                             | (77,196)    | 30,171,749             | 30,021,548                                      | 99.2                            | (24,622)                              | 29,996,926                | 99.1               |
| 2020                                | 31,479,653                             | (27,207)    | 31,452,446             | 31,023,849                                      | 98.6                            | (31,802)                              | 30,992,047                | 98.6               |
| 2021                                | 32,265,035                             | (136,472)   | 32,128,563             | 31,828,476                                      | 98.6                            | (96,522)                              | 31,731,954                | 98.6               |
| 2022                                | 34,251,622                             | (74,629)    | 34,176,993             | 33,840,295                                      | 98.8                            | (123,143)                             | 33,717,152                | 98.4               |
| 2023                                | 35,455,314                             | -           | 35,455,314             | 34,889,501                                      | 98.4                            | -                                     | 34,889,501                | 98.4               |

<sup>1</sup>Restated to correct errors in fiscal year 2016.

Source: City of Bowie - Department of Finance

**CITY OF BOWIE, MARYLAND**  
**RATIOS OF OUTSTANDING DEBT BY TYPE-TOTAL NET BONDED DEBT**  
**LAST TEN FISCAL YEARS**

| Fiscal<br>Year | Governmental<br>Activities                    |                              | Business-<br>Type<br>Activities | Lease<br>And<br>Subscription | Total<br>Primary<br>Government | Population <sup>2</sup> | Per<br>Capita | Estimated<br>Actual Value<br>of Taxable<br>Property <sup>3</sup> | Debt as a<br>Percentage of<br>Estimated Actual<br>Value<br>Taxable Property |
|----------------|-----------------------------------------------|------------------------------|---------------------------------|------------------------------|--------------------------------|-------------------------|---------------|------------------------------------------------------------------|-----------------------------------------------------------------------------|
|                | General<br>Obligation<br>Bond <sup>1, 4</sup> | Lease<br>And<br>Subscription | State<br>Loans <sup>1</sup>     |                              |                                |                         |               |                                                                  |                                                                             |
| 2014           | \$ 12,688,548                                 | \$ -                         | \$ 3,110,379                    | \$ -                         | \$ 15,798,927                  | 56,014                  | \$ 282.05     | \$ 6,301,168,317                                                 | 0.25%                                                                       |
| 2015           | 11,877,480                                    | -                            | 2,811,167                       | -                            | 14,688,647                     | 55,872                  | 262.90        | 6,373,316,580                                                    | 0.23%                                                                       |
| 2016           | 11,724,348                                    | -                            | 2,505,792                       | -                            | 14,230,140                     | 56,143                  | 253.46        | 6,592,697,915                                                    | 0.22%                                                                       |
| 2017           | 10,921,530                                    | -                            | 2,327,012                       | -                            | 13,248,542                     | 56,148                  | 235.96        | 6,818,192,973                                                    | 0.19%                                                                       |
| 2018           | 10,110,084                                    | -                            | 2,001,585                       | -                            | 12,111,669                     | 58,859                  | 205.77        | 7,060,656,432                                                    | 0.17%                                                                       |
| 2019           | 9,290,007                                     | -                            | 1,669,457                       | -                            | 10,959,464                     | 58,862                  | 186.19        | 7,363,741,934                                                    | 0.15%                                                                       |
| 2020           | 32,835,638                                    | -                            | 1,330,477                       | -                            | 34,166,115                     | 58,643                  | 582.61        | 7,637,052,809                                                    | 0.45%                                                                       |
| 2021           | 31,428,359                                    | -                            | 984,489                         | -                            | 32,412,848                     | 58,643                  | 552.71        | 7,910,085,472                                                    | 0.41%                                                                       |
| 2022           | 30,062,000                                    | 182,231                      | 882,693                         | -                            | 31,126,924                     | 58,329                  | 533.64        | 8,303,290,578                                                    | 0.37%                                                                       |
| 2023           | 28,627,782                                    | 640,632                      | 779,848                         | 47,862                       | 30,096,124                     | 57,644                  | 522.10        | 8,649,391,367                                                    | 0.35%                                                                       |

Source: <sup>1</sup> City of Bowie Statement of Net Position - ACFR FY23

<sup>2</sup> US Census.gov

<sup>3</sup> Prince George's County Real Property Tax Report FY23

<sup>4</sup> It excludes Notes Payable from Financing Arrangement and Subscription Payments

**CITY OF BOWIE, MARYLAND  
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT  
AS OF JUNE 30, 2023**

| <b>Name<br/>Governmental Unit</b>                                   | <b>Net<br/>Tax-supported<br/>Debt Outstanding</b> | <b>Percentage<br/>Applicable to This<br/>Governmental Unit</b> | <b>Share of Debt</b>  |
|---------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------|-----------------------|
| <b><u>DIRECT DEBT</u></b>                                           |                                                   |                                                                |                       |
| City of Bowie <sup>3</sup>                                          | <u>\$ 29,268,414</u>                              | 100.00%                                                        | <u>\$ 29,268,414</u>  |
| <b><u>OVERLAPPING DEBT</u><sup>1</sup></b>                          |                                                   |                                                                |                       |
| Prince George's County <sup>4</sup>                                 | 2,756,425,285                                     | 7.11% <sup>2</sup>                                             | 195,981,838           |
| Maryland-National Capital Park and Planning Commission <sup>4</sup> | <u>118,707,964</u>                                | 7.11% <sup>2</sup>                                             | <u>8,440,136</u>      |
| Total Overlapping Debt                                              | <u>2,875,133,249</u>                              |                                                                | <u>204,421,974</u>    |
| Total Direct and Overlapping Debt                                   | <u>\$ 2,904,401,663</u>                           |                                                                | <u>\$ 233,690,388</u> |

1. Overlapping Debt is not bonded debt of the City of Bowie on either a direct or contingent basis, but represents the share of debt of overlapping governmental units which the residents of the City of Bowie are obligated to pay through the direct tax levies of respective governmental units.

2. Ratio of Assessed Value in the City of Bowie to the total Assessed Value in Prince George's County.

Source: <sup>2</sup> Assessed value ratio derived from ACFR FY23- Statistical Section table #5 of City of Bowie & Prince George's County, MD

<sup>3</sup> City of Bowie - Statement of Net Position -ACFR FY23

<sup>4</sup> Prince George's County, Maryland- Direct & Overlapping Governmental Activities Debt

**CITY OF BOWIE, MARYLAND**  
**LEGAL DEBT MARGIN INFORMATION**  
**LAST TEN FISCAL YEARS**  
(amounts expressed in thousands)

|                                                                         | Fiscal Year      |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|-------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                                         | <u>2014</u>      | <u>2015</u>      | <u>2016</u>      | <u>2017</u>      | <u>2018</u>      | <u>2019</u>      | <u>2020</u>      | <u>2021</u>      | <u>2022</u>      | <u>2023</u>      |
| Debt Limit                                                              | \$ 48,822        | \$ 49,946        | \$ 51,477        | \$ 53,454        | \$ 55,322        | \$ 57,395        | \$ 59,629        | \$ 61,747        | \$ 64,924        | \$ 67,361        |
| Total net debt applicable to limit <sup>1</sup>                         | <u>12,689</u>    | <u>11,877</u>    | <u>11,724</u>    | <u>10,922</u>    | <u>10,110</u>    | <u>9,290</u>     | <u>32,836</u>    | <u>31,428</u>    | <u>30,244</u>    | <u>29,268</u>    |
| Legal Debt Margin                                                       | <u>\$ 36,133</u> | <u>\$ 38,069</u> | <u>\$ 39,753</u> | <u>\$ 42,532</u> | <u>\$ 45,212</u> | <u>\$ 48,105</u> | <u>\$ 26,793</u> | <u>\$ 30,319</u> | <u>\$ 34,680</u> | <u>\$ 38,093</u> |
| Total net debt applicable to the<br>limit as a percentage of debt limit | 25.99%           | 23.78%           | 22.78%           | 20.43%           | 18.27%           | 16.19%           | 55.07%           | 50.90%           | 46.58%           | 43.45%           |

**Legal Debt Margin Calculation for Fiscal Year 2023**

Taxable Assessed value <sup>2</sup> \$ 8,420,078

1. Debt limit (0.8% of assessed value) 67,361

Debt applicable to limit:

Outstanding Debt 29,268

Legal debt margin \$ 38,093

General Fund revenues <sup>3</sup> \$ 62,356

2. Debt limit ratio (10% of General  
Fund revenues) 6,236

Debt applicable to limit:

Debt service expenditures <sup>3</sup> 2,534

Legal debt margin \$ 3,702

Note: The City Council adopted a policy to limit debt, exclusive of amounts being repaid by the Water and Sewer System, to 0.8 percent of assessed value of taxable property. The debt policy further states that the ratio of debt service expenditures as a percentage of general fund revenues, exclusive of debt repaid by the Water and Sewer Fund, shall not exceed 10 percent.

Source: <sup>1</sup> City of Bowie- Statement of Net Position - ACFR FY23

Source: <sup>2</sup> City of Bowie- Statistical Section Table #5- ACFR FY23

Source: <sup>3</sup> City of Bowie- Statement of Revenues, Expenditures and Changes in Fund Balances- Governmental Funds - ACFR FY23

**CITY OF BOWIE, MARYLAND  
DEMOGRAPHIC AND ECONOMIC STATISTICS  
LAST TEN FISCAL YEARS**

| <b>Fiscal Year</b> | <b>Population</b>   | <b>Personal Taxable Income<sup>5</sup></b> | <b>Per Capita Income<sup>8</sup></b> | <b>Median Age<sup>3</sup></b> | <b>Educational Level<sup>3</sup></b> | <b>School Enrollment<sup>1</sup></b> | <b>Unemployment Rate<sup>6</sup></b> |
|--------------------|---------------------|--------------------------------------------|--------------------------------------|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| 2014               | 56,014 <sup>2</sup> | \$ 1,425,223,764                           | \$ 43,164                            | 39.2                          | 14.6                                 | 8,160                                | 5.5%                                 |
| 2015               | 55,872 <sup>2</sup> | 1,591,735,865                              | 43,242                               | 39.5                          | 14.7                                 | 7,931                                | 4.6                                  |
| 2016               | 56,143 <sup>2</sup> | 1,635,418,274                              | 43,692                               | 39.6                          | 14.7                                 | 8,151                                | 3.7                                  |
| 2017               | 56,148 <sup>2</sup> | 1,690,480,213                              | 44,400                               | 40.4                          | 14.8                                 | 7,765                                | 3.7                                  |
| 2018               | 58,859 <sup>2</sup> | 1,625,979,193                              | 45,643                               | 41.0                          | 14.8                                 | 7,884                                | 3.8                                  |
| 2019               | 58,862 <sup>7</sup> | 1,837,597,583                              | 46,396                               | 41.4                          | 14.8                                 | 7,957                                | 3.5                                  |
| 2020               | 58,643 <sup>7</sup> | 1,910,847,665                              | 46,698                               | 42.6                          | 14.8                                 | 8,074                                | 9.3                                  |
| 2021               | 58,643 <sup>7</sup> | 1,840,618,114                              | 49,215                               | 42.7                          | 14.8                                 | 8,638                                | 6.9                                  |
| 2022               | 58,329 <sup>7</sup> | 1,961,860,290                              | 53,674                               | 42.7                          | 14.8                                 | 7,839                                | 4.6                                  |
| 2023               | 57,644 <sup>7</sup> | <sup>4</sup>                               | 55,268                               | 42.9                          | 14.9                                 | 8,018                                | 1.5                                  |

1. Prince George's County Board of Education.
2. Estimate from City of Bowie Department of Planning and Community Development.
3. American Community Survey
4. 2023 information not available.
5. State of Maryland provides Net Taxable Income data.
6. Maryland Department of Labor, Career and Workforce.
7. US Census.gov
8. Department of Labor - CPI for All urban consumers (CPI-U) table

**CITY OF BOWIE, MARYLAND  
PRINCIPAL EMPLOYERS  
FOR FISCAL YEAR 2023**

| <u>Employer</u>                                   | <u>2023</u>      |             |                                                    | <u>2014</u>      |             |                                                    |
|---------------------------------------------------|------------------|-------------|----------------------------------------------------|------------------|-------------|----------------------------------------------------|
|                                                   | <u>Employees</u> | <u>Rank</u> | <u>Percentage<br/>of Total City<br/>Employment</u> | <u>Employees</u> | <u>Rank</u> | <u>Percentage<br/>of Total City<br/>Employment</u> |
| Prince George's County Public Schools             | 1,040            | 1           | 4.11%                                              | 805              | 1           | 3.67%                                              |
| Inovalon (Formerly MedAssurant)                   | 713              | 2           | 2.82%                                              | 610              | 2           | 2.78%                                              |
| City of Bowie                                     | 433              | 3           | 1.71%                                              | 417              | 3           | 1.90%                                              |
| Giant Food Inc                                    | 318              | 4           | 1.26%                                              | 302              | 4           | 1.38%                                              |
| Wal-Mart                                          | 220              | 5           | 0.87%                                              | 273              | 5           | 1.25%                                              |
| FTI Consulting                                    | 212              | 6           | 0.84%                                              | -                |             |                                                    |
| US Census Bureau Computer Facility                | 200              | 7           | 0.79%                                              | 207              | 7           | 0.94%                                              |
| Home Depot                                        | 182              | 8           | 0.72%                                              | -                |             |                                                    |
| P.G. County Public Safety Comm Control (911 Call) | 165              | 9           | 0.65%                                              | 250              | 6           | 1.14%                                              |
| Target                                            | 156              | 10          | 0.62%                                              | -                |             |                                                    |
| Macy's                                            | -                |             | -                                                  | 184              | 8           | 0.84%                                              |
| Lowe's                                            | -                |             | -                                                  | 175              | 9           | 0.80%                                              |
| Sport Fit Bowie Racquet                           | -                |             | -                                                  | 172              | 10          | 0.79%                                              |
|                                                   | -                |             | -                                                  |                  |             |                                                    |
|                                                   | <u>3,639</u>     |             | <u>14.39%</u>                                      | <u>3,395</u>     |             | <u>15.49%</u>                                      |

**SOURCE:** City of Bowie Economic Development Office.

Percentages of total employment are calculated from the 2021 US Census Bureau ZIP Code Business Patterns Summary.

There are 25,317 total employees for the seven zip codes describing the City.



**CITY OF BOWIE, MARYLAND**  
**FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION**  
**LAST TEN FISCAL YEARS**

| FUNCTION                               | Full-Time Equivalent Employees as of June 30 |       |       |       |       |       |       |       |       |       |
|----------------------------------------|----------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                                        | 2014                                         | 2015  | 2016  | 2017  | 2018  | 2019  | 2020  | 2021  | 2022  | 2023  |
| <b>GENERAL GOVERNMENT:</b>             |                                              |       |       |       |       |       |       |       |       |       |
| City Manager                           | 8.4                                          | 8.4   | 8.4   | 8.4   | 8.4   | 6.4   | 7.0   | 7.0   | 7.0   | 7.0   |
| Human Resources                        | 4.7                                          | 4.7   | 4.7   | 4.7   | 5.0   | 5.0   | 6.0   | 6.0   | 6.0   | 6.0   |
| Finance                                | 9.4                                          | 9.4   | 9.4   | 9.4   | 9.4   | 9.4   | 10.3  | 10.8  | 11.8  | 11.8  |
| Information Technology                 | 12.7                                         | 12.7  | 13.0  | 13.4  | 13.4  | 13.0  | 15.0  | 15.0  | 17.0  | 17.0  |
| Communications                         | 6.4                                          | 6.1   | 6.6   | 6.6   | 7.1   | 5.1   | 5.2   | 5.2   | 6.2   | 6.6   |
| Business Operations                    | -                                            | -     | -     | -     | -     | 4.0   | 4.0   | 4.0   | 4.0   | 5.0   |
| City Clerk                             | 1.0                                          | 1.0   | 1.0   | 1.0   | 1.0   | 1.0   | 1.0   | 2.0   | 2.0   | 2.0   |
| Community Services                     | 3.0                                          | 4.0   | 4.0   | 4.0   | 4.0   | 4.0   | 5.0   | 8.0   | 8.0   | 8.0   |
| Kenhill Center                         | -                                            | -     | 1.7   | 1.7   | 1.7   | 1.7   | 1.7   | -     | -     | -     |
| Building Maintenance                   | 6.9                                          | 7.9   | 6.2   | 7.8   | 7.8   | 8.7   | 8.7   | 12.0  | 12.0  | 13.0  |
| Planning                               | 6.0                                          | 5.0   | 5.0   | 5.8   | 5.8   | 5.8   | 5.0   | 5.0   | 5.0   | 6.0   |
| Economic Development                   | 1.0                                          | 1.4   | 1.4   | 1.4   | 1.4   | 1.4   | 1.4   | 1.4   | 1.4   | 2.4   |
| Total General Government               | 59.5                                         | 60.6  | 61.4  | 64.2  | 65.0  | 65.5  | 70.3  | 76.4  | 80.4  | 84.8  |
| <b>PUBLIC SAFETY:</b>                  |                                              |       |       |       |       |       |       |       |       |       |
| Housing Inspection and Code Compliance | 9.1                                          | 8.9   | 8.9   | 8.9   | 9.4   | 9.4   | 9.4   | 8.6   | 8.1   | 9.1   |
| Public Safety/Emergency Management     | 1.0                                          | 1.0   | 1.0   | 1.0   | 1.4   | 1.4   | 2.0   | 2.0   | 2.0   | 2.5   |
| Police Department                      | 62.7                                         | 70.2  | 78.5  | 82.5  | 86.0  | 90.0  | 87.5  | 88.0  | 86.5  | 86.5  |
| Animal and Disease Control             | 3.3                                          | 3.5   | 3.5   | 3.5   | 3.0   | 3.0   | 3.0   | 2.0   | 2.0   | 2.0   |
| Total Public Safety                    | 76.1                                         | 83.6  | 91.9  | 95.9  | 99.8  | 103.8 | 101.9 | 100.6 | 98.6  | 100.1 |
| <b>SOCIAL SERVICES:</b>                |                                              |       |       |       |       |       |       |       |       |       |
| Senior Citizen Services                | 14.4                                         | 14.8  | 14.8  | 15.6  | 15.6  | 15.8  | 15.8  | 14.8  | 14.8  | 14.8  |
| Youth Services Bureau                  | 9.6                                          | 9.6   | 10.9  | 11.2  | 11.7  | 11.8  | 11.8  | 11.8  | 11.9  | 11.9  |
| Total Social Services                  | 24.0                                         | 24.4  | 25.7  | 26.8  | 27.3  | 27.6  | 27.6  | 26.6  | 26.7  | 26.7  |
| <b>PUBLIC WORKS:</b>                   |                                              |       |       |       |       |       |       |       |       |       |
| Administration                         | 8.0                                          | 8.0   | 9.0   | 12.0  | 12.5  | 13.1  | 13.1  | 13.1  | 13.3  | 12.3  |
| Equipment Maintenance and Garage       | 4.0                                          | 4.0   | 4.0   | 4.0   | 4.0   | 4.0   | 4.0   | 4.0   | 4.0   | 4.0   |
| Solid Waste                            | 55.0                                         | 55.0  | 55.0  | 55.0  | 55.0  | 55.0  | 55.0  | 55.0  | 55.6  | 58.0  |
| Street Maintenance                     | 27.0                                         | 27.0  | 27.0  | 24.0  | 25.7  | 25.7  | 25.7  | 25.7  | 26.7  | 28.7  |
| Stormwater Management                  | 6.2                                          | 6.7   | 6.7   | 6.7   | 7.7   | 7.7   | 7.7   | 7.7   | 7.7   | 8.1   |
| Total Public Works                     | 100.2                                        | 100.7 | 101.7 | 101.7 | 104.9 | 105.5 | 105.5 | 105.5 | 107.3 | 111.1 |

**CITY OF BOWIE, MARYLAND**  
**FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION**  
**LAST TEN FISCAL YEARS**

| Full-Time Equivalent Employees as of June 30 |       |       |       |       |       |       |       |       |       |       |
|----------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                                              | 2014  | 2015  | 2016  | 2017  | 2018  | 2019  | 2020  | 2021  | 2022  | 2023  |
| PARKS, CULTURE & RECREATION:                 |       |       |       |       |       |       |       |       |       |       |
| Special Events and Parks Operations          | 13.2  | 12.2  | 13.5  | 13.5  | 13.5  | 13.5  | 12.5  | 12.6  | 12.6  | 12.6  |
| Bowie Playhouse                              | 1.6   | 1.6   | 1.6   | 1.6   | 1.6   | 2.0   | 2.0   | 2.0   | 2.0   | 2.0   |
| Parks and Grounds                            | 32.1  | 33.8  | 33.8  | 34.6  | 35.6  | 36.1  | 36.6  | 36.6  | 36.6  | 37.2  |
| Ice Arena                                    | 9.6   | 9.6   | 9.6   | 9.6   | 9.6   | 9.6   | 9.6   | 9.6   | 9.6   | 9.6   |
| Historic Properties and Museums              | 6.1   | 5.1   | 5.0   | 5.0   | 5.1   | 5.3   | 5.3   | 5.4   | 5.4   | 5.4   |
| Gymnasium                                    | 7.6   | 7.6   | 7.6   | 7.6   | 7.6   | 7.6   | 7.6   | 7.2   | 7.2   | 7.2   |
| Total Parks, Culture & Recreation            | 70.2  | 69.9  | 71.1  | 71.9  | 73.0  | 74.1  | 73.6  | 73.4  | 73.4  | 74.0  |
| TOTAL GENERAL FUND                           | 330.0 | 339.2 | 351.8 | 360.5 | 370.0 | 376.5 | 378.9 | 382.5 | 386.4 | 396.7 |
| WATER AND SEWER FUND:                        |       |       |       |       |       |       |       |       |       |       |
| Billing and Accounting                       | 4.3   | 4.3   | 4.3   | 4.3   | 4.3   | 4.3   | 4.4   | 4.9   | 4.9   | 4.9   |
| Water                                        | 11.7  | 11.7  | 11.7  | 11.7  | 11.7  | 12.8  | 12.8  | 14.8  | 14.8  | 14.8  |
| Wastewater                                   | 16.7  | 16.7  | 16.7  | 16.7  | 16.7  | 18.6  | 18.6  | 16.6  | 16.6  | 16.6  |
| Total Water and Sewer Fund                   | 32.7  | 32.7  | 32.7  | 32.7  | 32.7  | 35.7  | 35.8  | 36.3  | 36.3  | 36.3  |
| GRAND TOTAL - CITY OF BOWIE                  | 362.7 | 371.9 | 384.5 | 393.2 | 402.7 | 412.2 | 414.7 | 418.8 | 422.7 | 433.0 |

Source: City of Bowie - Adopted Budget FY24

**CITY OF BOWIE, MARYLAND  
OPERATING INDICATORS BY FUNCTION  
LAST TEN FISCAL YEARS**

| FUNCTION                                         | FISCAL YEAR |         |                     |                      |                      |                      |                      |                     |                     |         |
|--------------------------------------------------|-------------|---------|---------------------|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|---------|
|                                                  | 2014        | 2015    | 2016                | 2017                 | 2018                 | 2019                 | 2020                 | 2021                | 2022                | 2023    |
| <b>GENERAL GOVERNMENT</b>                        |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Public Building and Grounds:                     |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Square feet maintained                           | 190,732     | 190,732 | 190,737             | 190,737 <sup>2</sup> | 190,737 <sup>2</sup> | 190,737 <sup>2</sup> | 201,000 <sup>2</sup> | 201,000             | 201,000             | 201,000 |
| Planning and Economic Development: <sup>6</sup>  |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Subdivision Reviews - Total                      | 2           | 4       | 1                   | 3                    | 0                    | 2                    | 2 <sup>3</sup>       | 4 <sup>4</sup>      | 5 <sup>5</sup>      | 2       |
| Zoning Reviews - Total                           | 6           | 4       | 6                   | 4                    | 5                    | 3                    | 4 <sup>3</sup>       | 5 <sup>4</sup>      | 2 <sup>5</sup>      | 4       |
| Site Plans - Total                               | 9           | 9       | 11                  | 12                   | 9                    | 12                   | 5 <sup>3</sup>       | 11 <sup>4</sup>     | 13 <sup>5</sup>     | 19      |
| <b>PUBLIC SAFETY:</b>                            |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Housing Inspection and Code Compliance:          |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Number of Code Compliance Warning Notices        | 6,800       | 6,100   | 5,300               | 5,000                | 4,500                | 4,500                | 4,391 <sup>3</sup>   | 3,940 <sup>4</sup>  | 4,819 <sup>5</sup>  | 4,500   |
| Rental Inspections/reinspections performed       | 2,600       | 2,500   | 3,000               | 3,000                | 3,400                | 3,400                | 1,692 <sup>3</sup>   | 2,202 <sup>4</sup>  | 2,948 <sup>5</sup>  | 3,400   |
| Number of Building Permits issued                | 460         | 580     | 829                 | 700                  | 400                  | 500                  | 371 <sup>3</sup>     | 447 <sup>4</sup>    | 513 <sup>5</sup>    | 500     |
| Animal Control:                                  |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Number of service reports taken <sup>1</sup>     | 1,400       | 1,400   | 1,300               | 1,300                | 1,300                | 1,300                | 1,049 <sup>3</sup>   | 993 <sup>4</sup>    | 825 <sup>5</sup>    | 825     |
| Number of running-at-large calls                 | 350         | 300     | 270                 | 250                  | 250                  | 250                  | 190 <sup>3</sup>     | 155 <sup>4</sup>    | 165 <sup>5</sup>    | 170     |
| Number of wildlife complaints                    | 220         | 200     | 200                 | 180                  | 160                  | 130                  | 224 <sup>3</sup>     | 210 <sup>4</sup>    | 168 <sup>5</sup>    | 170     |
| <b>SOCIAL SERVICES:</b>                          |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Senior Citizen Services:                         |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Number of bus passenger miles                    | 80,812      | 80,860  | 80,910              | 78,000               | 79,000               | 80,200               | 55,980 <sup>3</sup>  | 5,500 <sup>4</sup>  | 28,775 <sup>5</sup> | 45,000  |
| Number of meals served and delivered             | 19,056      | 16,490  | 13,950              | 10,400               | 9,100                | 10,600               | 15,795 <sup>3</sup>  | 24,388 <sup>4</sup> | 3,282 <sup>5</sup>  | 1,800   |
| Average daily attendance <sup>1</sup>            | 240         | 245     | 275                 | 262                  | 275                  | 270                  | 283 <sup>3</sup>     | 45 <sup>4</sup>     | 176                 | 190     |
| Youth Services Bureau:                           |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Number of adults & youths counseled <sup>1</sup> | 600         | 784     | 650                 | 700                  | 700                  | 700                  | 608 <sup>3</sup>     | 580 <sup>4</sup>    | 685 <sup>5</sup>    | 625     |
| Number of alcohol/drug-free events for youth     | 20          | 64      | 25                  | 20                   | 20                   | 20                   | 58 <sup>3</sup>      | 2 <sup>4</sup>      | 30 <sup>5</sup>     | 20      |
| <b>PUBLIC WORKS:</b>                             |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Solid Waste:                                     |             |         |                     |                      |                      |                      |                      |                     |                     |         |
| Number of households served                      | 21,164      | 21,500  | 21,500 <sup>1</sup> | 21,500               | 21,500               | 21,500               | 21,723               | 21,726 <sup>4</sup> | 21,728              | 21,730  |
| Total number of tons collected                   | 29,250      | 27,700  | 30,660              | 31,300               | 29,402               | 30,898               | 30,069 <sup>3</sup>  | 32,642 <sup>4</sup> | 31,427              | 29,740  |
| Number of tons recycled                          | 9,700       | 9,000   | 9,860               | 11,000               | 8,964                | 9,395                | 9,895 <sup>3</sup>   | 10,453 <sup>4</sup> | 9,200               | 8,708   |

<sup>1</sup> Restated to correct FY 2016

<sup>2</sup> 2016 to 2019 has been restated

<sup>3</sup> 2020 has been restated

<sup>4</sup> 2021 has been restated

**CITY OF BOWIE, MARYLAND  
OPERATING INDICATORS BY FUNCTION  
LAST TEN FISCAL YEARS**

|                                           | FISCAL YEAR |        |        |        |                    |                 |                    |                     |                     |        |
|-------------------------------------------|-------------|--------|--------|--------|--------------------|-----------------|--------------------|---------------------|---------------------|--------|
|                                           | 2014        | 2015   | 2016   | 2017   | 2018               | 2019            | 2020               | 2021                | 2022                | 2023   |
| <b>PARKS, CULTURE &amp; RECREATION:</b>   |             |        |        |        |                    |                 |                    |                     |                     |        |
| <b>Recreation and Parks:</b>              |             |        |        |        |                    |                 |                    |                     |                     |        |
| Number of picnics-resident & non-resident | 505         | 407    | 400    | 370    | 330                | 345             | 87 <sup>3</sup>    | 216 <sup>4</sup>    | 87                  | 85     |
| Number of special events                  | 15          | 15     | 13     | 16     | 15                 | 16              | 20 <sup>3</sup>    | 22                  | 27                  | 19     |
| Number of city concerts                   | 23          | 24     | 24     | 24     | 20                 | 24              | 10 <sup>3</sup>    | 5                   | 13                  | 15     |
| Number of days boathouse open             | 54          | 48     | 48     | 46     | 47                 | 33              | 34                 | 8 <sup>4</sup>      | 35                  | 29     |
| <b>Bowie Playhouse:</b>                   |             |        |        |        |                    |                 |                    |                     |                     |        |
| Bowie Playhouse days in use               | 247         | 263    | 268    | 231    | 225                | NA <sup>2</sup> | NA <sup>2</sup>    | NA <sup>2</sup>     | NA                  | NA     |
| <b>Ice Arena:</b>                         |             |        |        |        |                    |                 |                    |                     |                     |        |
| Length of skating season                  | 10 mo.      | 10 mo. | 10 mo. | 10 mo. | 9 mo. <sup>1</sup> | 10 mo.          | 8 mo. <sup>3</sup> | 9 mo.               | 10 mo.              | 9 mo.  |
| Total number of all admissions            | 19,000      | 19,000 | 19,000 | 19,500 | 18,000             | 19,300          | 17,694             | 17,694 <sup>4</sup> | 17,984              | 18,500 |
| <b>Historic Properties and Museums:</b>   |             |        |        |        |                    |                 |                    |                     |                     |        |
| Visitors to all properties and museums    | 14,125      | 13,927 | 12,200 | 13,000 | 12,900             | 13,250          | 8,156 <sup>3</sup> | 1,378 <sup>4</sup>  | 10,745              | 11,800 |
| <b>Gymnasium:</b>                         |             |        |        |        |                    |                 |                    |                     |                     |        |
| Hours Programmed                          | 5,160       | 5,140  | 5,140  | 5,175  | 5,200              | 5,200           | 4,160 <sup>3</sup> | 2,100               | 4,600               | 4,500  |
| Court rental hours                        | 9,075       | 10,000 | 10,250 | 10,200 | 10,450             | 10,200          | 8,400 <sup>3</sup> | 1,000               | 12,435 <sup>5</sup> | 12,500 |
| <b>Water and Sewer Fund:</b>              |             |        |        |        |                    |                 |                    |                     |                     |        |
| <b>Water:</b>                             |             |        |        |        |                    |                 |                    |                     |                     |        |
| Million gallons treated/delivered         | 575         | 595    | 600    | 590    | 550                | 550             | 570                | 505 <sup>4</sup>    | 514                 | 510    |
| <b>Wastewater:</b>                        |             |        |        |        |                    |                 |                    |                     |                     |        |
| Million gallons of wastewater treated     | 700         | 690    | 680    | 550    | 550                | 650             | 600                | 580 <sup>4</sup>    | 578                 | 585    |
| Tons of sludge produced                   | 2,600       | 2,500  | 2,400  | 2,340  | 2,340              | 2,400           | 2,400              | 2,660 <sup>4</sup>  | 2,800               | 2,800  |

<sup>1</sup> Summer 2018 re- opening was delayed due to extended work on mechanical system.

<sup>2</sup> This indicator was discontinued in 2018

<sup>3</sup> 2020 has been restated

<sup>4</sup> 2021 has been restated

<sup>5</sup> 2022 has been restated

<sup>6</sup> Departmental Indicators are by Calendar Year

Source: City of Bowie - Adopted Budget FY24

**CITY OF BOWIE, MARYLAND  
CAPITAL ASSET STATISTICS BY FUNCTION  
LAST TEN FISCAL YEARS**

| FUNCTION                                         | FISCAL YEAR |       |       |       |       |       |                    |                    |                    |       |
|--------------------------------------------------|-------------|-------|-------|-------|-------|-------|--------------------|--------------------|--------------------|-------|
|                                                  | 2014        | 2015  | 2016  | 2017  | 2018  | 2019  | 2020               | 2021               | 2022               | 2023  |
| <b>PUBLIC WORKS:</b>                             |             |       |       |       |       |       |                    |                    |                    |       |
| Street Maintenance                               |             |       |       |       |       |       |                    |                    |                    |       |
| Miles of Streets and Roads                       | 192         | 191   | 191   | 191   | 193   | 193   | 193                | 193                | 193                | 193   |
| Miles of Sidewalks                               | 131         | 139   | 140   | 140   | 140   | 140   | 140                | 140                | 140                | 140   |
| Miles of Alleys                                  | 2           | 2     | 2     | 2     | 2     | 2     | 2                  | 2                  | 2                  | 2     |
| Number of Street Lights                          | 5,729       | 5,870 | 5,840 | 5,840 | 5,880 | 5,980 | 6,005 <sup>1</sup> | 6,005 <sup>1</sup> | 5,943 <sup>1</sup> | 5,943 |
| Number of Traffic Light Controlled Intersections | 24          | 24    | 24    | 24    | 24    | 24    | 24                 | 24                 | 24                 | 24    |
| Stormwater Management                            |             |       |       |       |       |       |                    |                    |                    |       |
| Miles of Storm Sewers                            | 396         | 396   | 396   | 396   | 396   | 396   | 396                | 396                | 396                | 396   |
| Number of SWM ponds and basins maintained        | 76          | 77    | 79    | 79    | 81    | 83    | 82                 | 82                 | 82                 | 82    |
| <b>PARKS, CULTURE &amp; RECREATION:</b>          |             |       |       |       |       |       |                    |                    |                    |       |
| Parks and Open Space-Number of Acres             | 1,373       | 1,373 | 1,373 | 1,373 | 1,373 | 1,373 | 1,373              | 1,373              | 1,373              | 1,373 |
| Number of Community Centers                      | 3           | 3     | 3     | 3     | 3     | 3     | 3                  | 3                  | 3                  | 3     |
| Number of Ball Fields-City, Co. Bd of Ed, MNCPPC | 97          | 97    | 97    | 97    | 97    | 97    | 97                 | 97                 | 97                 | 97    |
| Number of Ice Skating Rinks                      | 1           | 1     | 1     | 1     | 1     | 1     | 1                  | 1                  | 1                  | 1     |
| Number of Theaters                               | 2           | 2     | 2     | 2     | 2     | 2     | 2                  | 2                  | 2                  | 2     |
| Number of Skateboard Parks                       | 1           | 1     | 1     | 1     | 1     | 1     | 1                  | 1                  | 1                  | 1     |
| Number of Museums                                | 5           | 5     | 5     | 5     | 5     | 5     | 5                  | 5                  | 5                  | 5     |
| <b>WATER &amp; SEWER FUND:</b>                   |             |       |       |       |       |       |                    |                    |                    |       |
| Miles of Sanitary Sewers                         | 85          | 85    | 85    | 85    | 85    | 85    | 85                 | 85                 | 85                 | 85    |
| Number of water/sewer customers-residential      | 7,700       | 7,700 | 7,700 | 7,685 | 7,685 | 7,685 | 7,686              | 7,685              | 7,685              | 7,685 |
| Number of water/sewer customers-commercial       | 225         | 209   | 209   | 250   | 240   | 242   | 248                | 249                | 249                | 249   |
| Daily Average Water Consumption M.G.             | 2           | 2     | 2     | 2     | 2     | 2     | 2                  | 2                  | 2                  | 2     |
| Water Plant Capacity M.G.D.                      | 5           | 5     | 5     | 5     | 5     | 5     | 4                  | 4                  | 4                  | 4     |
| Miles of Water Mains                             | 90          | 90    | 90    | 90    | 90    | 90    | 90                 | 90                 | 90                 | 90    |
| Number of Fire Hydrants                          | 560         | 560   | 525   | 525   | 525   | 525   | 525                | 525                | 525                | 525   |
| Water Plant Storage Capacity M.G.                | 4           | 4     | 4     | 4     | 4     | 4     | 4                  | 4                  | 4                  | 4     |

<sup>1</sup> Data being corrected

Source: City of Bowie - Adopted Budget FY24



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** City-wide Food Waste Feasibility Study Presentation

**DATE:** 03/14/2024

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The City obtained consulting services from Resource Recycling Systems (RRS) to conduct a feasibility study on taking our current food waste program City-wide. RRS performed a local and national jurisdictional analysis to discover what neighboring jurisdictions are doing, modeled the costs and benefits of three different City-wide food waste implementation scenarios, and provided a communications plan for long-term execution and implementation. RRS will present their findings, recommendations for action, and long-term recommendations for success.

Both their PowerPoint (pdf) and final report are attached. The report also includes an in-depth analysis on contracted services as well, that will not be presented during the meeting as it's likely not feasible.

**ATTACHMENTS:**

1. 20240318 - RRS Bowie City Council presentation
2. 20240318 - Final Report RRS City of Bowie Food Waste Curbside Feasibility Study



**BOWIE, MD**  
**CITY-WIDE FOOD WASTE CURBSIDE  
FEASIBILITY STUDY REPORT**



Managing change  
in a resource-  
constrained world.



ORGANICS  
MANAGEMENT



WASTE  
RECOVERY



GLOBAL CORPORATE  
SUSTAINABILITY

since 1986



# WHAT IS FOOD WASTE?



# WHY SHOULD YOU CARE ABOUT FOOD WASTE?



- 40% of all food grown and produced in the US is wasted
- This results in waste on the front end, where water, nutrients, labor, and transportation costs are invested in growing and transporting the food for consumption.



# WHY SHOULD YOU CARE ABOUT FOOD WASTE?

- Of the 40% of food grown and produced in the US that is wasted, 40% is generated at home
- On the back end, food that is disposed results in more transportation to disposal and processing facilities.
- Food is the most prevalent material disposed in Maryland's landfills
- Organic material and paper products together make up just under 50% of material disposed of in landfills in the state.





# LANDFILLS ARE NOT COMPOSTING FACILITIES!





# WHY SHOULD YOU CARE ABOUT FOOD WASTE?

- EPA has quantified methane as being more than 28 times as potent as CO<sub>2</sub> at trapping heat in the atmosphere.
- Reducing the generation of food waste is one of the most significant actions we can take to reduce greenhouse gas emissions.
- Composting can cut methane emissions from decomposing food scraps by 95%.
- Studies have shown that people overwhelmingly believe food waste is an issue, but they often don't see themselves as contributing to the problem or they believe wasted food is inevitable.



# BOWIE'S GOALS



## City of Bowie Climate Action Plan



2020-2025



Approved and Adopted by City Council  
On July 6, 2020  
(R-47-20)

Prepared By  
Environmental Advisory Committee  
Green Team Energy Subgroup

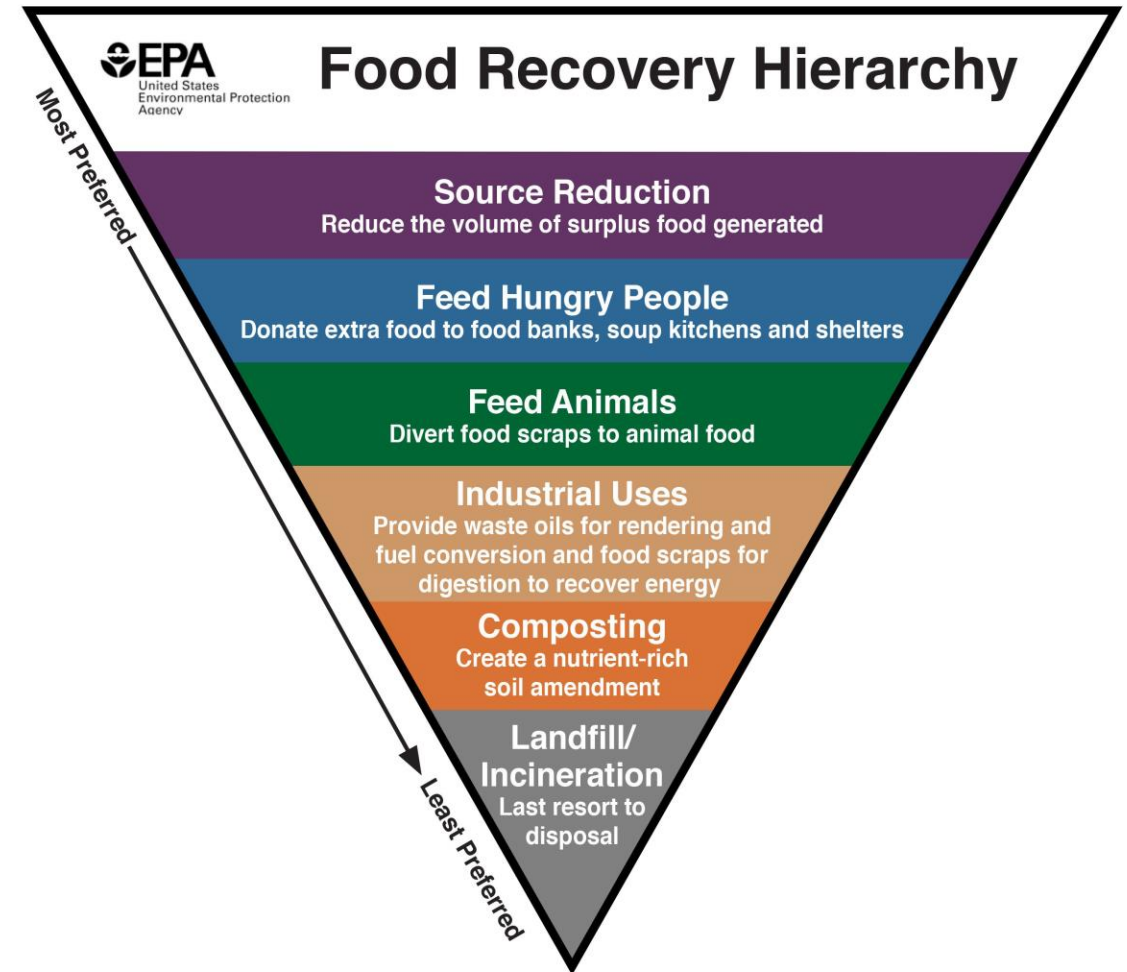
# BOWIE'S TWO-PRONGED APPROACH

## PREVENTION

- Buy only what you need
- Use what you buy

## COMPOSTING

- Home-based composting
- Programs for collection of food scraps
- Centralized processing facilities
- Markets for the processed material





# FOOD WASTE MANAGEMENT OPTIONS



## BACKYARD COMPOSTING

- Small scale, involving 1 household or neighborhood.
- Can only manage food scraps such as vegetables and peelings, fruits, grains. Does not work for dairy, meat, or bones.



## WINDROW COMPOSTING

- Lowest tech commercial operation ideal for yard waste only.
- Can incorporate approximately 15% food waste into yard waste material.



## AERATED STATIC PILE COMPOSTING

- Higher tech commercial operation ideal for both yard and food waste.
- Can accept all food waste include dairy, meat, and bones.
- Some facilities also accept compostable paper.
- Prince George's County compost facility utilizes aerated static pile composting for food waste.



# COMMUNITIES WITH FOOD WASTE COLLECTION

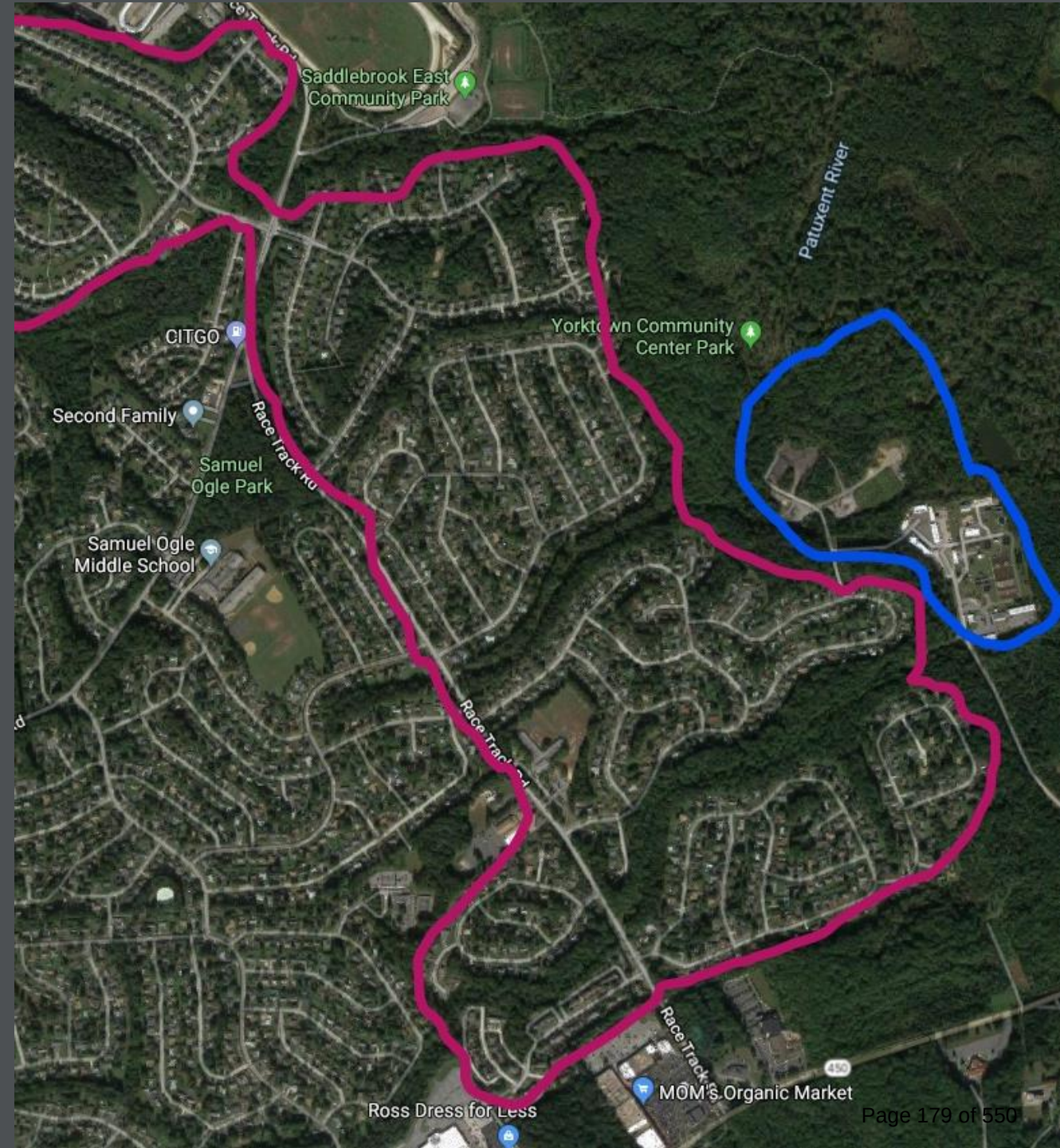
| CITY OR PROGRAM                         | STATE | TOTAL COMMUNITY HOUSEHOLDS | COMMINGLED COLLECTION                     | FREQUENCY                              | CONTAINER                                    | SERVICE PROVIDER    | TYPE OF TRUCK |
|-----------------------------------------|-------|----------------------------|-------------------------------------------|----------------------------------------|----------------------------------------------|---------------------|---------------|
| <b>Central Contra Costa Solid Waste</b> | CA    | 157,226                    | Food, yard, compostable paper and plastic | Weekly                                 | 64-gallon carts                              | Republic            | Automatic     |
| <b>Denver</b>                           | CO    | 317,326                    | Food and yard                             | Weekly                                 | 64-gallon carts                              | Denver              | Automatic     |
| <b>Dubuque City</b>                     | IA    | 25,127                     | Food and yard                             | Weekly, no collection in winter months | Paper bags, 35-gallon carts, 65-gallon carts | City of Dubuque     | Automatic     |
| <b>DeKalb</b>                           | IL    | 15,259                     | Food and yard                             | Weekly, no collection in winter months | 65-gallon, 95-gallon carts, or brown bags    | Lakeshore Recycling | Semi-auto     |
| <b>Geneva</b>                           | IL    | 8,134                      | Food and yard                             | Weekly, no collection in winter months | 65-gallon, 95-gallon carts, or brown bags    | Lakeshore Recycling | Semi-auto     |
| <b>Oak Park</b>                         | IL    | 23,915                     | Food and yard                             | Weekly, no collection in winter months | 95-gallon                                    | Lakeshore Recycling | Automatic     |

# MARYLAND COMMUNITIES WITH FOOD WASTE COLLECTION

| CITY OR PROGRAM         | STATE | TOTAL COMMUNITY HOUSEHOLDS | COMMINGLED COLLECTION                      | FREQUENCY | CONTAINER                       | SERVICE PROVIDER            | TYPE OF TRUCK |
|-------------------------|-------|----------------------------|--------------------------------------------|-----------|---------------------------------|-----------------------------|---------------|
| Howard County (Partial) | MD    | 118,781                    | Food, yard, compostable paper, and plastic | Weekly    | 12-gallon, 35-gallon, 65-gallon | Howard County               | Semi-auto     |
| Prince George's County  | MD    | 250,285 (unincorporated)   | Food, yard, compostable paper, and plastic | Weekly    | 32-gallon                       | Multiple Contracted Haulers | Semi-auto     |
| College Park            | MD    | 35,110                     | Food only                                  | Weekly    | 12-gallon cart, 5-gallon bucket | Compost Crew                | Pickup truck  |
| Laurel                  | MD    | 29,490                     | Food, compostable paper, and plastic       | Weekly    | 35-gallon cart                  | Laurel                      | unknown       |
| Takoma Park             | MD    | 17,462                     | Food only                                  | Weekly    | 5-gallon bucket                 | Compost Crew & Growing Soul | Pickup truck  |
| Hyattsville             | MD    | 20,873                     | Food, yard, compostable paper, and plastic | Weekly    | 35-gallon cart                  | Hyattsville                 | Semi-auto     |

# CURRENT PILOT PROGRAM

- 7 neighborhoods  
*Idlewild, Belair Townes II (townhomes), Victoria Heights, Yorktown, Overbrook, Saddlebrook East & Saddlebrook West*
- 1,100 eligible households
- 256 participants with a wait list of over 100
- Average 7 pounds per week per home
- Food collected goes to Prince George's County Compost Facility





# STUDY PURPOSES:



1

Evaluate the expansion of Bowie's current pilot food waste collection program.

2

Consider regional trends and propose robust options for implementation.

3

Focus on Bowie's dedication to environmental sustainability through emissions reductions and best in class waste management.

4

Recommend cost-effective implementation of a city-wide food waste collection program.

# SUMMARY OF COLLECTION MODELS



1

Food waste only model – current state

2

Food waste and yard waste co-collection model with semi-auto rear load packer truck

3

Food waste and yard waste co-collection model with fully auto side load packer truck





## MODEL #1

# FOOD WASTE ONLY COLLECTION

## MODEL — CURRENT STATE

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- Rollout current food waste only collection model to all single-family households and currently DPW serviced multi-family households in Bowie
- Households must sign up for service
- Participating households receive 6-gallon curb toter and 2.5-gallon kitchen caddy Collection is done weekly with pickup truck and one driver
- Food waste is direct hauled in pickup truck to Prince George's County Compost Facility



## MODEL #2

# FOOD & YARD WASTE CO-COLLECTION MODEL SEMI-AUTO

- Rollout of cart-based yard waste with commingled food waste collection to all single-family and duplex residents.
- Cart size: 32-gallons.
- Weekly collection.
- Collection in 25 cubic yard semi-automated rear load vehicle, same as refuse collection.
- Residents can request a 2.5-gallon kitchen caddy if they wish to participate in the food waste program. Note residents do not need the kitchen caddy to put food scraps in their cart.





## MODEL #3

# FOOD & YARD WASTE CO-COLLECTION MODEL FULLY AUTO

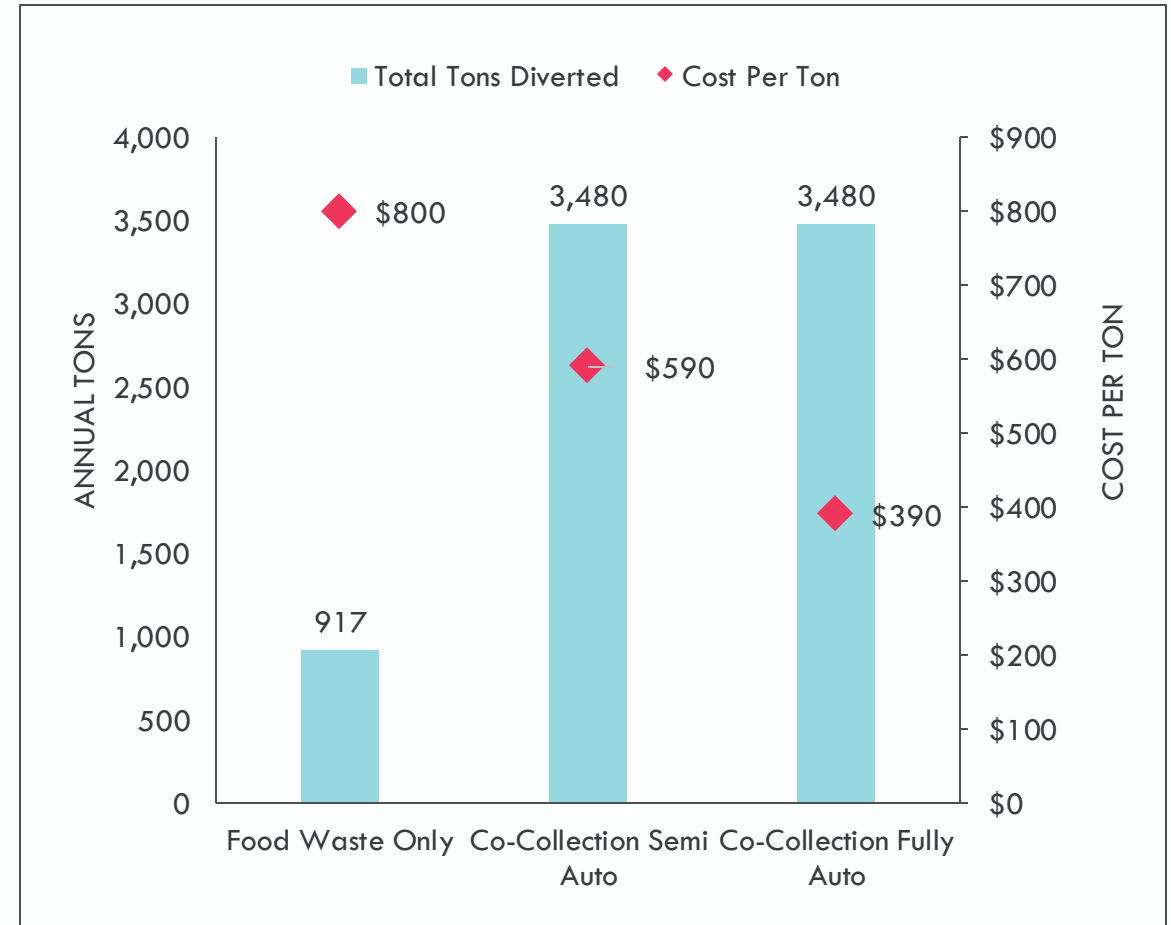
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- Rollout of cart-based yard waste with commingled food waste collection to all single-family and duplex residents.
- Cart size options: 32 gallons.
- Weekly collection.
- Collection in 25 cubic yard fully automated side load vehicles.
- Residents can request a 2.5-gallon kitchen caddy if they wish to participate in the food waste program. Note residents do not need the kitchen caddy to put food scraps in their cart.



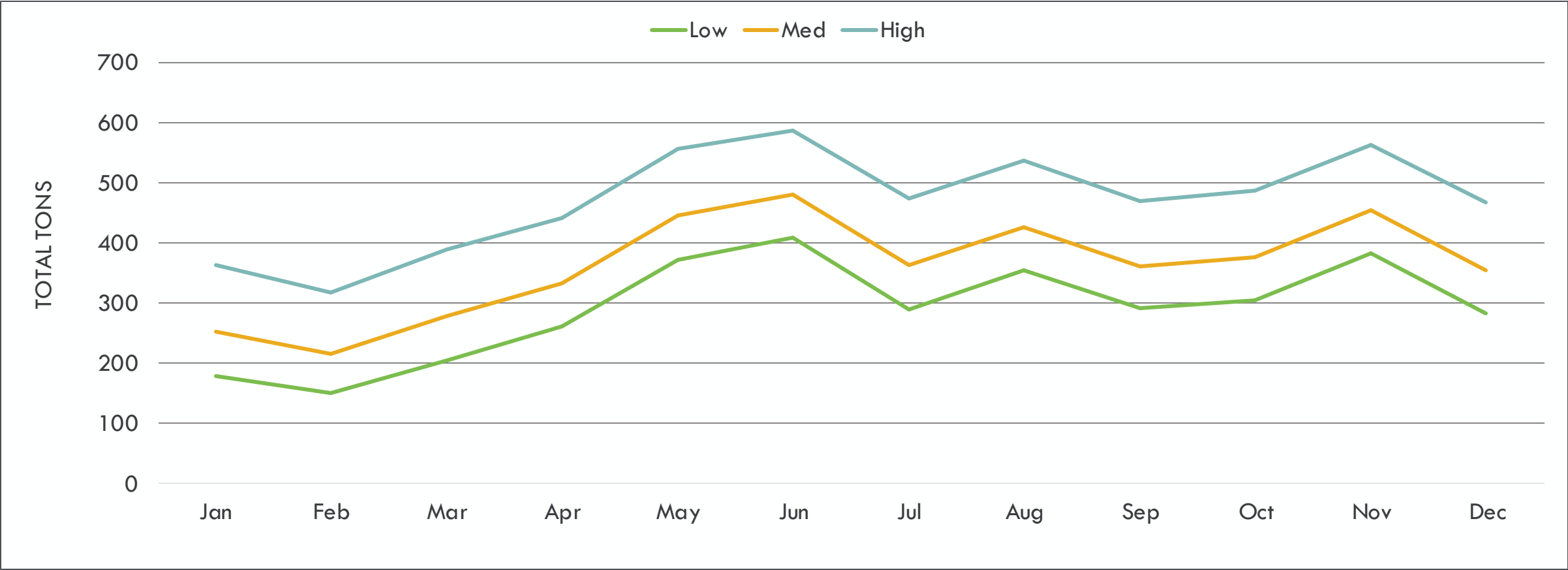
# MODEL SUMMARY

|                                              | Food Waste Only | Co-Collection Semi-Auto | Co-Collection Fully Auto |
|----------------------------------------------|-----------------|-------------------------|--------------------------|
| Total Households Yard Waste                  | NA              | 19,548                  | 19,548                   |
| Food Waste Participation Rate*               | 24%             | 24%                     | 24%                      |
| Total households Participating in Food Waste | 5,027           | 4,709                   | 4,709                    |
| Annual Total Tons                            | 917             | 3,480                   | 3,480                    |
| Total Capital Costs                          | \$563,910       | \$3,509,410             | \$3,809,410              |
| Annual Capital Costs                         | \$69,530        | \$389,700               | \$426,690                |
| Operational Costs                            | \$660,720       | \$1,674,460             | \$941,350                |
| Total Annual Costs                           | \$730,250       | \$2,064,170             | \$1,368,040              |
| <b>Cost Per Ton</b>                          | <b>\$800</b>    | <b>\$590</b>            | <b>\$390</b>             |
| <b>Annual Cost Per Household</b>             | <b>\$145</b>    | <b>\$106</b>            | <b>\$70</b>              |



# MONTHLY CO-COLLECTION VOLUMES

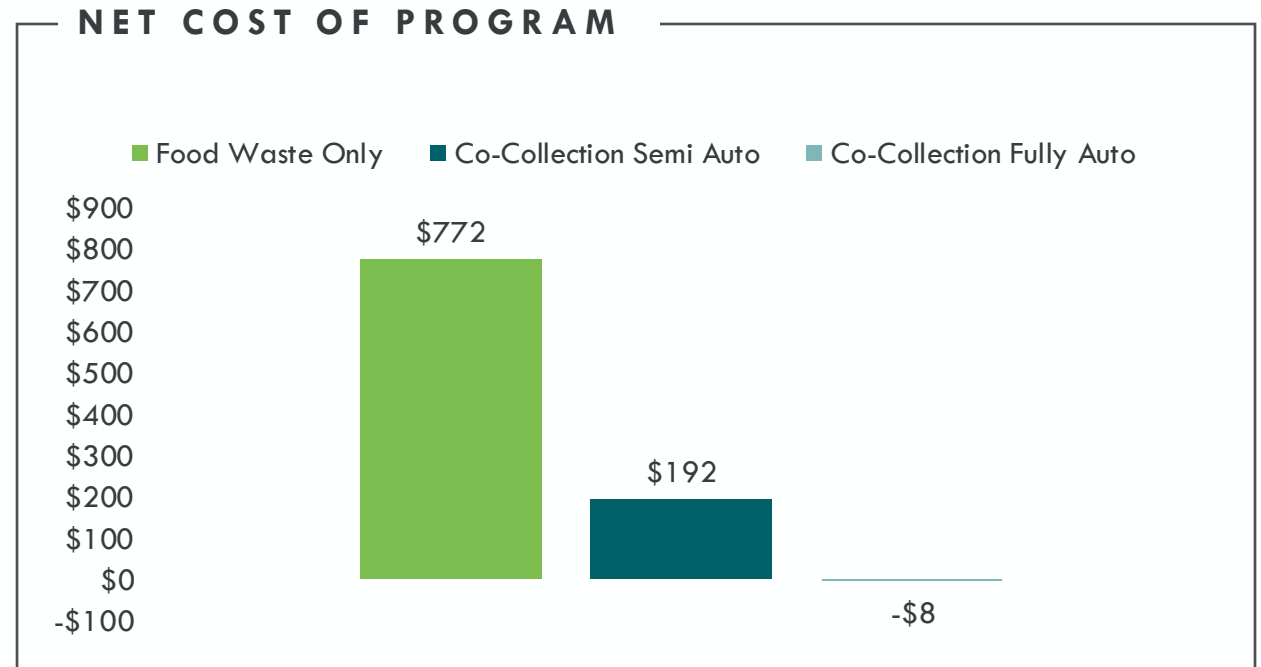
Monthly variation in co-collection model accounts for seasonal changes in yard waste collection



# MODEL NET COST COMPARISON

Bowie already takes yard waste to Prince George's County for composting to comply with Maryland's yard waste landfill ban. The food waste-only program would be an additional cost to program offerings in Bowie. The cost of the co-collection model is offset by the current spending on the yard waste only program.

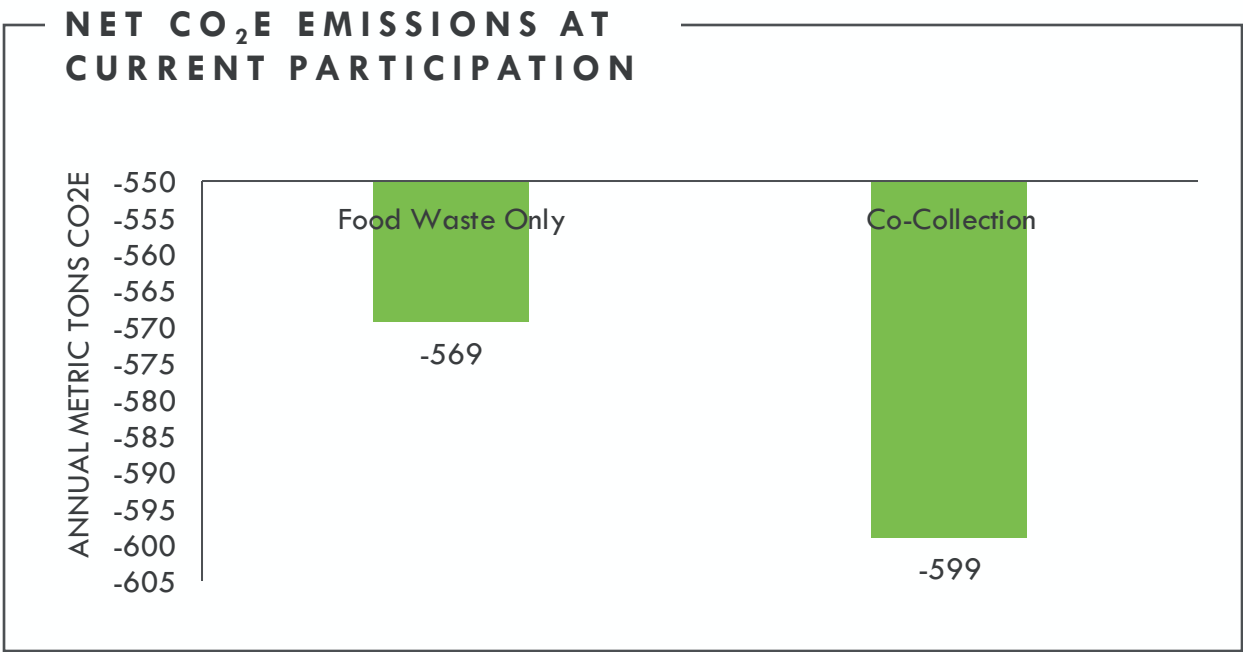
| Model                    | Total Cost Per Ton | Estimated savings from Yard Waste Program Replacement | Refuse Cost Savings Per Ton | Net Cost of Program Per Ton |
|--------------------------|--------------------|-------------------------------------------------------|-----------------------------|-----------------------------|
| Food Waste Only          | \$800              | \$0                                                   | \$28                        | <b>\$772</b>                |
| Co-Collection Semi Auto  | \$590              | \$370                                                 | \$28                        | <b>\$192</b>                |
| Co-Collection Fully Auto | \$390              | \$370                                                 | \$28                        | <b>-\$8</b>                 |



# ANNUAL NET GHG SAVINGS FROM DIVERTING FOOD WASTE PLUS TRANSPORTATION

The Co-collection model provides Bowie with the greatest metric ton CO<sub>2</sub>E emissions savings because it does not come with added transportation emissions since Bowie is already hauling yard waste to Prince George’s compost facility and will continue to do so. The food waste program requires entirely separate added hauling to Prince George’s compost facility in addition to the yard waste program.

| At Current Participation Levels | Food Waste Diversion Annual Metric Ton CO <sub>2</sub> E Emission Savings | Added Metric Ton Annual CO <sub>2</sub> E Emissions from New Transportation | Net Annual Metric Ton CO <sub>2</sub> E Savings |
|---------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------|
| Food Waste Only                 | -599                                                                      | 30                                                                          | -569                                            |
| Co-Collection                   | -599                                                                      | 0                                                                           | -599                                            |



Equivalent to removing annual emissions from 127 passenger vehicles.

# PARTICIPATING HOUSEHOLDS IN BOWIE

- The model considers participation rate for different types of households.
- Single family and up to 2-units have the highest expected participation rate for an opt-in program at 24%. This is the current participation rate of Bowie's opt-in program for households that have access to the food waste collection program.
- Multi-family households are projected to have lower participation rates based on available studies.
- Multi-family properties are not considered in the co-collection yard and food waste models as those households typically do not directly generate yard waste.

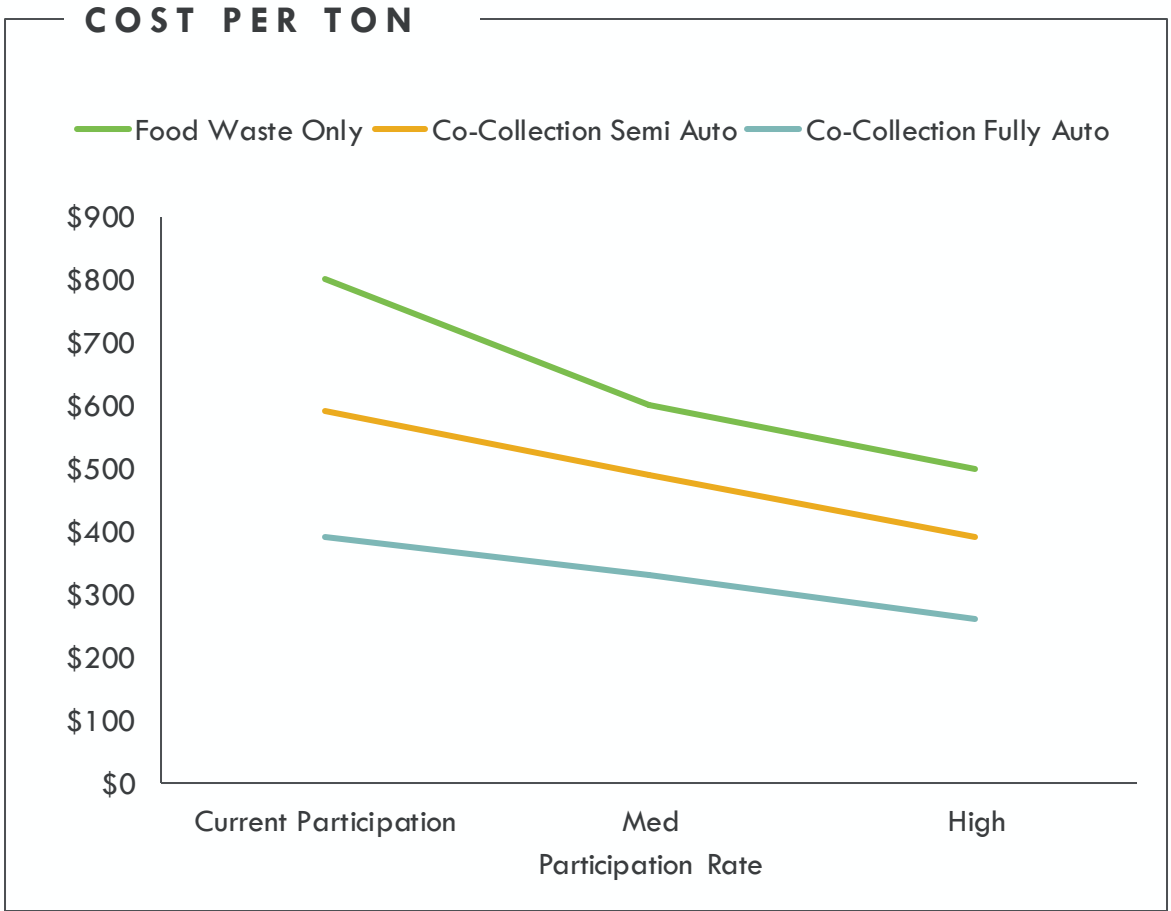
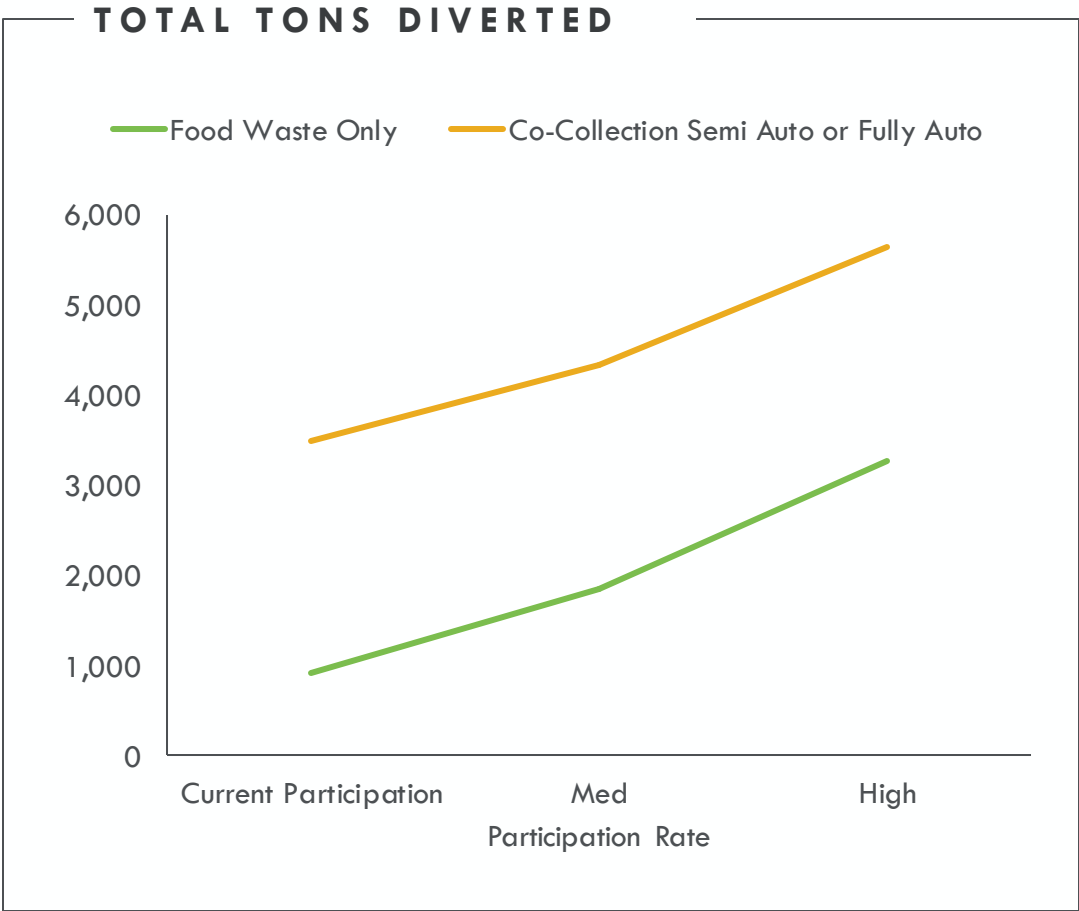
| Type of House                | Number of Units | Food Waste Only | Co-Collection Model Semi-auto or fully auto |
|------------------------------|-----------------|-----------------|---------------------------------------------|
| 1, detached                  | 15,602          | 24%             | 24%                                         |
| 1, attached                  | 3,933           | 24%             | 24%                                         |
| 2 units                      | 13              | 24%             | 24%                                         |
| 3 or 4 units                 | 92              | 15%             | 0%                                          |
| Multi-Family Serviced by DPW | 2027            | 15%             | 0%                                          |
| <b>Total</b>                 | <b>21,667</b>   | <b>23%</b>      | <b>22%</b>                                  |

# IMPACT OF VARYING PARTICIPATION RATES

Participation rates is referring to people that sign up for or utilize the available food waste diversion program. Examples of participation rates are shown below:

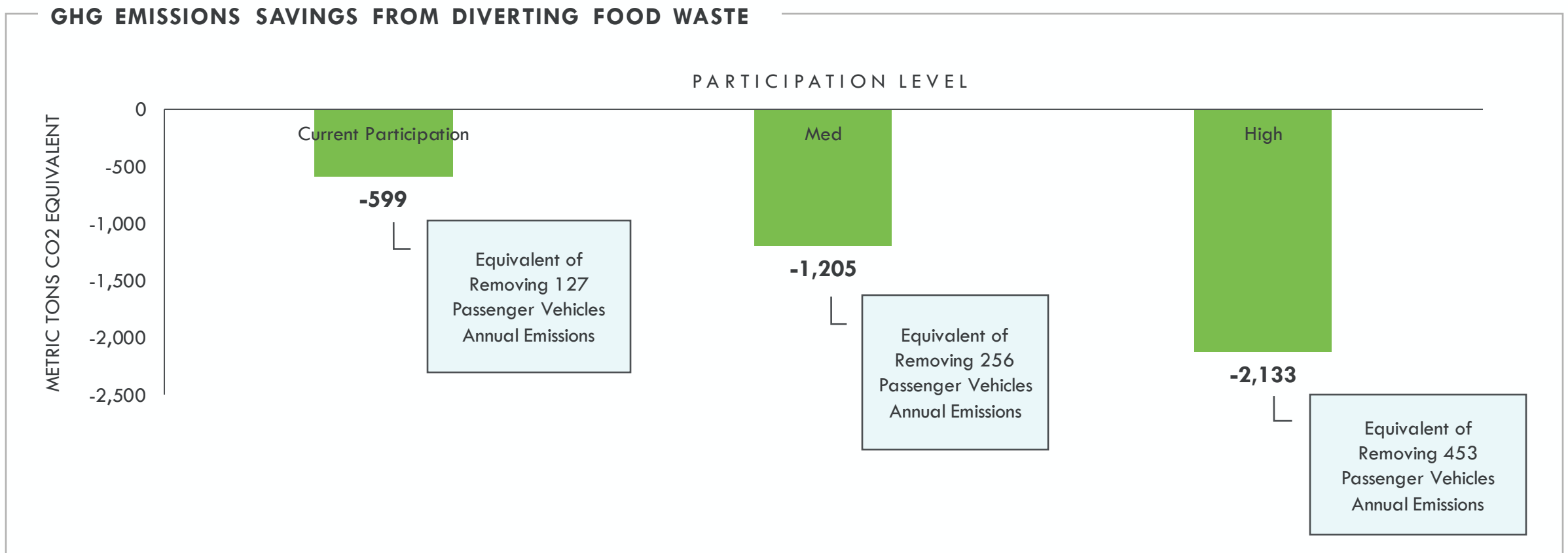
| Model                 | Single Family | Single Family Explanation                                                                                                                                       | Multi-Family | Multi-Family Explanation                                                                                                                                 |
|-----------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Participation | 24%           | Current participation rate in Bowie with sign-up required among households where program is available.                                                          | 15%          | Low estimate of participation rates at multi-family property food waste collection pilot in Austin, TX. Participation rates varied by included property. |
| Med                   | 48%           | Midway between low and high.                                                                                                                                    | 32%          | Med estimate of participation rates at multi-family property food waste collection pilot in Austin, TX.                                                  |
| High                  | 85%           | Vermont has a statewide ban on food waste in the trash for residents. 85% of Vermont residents reported composting food waste after trash ban came into effect. | 60%          | High estimate of participation rates at multi-family property food waste collection pilot in Austin, TX.                                                 |

# MODEL COMPARISON OF TONS DIVERTED AND COST PER TON



# ANNUAL GHG EMISSIONS SAVINGS FROM DIVERTING FOOD WASTE

Diverting food waste from landfill either through the food waste only or co-collection program provides net GHG savings for Bowie.



Note: Achieving the high participation rate requires significant investment and policy changes | Calculate using US EPA WARM Model





# SUMMARY OF MODELS

- Co-collection model is the most cost-effective model for Bowie because the assumptions is that weekly yard waste collection in craft bags or containers would be replaced by co-collection.
- Food waste-only collection model is all an additional costs for Bowie and is the most expensive option.
- Fully automated collection reduces staff per vehicle from 3 to 1, reducing costs and significantly increasing worker safety.
- Diverting food waste from the landfill provides Bowie with GHG emission savings. Co-collection offers the greatest net GHG emission savings since Bowie does not have to add additional transportation to Prince George's County compost facility.

# CO-COLLECTION SEMI AUTO MODEL RESULTS WITH VARYING PARTICIPATION

|                                               | Current Participation | Med          | High         |
|-----------------------------------------------|-----------------------|--------------|--------------|
| Total Households Yard Waste and/or Food Waste | 19,548                | 19,548       | 19,548       |
| Food Waste Participation Rate                 | 24%                   | 48%          | 85%          |
| Total households Participating in Food Waste  | 4,709                 | 9,419        | 16,616       |
| Annual Total Tons                             | 3,480                 | 4,339        | 5,653        |
| Total Capital Costs                           | \$3,509,410           | \$3,509,410  | \$3,509,410  |
| Annual Capital Costs                          | \$389,700             | \$389,700    | \$389,700    |
| Operational Costs                             | \$1,674,460           | \$1,721,320  | \$1,792,920  |
| Total Annual Costs                            | \$2,064,170           | \$2,111,020  | \$2,182,620  |
| <b>Cost Per Ton</b>                           | <b>\$590</b>          | <b>\$490</b> | <b>\$390</b> |
| <b>Annual Cost Per Household</b>              | <b>\$106</b>          | <b>\$108</b> | <b>\$112</b> |



# COMMUNICATIONS PLAN

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## GOALS

- 30% city-wide **participation** or at least 6,000 households by the end of a 12-month period
- Raise **awareness** about food waste and inform how to properly dispose of food waste at the curb
- Raise awareness about the amount of food wasted with a goal of City residents **planning** what they need to purchase at the store to waste less food.







# COLLECTION PROGRAM RECOMMENDATIONS

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Cart based co-collection of yard waste and food waste provides the greatest greenhouse gas reduction opportunities at the most economical costs for Bowie.

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- Co-collection can happen on existing yard waste routes
- Truck transportation already bringing yard waste to Prince George's, does not require additional trips to facility
- Lowest cost per ton collection costs

# LONG-TERM RECOMMENDATIONS



1

Eliminate weekly 2<sup>nd</sup> trash collection

2

Strive to move to fully-automated collection vehicles

3

Electric or other low emission vehicles



# ADDITIONAL RECOMMENDATIONS

---

A co-collection program should follow industry best practices for worker safety:

- High visibility gear
- Minimize time spent riding on back of truck
- Utilize truck lifts to avoid repetitive lifting and injury
- Regular safety and hazard training for staff
- In the long-term consider a move to fully-automated to avoid personal outside of vehicle



# WASTE COLLECTION IS THE 7TH DEADLIEST INDUSTRY IN THE US



- In 2022 the national average injury rate for solid waste collection workers was 4.7 cases per 100 full-time equivalent workers.
- Collection is the where the most fatalities happen in the waste industry, typically from falling off trucks, being pinned by trucks, or trucks rolling over on top of workers.

# WASTE COLLECTION IS THE 7<sup>TH</sup> DEADLIEST INDUSTRY IN THE US

MARYLAND

## Garbage man hit and killed while working his route in Frederick County

Investigators say Gomes and his co-worker were running their route as usual. They both got out of the truck to empty the residents' trash cans into the garbage truck. During this time, a 2006 Subaru Outback traveling northbound on Green Valley Road reportedly hit Gomes

## 1 Person Dead and 2 Others Injured After Md. Garbage Truck Slides Off 'Ice and Snow-Covered' Road

A police investigation determined that Williams, of Frederick, was riding on the back of the truck at the time of the incident and was fatally pinned underneath when it overturned.

## Family Mourns Man Killed in Maryland Garbage Truck Crash

The garbage truck with two workers holding onto handles on the back was traveling west on narrow Broadwater Road when a wide-body pickup truck approached from the opposite direction.

Karen Babich, who was driving west behind the garbage truck, said both trucks slowly moved over to make room for each other when the wheels of the trash truck went off the pavement and into a ditch. Medero was not able to jump off the truck before it rolled onto its side.





# NEXT STEPS FOR ORGANICS COLLECTION PROGRAM

The model results shown here assume all new capital such as carts and trucks must be purchased to deploy the program. However, it may be possible for Bowie to reduce capital expenses by redeploying current available fleet in the co-collection models.

## NEXT STEPS FOR BOWIE:

- Detailed examination of current yard waste routes and re-routing assessment, as needed, to move to co-collection model.
- Collaboration with DPW to assess current fleet and staff needs for co-collection program rollout. Assessment should consider current fleet age, annual repair and maintenance costs, and vehicle replacement schedule.
- Include Prince George's County compost facility in these discussions.



# FURTHER ASSESSMENTS

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- Modeling cost for trash collection
  - Cost assessment of once and twice weekly trash collection
  - Set out rates for trash containers
  - Percent fullness of trash containers
  - Cost assessment for fully automated trash collection, including reductions in workplace injuries and lower insurance rates
- Above considerations may offer opportunity for Bowie to increase service offerings to residents without adding cost.





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# OTHER FACTS

- In 2020, food waste was responsible for approximately 55 million metric tons of CO<sub>2</sub> equivalents (mmt CO<sub>2</sub>e) emissions from U.S. MSW landfills.
- An estimated 58 percent of the fugitive methane emissions (i.e., those released to the atmosphere) from MSW landfills are from landfilled food waste.
- An estimated 61 percent of methane generated by landfilled food waste is not captured by landfill gas collection systems and is released to the atmosphere. Because food waste decays relatively quickly, its emissions often occur before landfill gas collection systems are installed or expanded.
- While total methane emissions from MSW landfills are decreasing due to improvements in landfill gas collection systems, methane emissions from landfilled food waste are increasing.
- For every 1,000 tons (907 metric tons) of food waste landfilled, an estimated 34 metric tons of fugitive methane emissions (838 mmt CO<sub>2</sub>e) are released.
- Reducing landfilled food waste by 50 percent in 2015 could have decreased cumulative fugitive landfill methane emissions by approximately 77 million metric tons of CO<sub>2</sub> equivalents (mmt CO<sub>2</sub>e) by 2020, compared to business as usual.
- Since fifty percent of the carbon in food waste is degraded to landfill gas within 3.6 years, improving gas collection system efficiency in later years cannot substantially reduce these emissions. Diverting food waste from landfills would be an effective way to reduce methane emissions from MSW landfills.

# FOOD WASTE ONLY COLLECTION MODEL RESULTS WITH VARYING PARTICIPATION

|                                  | Current Participation | Med          | High         |
|----------------------------------|-----------------------|--------------|--------------|
| Participation Rate               | 23%                   | 47%          | 83%          |
| Participating Households         | 5,027                 | 10,097       | 17,887       |
| Annual Total Tons                | 917                   | 1,843        | 3,264        |
| Total Capital Costs              | \$563,910             | \$903,790    | \$1,380,320  |
| Annual Capital Costs             | \$69,530              | \$111,430    | \$170,180    |
| Annual Operational Costs         | \$660,720             | \$992,780    | \$1,449,330  |
| Total Annual Costs               | \$730,240             | \$1,104,210  | \$1,619,520  |
| <b>Cost Per Ton</b>              | <b>\$800</b>          | <b>\$600</b> | <b>\$500</b> |
| <b>Annual Cost Per Household</b> | <b>\$145</b>          | <b>\$109</b> | <b>\$91</b>  |



Note: Achieving the high participation rate requires significant investment and policy changes

# CO-COLLECTION FULLY AUTO MODEL RESULTS WITH VARYING PARTICIPATION

|                                               | Current Participation | Med          | High         |
|-----------------------------------------------|-----------------------|--------------|--------------|
| Total Households Yard Waste and/or Food Waste | 19,548                | 19,548       | 19,548       |
| Food Waste Participation Rate                 | 24%                   | 48%          | 85%          |
| Total households Participating in Food Waste  | 4,709                 | 9,419        | 16,616       |
| Annual Total Tons                             | 3,480                 | 4,339        | 5,653        |
| Total Capital Costs                           | \$3,809,410           | \$3,809,410  | \$3,809,410  |
| Annual Capital Costs                          | \$426,690             | \$426,690    | \$426,690    |
| Operational Costs                             | \$941,350             | \$988,200    | \$1,059,810  |
| Total Annual Costs                            | \$1,368,040           | \$1,414,890  | \$1,486,500  |
| <b>Cost Per Ton</b>                           | <b>\$390</b>          | <b>\$330</b> | <b>\$260</b> |
| <b>Annual Cost Per Household</b>              | <b>\$70</b>           | <b>\$72</b>  | <b>\$76</b>  |



Note: Achieving the high participation rate requires significant investment and policy changes

# CONTRACTED VS IN-HOUSE COLLECTION

Co-collection could be done in-house with Bowie DPW or contracted out to a private hauler. The choice between inhouse or contracted service is not clear cut and depends on Bowie's capabilities and priorities into the future. Below is a table outlining the pros and cons of inhouse versus contracted collection services.

| INHOUSE                                                                                                                                                                                                                                                                                                                                                                                                           | CONTRACTED                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROS</b> <ul style="list-style-type: none"><li>• Creation of municipal jobs</li><li>• Staff on organics, recycling and trash collection can be right-sized – any reduction in staff needed on trash collection can be redeployed to organics collection</li><li>• Greater coordination/integration of curbside services</li></ul>                                                                              | <b>PROS</b> <ul style="list-style-type: none"><li>• Minimal to no capital investment</li><li>• Dedicated collection staff/required service levels as specified in the contract</li><li>• Shorter lead time between program/budget approval and rollout</li></ul>                                                                                                                                              |
| <b>CONS</b> <ul style="list-style-type: none"><li>• Greater capital investment</li><li>• Potentially greater lead time between program/budget approval and rollout given to allow time for truck and cart procurement and hiring</li><li>• Requires additional storage space for trucks and carts</li><li>• Hired staff may not be solely dedicated to organics collection, impacting organics service.</li></ul> | <b>CONS</b> <ul style="list-style-type: none"><li>• Could have limited options if response rate to RFP is low</li><li>• Less control of price increases when going between contract periods</li><li>• Still need dedicated City staff to ensure contract obligations are carried out, manage complaints, meet with hauler regularly to assess program, and ensure data is collected from the hauler</li></ul> |

# SEMI-AUTO VERSUS FULLY AUTO COLLECTION VEHICLES



## PROS

- Lower purchase and maintenance costs.
- Does not require residents to have specific type of container.
- Very few limitations to collections.

## CONS

- Higher operational costs, requires 3 staff per vehicle, 1 driver and 2 collectors.
- Collection crews may lift on average over 6 tons or 13,000 lbs per worker per day resulting in higher worker injury reports and worker compensation payouts ([Link](#)).
- Collectors are often outside of the vehicle, making them vulnerable to fatal accidents.
- Collection takes more time per stop, averaging 800 to 1,000 stops per day per vehicle ([Link](#)).



## PROS

- 1 staff per truck.
- Worker stays inside truck all or nearly all of collection route, significantly reducing risk of injury or death.
- No heavy lifting for staff.
- Faster stop time, able to make 1,000 to 1,200 stops per day per vehicle ([Link](#)).
- Closed lid carts offer greater rodent protection than open cans or loose bag – collection.
- Potential for better staff retention, lower workers compensation expenses, lower insurance rates.

## CONS

- Higher purchase and maintenance costs.
- Must purchase carts for all residents.
- May not work in tight alleys or areas with dense street parking.



# CO-COLLECTION MODEL ASSUMPTIONS

7 pounds food waste per household per week collection plus monthly average of yard waste collection in Bowie

- Excludes fall leaf collection
- Collection Vehicle:
  - Semi-Auto rear load collection: 1 driver plus 2 collectors per truck with truck conducting 1,000 stops per day
  - Fully Auto side load collection: 1 driver per truck conducting 1,000 stops per day
- Hauling to Prince George's County Compost Facility and \$45 per ton tip fee
- Capital Cost Assumptions
  - Supplies lifespan 10 years
  - Packer truck lifespan 10 years
  - Interest rate 4%
  - Supplies and truck purchase includes buffers
    - 10% supply inventory surplus
    - 1 additional truck to accommodate breakdowns
- Operating Cost Assumptions
  - Staff costs include Bowie specific staffing costs
  - 1 additional driver and 2 collectors to accommodate absences for semi-auto; 1 additional driver for fully auto
  - Hauling and tipping costs to compost facility are included in the model
  - Refuse cost savings include tip fee savings of \$76 per ton and hauling cost estimate
  - Hauling cost per mile per ton in packer truck is \$0.17
  - Annual \$3 per household education and outreach

# FOOD WASTE ONLY MODEL ASSUMPTIONS

- Opt-in Program
- 7 pounds food waste per household per week collection
- 1 driver per truck with truck conducting 300 stops per day
- Hauling to Prince George's County Compost Facility and \$48 per ton tip fee
- Capital Cost Assumptions
  - Supplies lifespan 10 years
  - Pick-up truck lifespan 10 years
  - Interest rate 4%
  - Supplies and truck purchase includes buffers
    - 3% supply inventory surplus
    - 1-3 additional trucks to accommodate breakdowns
- Operating Cost Assumptions
  - Staff costs include Bowie specific staffing costs
  - 1-3 additional staff to accommodate absences
  - Hauling and tipping costs to compost facility are included in the model
  - Refuse cost savings include tip fee savings of \$76 per ton and hauling cost estimate
  - Hauling cost per mile per ton in pickup-truck is \$0.67
  - Annual \$3 per household education and outreach

# CONTRACTING SERVICES

- Many communities contract with private haulers for collections.
- A typical contract covers:
  - Refuse, recycling, organics, additional recycling streams, or bulky waste, or any combination of the above
  - Defines households to be served
  - Service frequency for residents (twice weekly, weekly, bi-weekly, etc.)
  - May define required facilities for contractor to use
  - Materials to be accepted
  - Method of acceptance (loose bags, carts, resident provided containers, etc.)
  - If cart based, who is responsible for replacing broken carts or delivering new carts to customers
  - Level of education and outreach contractor is expected to conduct
  - Type of collection vehicle and requirements for vehicle backups, maintenance, insurance, etc.
  - Reporting requirements including complaints, route data, and tonnage data
  - All other typical contracting language between a municipality and third-party company

# CONTRACTED COLLECTION SERVICE: ARLINGTON COUNTY, VA

Contracted collection with American Disposal through 6/30/2024 for trash, recycling, organics, and electronic and scrap metal recycling. Residents are instructed to collect their food waste in compostable bags and place in their yard waste cart for co-collection.

| Collection Type | Frequency | Type of Collection                        | Container                                                      | Truck Type          | \$/Household/Month |
|-----------------|-----------|-------------------------------------------|----------------------------------------------------------------|---------------------|--------------------|
| Trash           | Weekly    | Refuse, bulky waste                       | Cart, homeowner provided container, bags, bundles, bulky items | Semi-auto rear load | \$7.65             |
| Recycling       | Weekly    | Single stream                             | Cart, homeowner provided container, bags, bundles, bulky items | Semi-auto rear load | \$5.24             |
| Organics        | Weekly    | Yard waste, food waste, food-soiled paper | Cart, homeowner provided container, bags, bundles, bulky items | Semi-auto rear load | \$4.81             |

ARLINGTON VIRGINIA

FOOD SCRAPS COLLECTION: WHAT CAN YOU COMPOST?

YES ✓

If it grows, it goes in your green organics cart.

ALL FOOD SCRAPS

Meats & Seafood

Bones

Shells

Meat Trimmings

Dairy & Eggs

Milk

Cheese

Egg Shells

Yogurt

Grains & Bread

Fruit/Vegetables/Nuts

Fruit Cores & Scraps

Seeds/Pits

Nut Shells

OTHER

Cooking Oil, Fat & Grease

FOOD-SOILED PAPER

Paper Napkins

Paper Towels

Greasy Pizza Boxes

ORGANIC MATERIALS

Tea Leaves (no bags)

Coffee Filters

Coffee Grounds

NO X

TOXIC/PATHOGENIC MATERIAL

Animal or Human Waste

No Poop

Chemicals

Cigarette Butts

Dead Animals

Diapers

Used Tissues

Herbicides

Kitty Litter

Medicine/Medical Waste

Soiled Bandages

Hazardous Materials

UNNATURAL MATERIALS

Candles and Crayons

Synthetic or Petroleum-based

Cosmetics

Gum

Inorganic Materials

Acrylic, Polyester, Rubber, etc.

If you have questions or are not sure about how to dispose of an item please consult our directory at [recycling.arlingtonva.us](https://recycling.arlingtonva.us).

FOR MORE INFORMATION: [recycling.arlingtonva.us/food-scraps-collection](https://recycling.arlingtonva.us/food-scraps-collection)

# CONTRACTED COLLECTION SERVICE: FALLS CHURCH, VA

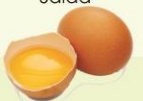
Residents can sign up with Compost Crew for food waste collection. Residents pay 40% of the cost for collection (\$7.33) while the City of Falls Church pays the remaining 60% of the cost (\$11).

| Collection Type | Frequency | Quantity Limit | Type of Collection | Container       | Truck Type   | Cost Per Household Per Month |
|-----------------|-----------|----------------|--------------------|-----------------|--------------|------------------------------|
| Organics        | Weekly    | 7-gallons      | Food waste only    | 7-gallon bucket | Pickup Truck | \$18                         |

## Compost Right

Place all "COMPOST YES" items into your composting bin. Follow the chart below to compost the right way! Drop off compost at the Farmers Market or behind City Hall at no charge. Residents may also use their own composting bins.

### COMPOST YES

 Nuts  
 Breads, Cereals, Rice and Pasta  
 Salad  
 Vegetables  
 Egg Shells  
 Fruit  
 Flowers  
 Tea Bags and Loose Tea  
 Coffee Grounds  
 Meat, Seafood Bones  
 Cheese and Dairy  
 Uncoated Paper Plates  
 Uncoated Paper Bags  
 Paper Towels and Napkins (Kitchen Only)  
 Compostable Bags  
 Compostable Kitchenware

### COMPOST NO

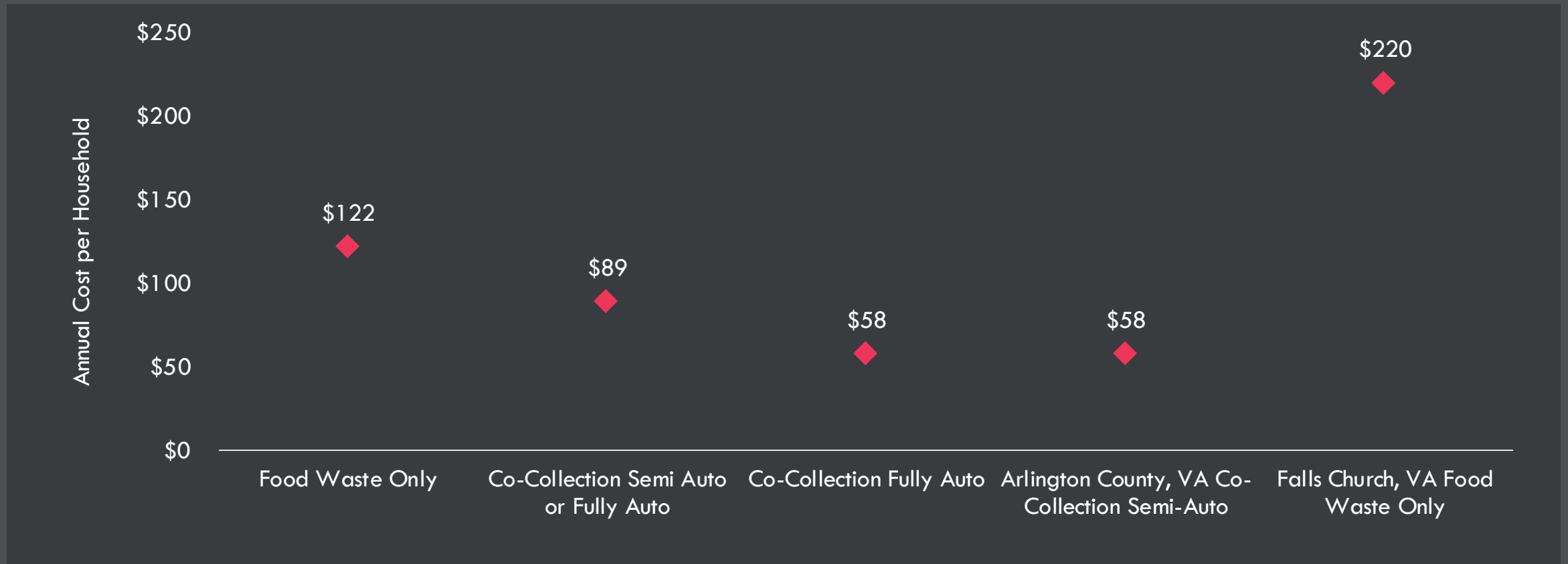
 Plastic Bags or Wrappers  
 Foil  
 Plastic Coated Cardboard  
 Oil or Crisco  
 Styrofoam

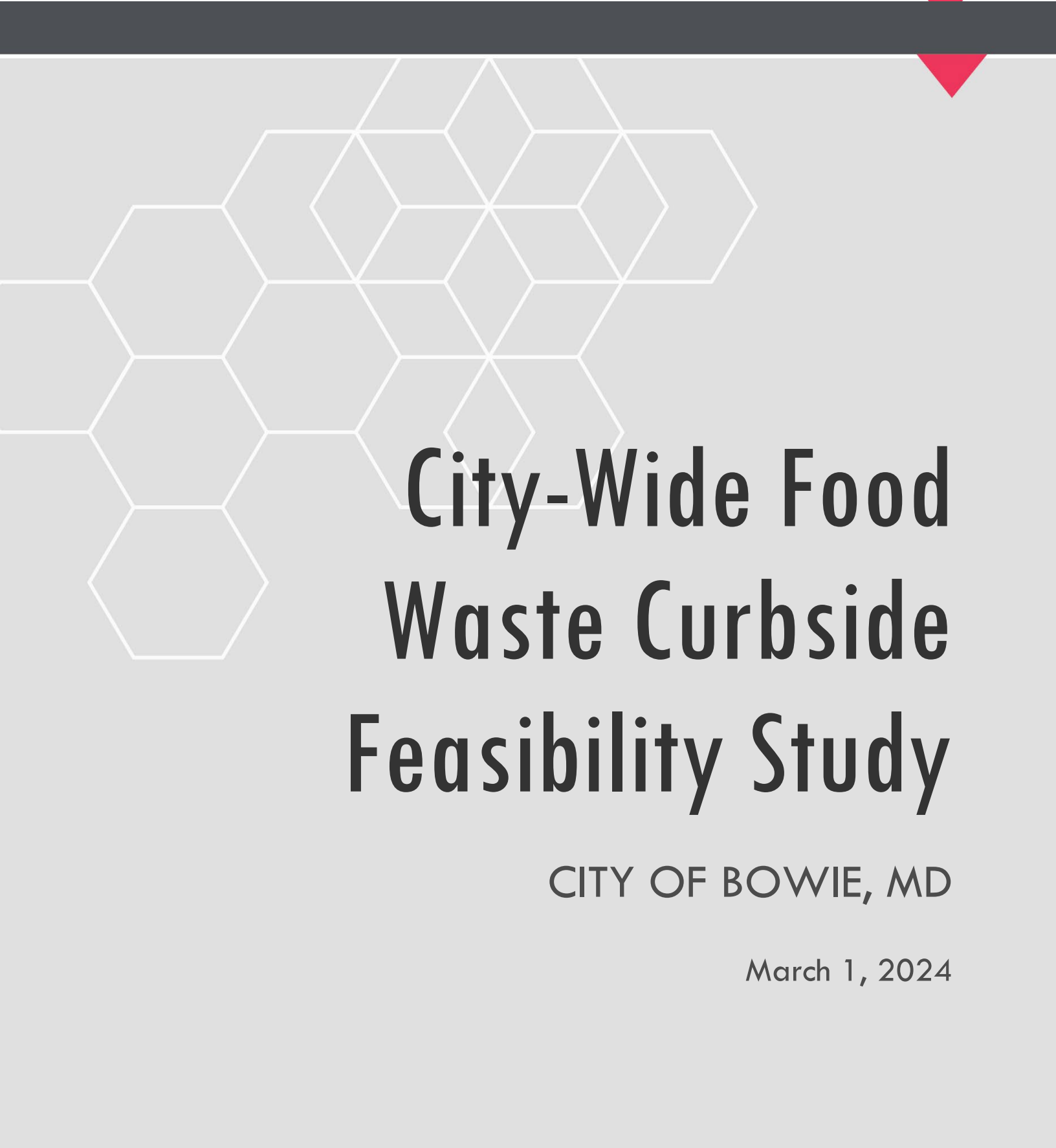
The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call 703-248-5160 (TTY 711). For more information call 703-248-5456 (TTY 711).

 CITY OF FALLS CHURCH

# COST COMPARISON: MODELS AND CONTRACTED SERVICES

The highest annual household cost program is Falls Church, VA food waste only program contracted with a private hauler. The lowest annual household cost program is the Bowie co-collection fully automated collection program.





# City-Wide Food Waste Curbside Feasibility Study

CITY OF BOWIE, MD

March 1, 2024

PREPARED BY:

RRS  | [recycle.com](https://recycle.com)

COMMISSIONED BY:



## Executive Summary

The City of Bowie, MD contracted with RRS to conduct a feasibility study for city-wide food waste curbside collection in alignment with its Climate Action Plan (CAP) recommendation of a 50% reduction in emissions by 2030. In the plan, food waste was identified as an opportunity to address the goal.

As part of this analysis, RRS benchmarked composting programs of communities in the region, modeled three different options for rolling out a curbside food waste collection program citywide and developed a communications and implementation plan for city wide roll-out.

Currently, the City of Bowie has a pilot scale, opt-in food waste collection program that began with 86 homes in August of 2017. It has grown to 265 enrolled homes, representing a 24% participation rate of all eligible households. Additionally, the city provides curbside trash, organics, and recycling collection through their Department of Public Works.

Diverting food waste from landfill to composting provides significant greenhouse gas emissions savings and converts a waste product into a beneficial soil product. To understand the full impact in both costs and greenhouse gas emissions of diverting food waste for Bowie, RRS modeled three organics collection scenarios:

- *Food waste only* – Expansion of current food waste collection pilot of 265 to all single family and multi-family households currently serviced by DPW.
- *Food waste and yard waste co-collection with semi-automated collection trucks* – Co-collection of food and yard waste in carts with pickup using semi-automated collection trucks, the same models as the current Bowie refuse fleet.
- *Food waste and yard waste co-collection with fully automated collection trucks* – Co-collection of food and yard waste in carts with pickup using fully automated collection trucks.

| MODEL NAME                      | MODEL DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Food Waste Only</b>          | <ul style="list-style-type: none"><li>• Rollout current food waste only collection model to all single-family households and currently DPW serviced multi-family households in Bowie<sup>1</sup>.</li><li>• Households must sign up for service.</li><li>• Participating households receive 6-gallon curb toter and 2.5-gallon kitchen caddy.</li><li>• Collection is done weekly with pickup truck and one driver.</li><li>• Food waste is direct hauled in pickup truck to Prince George's County Compost Facility.</li></ul> |
| <b>Co-Collection Semi-Auto</b>  | <ul style="list-style-type: none"><li>• Rollout of cart-based yard waste with commingled food waste collection to all single-family and duplex residents<sup>6,2</sup></li><li>• All residents receive a 32-gallon curb cart and 2.5-gallon kitchen caddy. Residents can request a larger 64-gallon curb cart if desired.</li><li>• Collection is done weekly with 25 cubic yard semi-automated rear load vehicle, same as refuse collection.</li></ul>                                                                         |
| <b>Co-Collection Fully Auto</b> | <ul style="list-style-type: none"><li>• Rollout of cart-based yard waste with commingled food waste collection to all single-family and duplex residents<sup>6</sup>.</li></ul>                                                                                                                                                                                                                                                                                                                                                 |

<sup>1</sup> See Table 33 in Appendix for exact single and multi-family household counts in Bowie.

<sup>2</sup> Multifamily households have not been included in the model, but collection service could be provided without significantly increasing costs given they represent a small percent of household units. Alternatively, a food waste drop off program could be established to service multifamily residents.

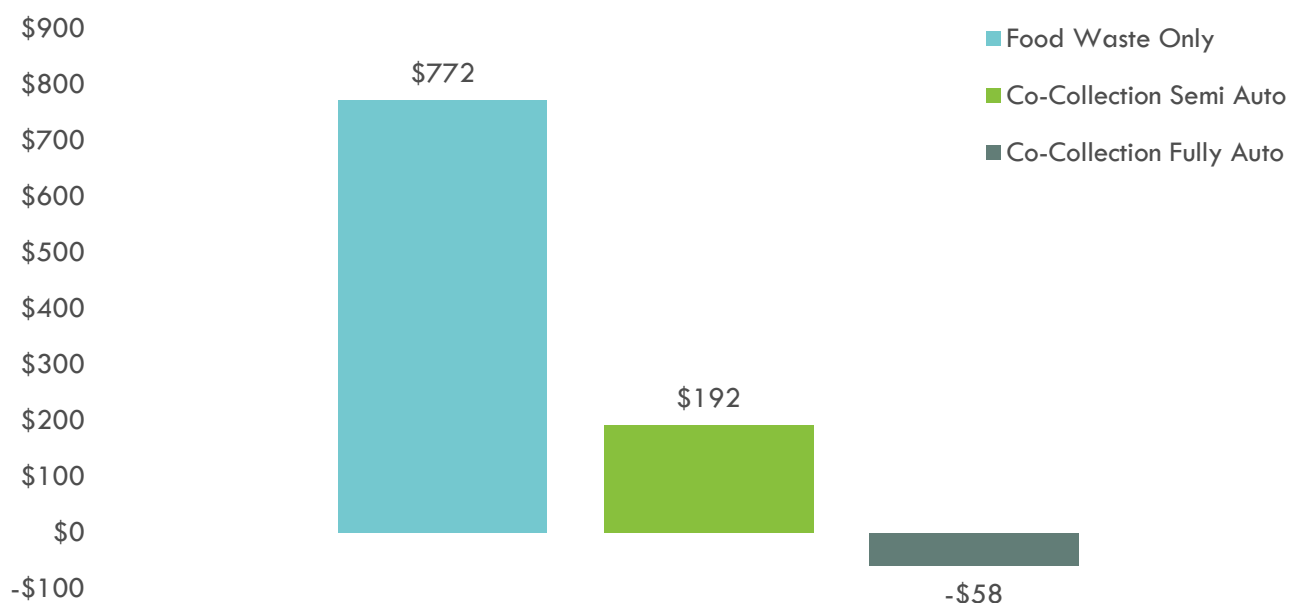


| MODEL NAME | MODEL DESCRIPTION                                                                                                                                                                                                                                                                   |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <ul style="list-style-type: none"> <li>All residents receive a 32-gallon curb cart and 2.5-gallon kitchen caddy. Residents can request a larger 64-gallon curb cart if desired.</li> <li>Collection is done weekly with 25 cubic yard fully automated rear load vehicle.</li> </ul> |

In all models, the volume of collection and cost per ton depends on participation rate in the program. The participation rate refers to the proportion of eligible households that sign up for the food waste service in the food waste only collection scenario, or in the case of the co-collection models the proportion of residents that choose to include food waste in their curbside carts along with yard waste. Participation rates can vary widely depending on how the program is set up, the level of promotion and education and outreach of the program and supporting policies that may encourage organics diversion.

## RECOMMENDATIONS

For a variety of reasons that are further outlined below, RRS recommends Bowie move the existing food-waste only pilot collection program to a combined yard waste and food waste co-collection model. “Co-collection” indicates that all organic material generated at the residence can be put in a single container – typically a plastic cart on wheels – to allow comingled collection of yard debris along with bagged or loose food scraps. This style of collection program is most common in municipal organics collection programs across the U.S. and in the Washington DC/Maryland/Northern Virginia region and provides the most efficient collection for these types of organic material that are accepted in a comingled format at a single processing facility. Additionally, it is the collection method recently rolled out by Prince George’s County. In addition to the greatest efficiency with relation to operational costs, the co-collection model limits the number of trips to the compost facility, reducing the environmental impact and overall cost of transportation.



Since Bowie already collects yard waste from residents on a regular schedule (due primarily to Maryland’s yard waste landfill ban) and the processing facility that is used accepts both food and yard waste, Bowie can realize an expansion of the current yard waste collection program through the addition of food waste without adding substantial long-term cost to the city’s operations. For the 2,027 units that are part of a multifamily complex of

three units or larger and serviced by Bowie Department of Public Works, these could be serviced through cart collection or by building off the newly established drop off program.<sup>3</sup>

Projected greenhouse gas emissions benefits are projected to be approximately 600 MTCO<sub>2</sub>e per year, equivalent to annual emissions of 127 passenger vehicles, upon roll-out citywide (US Environmental Protection Agency 2023c). Emission reductions are projected to increase as participation in the program grows over time.

## **NEXT STEPS**

The model results discussed here assume all new capital such as carts and trucks must be purchased to deploy the program. However, it may be possible for Bowie to reduce capital expenses by redeploying the current available fleet in the co-collection models.

RRS recommends that prior to making any changes to the current solid waste collection system, Bowie consider the following as next steps:

1. Examine the current yard waste routes and evaluate re-routing as needed to move to co-collection.
2. Coordinate with DPW to assess current fleet and staffing needs for co-collection phased program rollout. Assessment should consider current fleet age, annual repair and maintenance costs, and vehicle replacement schedule.
3. Further assessments should be done to ensure a complete understanding of the following:
  - Modeling cost for trash collection
  - Cost assessment of once and twice weekly trash collection
  - Set out rates for trash containers
  - Percent fullness of trash containers
  - Cost assessment for fully automated trash collection

---

<sup>3</sup> Cost and environmental benefits associated with servicing the 2,027 units that are part of multifamily collection have not been included in the analysis. Given the small proportion of Bowie households, the addition of these households will not significantly impact cost projections.

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## Background and Purpose

In 2020, Bowie, Maryland adopted a Climate Action Plan (CAP) that includes a goal of achieving a 50% reduction in emissions by 2030. Food waste management is a critical component of any materials management system to achieve waste reduction goals. Further, removing food and other organic materials from municipal solid waste offers significant reductions in the generation of methane, a potent greenhouse gas that comprises an estimated 58% of the fugitive methane emissions (those released to the atmosphere) from municipal solid waste landfills.

Recognizing the opportunity to reduce the amount of food going into residential trash, whether from over purchasing, spoilage, or scraps from food preparation, the City of Bowie started a food waste collection program as a pilot in 2016. In its first year, 86 homes opted in to participate in the small pilot-scale program. Now in its eighth year, the program is serving seven neighborhoods in northern Bowie, including Idlewild, Belair Townes II (townhomes), Victoria Heights, Yorktown, Overbrook, Saddlebrook East, and Saddlebrook West. It has grown to 256 enrolled homes, representing a 25% participation rate of all eligible households, with more than 100 households on a waiting list because they are not in the pilot program area.

Having received a warm reception by residents, the pilot program shows great promise as a city-wide service that aligns with both the 2016 City of Bowie Sustainability Plan and 2020-2025 City of Bowie Climate Action Plan. As such, Bowie officials anticipate rolling out the program city-wide.

The City of Bowie sought the assistance of RRS to conduct a feasibility study that evaluates the most cost effective and efficient way to expand the food waste collection program. This technical assistance included comparison of benchmarking and trending information from other municipal food waste collection programs across the mid-Atlantic and the U.S., collecting baseline data for analysis in various collection scenarios, and evaluating the city's role as the service provider or hiring a contractor to operate the full-scale program. While exciting and consistent with the city's goals, the expansion of the service presents additional challenges to staffing levels in an industry that is known to have a high injury rate, would require adjustments to scheduling and routing of collection programs and vehicles across the city, and would require an up-front and ongoing investment in educational resources to ensure participation and acceptance of the collected food at a nearby processing facility.

Recommendations that have been developed are considerate of variables that are unique to Bowie. This report, and the recommendations within it, should serve as guidance for city leaders as they evaluate the scale and pace of rollout, the logistics of expanding and potentially changing their collection system, and the best service model for this new and exciting program for Bowie residents.

## Recommendations

RRS analyzed a variety of impacts, both positive and negative, to expanding the pilot food waste collection program across the entire city. Three different scenarios were modeled for the expanded service area and considered the primary goals as outlined by Bowie:

- Cost,
- Environmental sustainability, and
- Staffing

Additionally, RRS evaluated the provision of the city-wide food waste curbside program operated by City of Bowie (the priority option) or contracted to a third-party operator (the secondary option). The recommendations outlined below provide insights into the rationale for making this decision as well.

## Selected Model

For a variety of reasons that are further outlined below, RRS recommends Bowie move the existing food-waste only pilot collection program to a combined yard waste and food waste co-collection model. “Co-collection” indicates that all organic material generated at the residence can be put in a single container – typically a plastic cart on wheels – to allow comingled collection of yard debris along with bagged or loose food scraps. This style of collection program is most common in municipal organics collection programs across the U.S. and provides the most efficient collection for these types of organic material that are accepted in a comingled format at a single processing facility. In addition to the greatest efficiency with relation to operational costs, the co-collection model limits the number additional trucks on city streets and trips to the compost facility, reducing the environmental impact and overall cost of transportation.

Since Bowie already collects yard waste from residents on a regular schedule (due primarily to Maryland’s yard waste landfill ban), and the processing facility that is used accepts both food and yard waste, Bowie can realize an expansion of the current yard waste collection program through the addition of food waste without adding substantial long-term cost to the city’s operations.

## ROLLOUT

RRS recommends a multi-year phased rollout to pace the capital expenditures resulting from the need to purchase collection containers and additional trucks, add staff, and compensate for other up-front costs that come from a program expansion. Additionally, while promotion of the program is important to build excitement, controlled growth is critical to long term program success. Continued education to new and existing users of the program and routine feedback loops from the collection route employees and processing facility operators will ensure that loads are not rejected and fees are not assessed to Bowie due to contamination.

## IMPLEMENTATION

For the most efficient rollout with the least amount of confusion among residents, RRS suggests a transition from bagged to cart-based yard waste collection to allow for the inclusion of food scraps in the yard waste cart. The phased rollout would require Bowie’s staff to be concurrently operating a cart-based and bag-based program for the three-year rollout period. The semi-automatic trucks require collection workers to exit the vehicle to empty both the carts and the bags, so from an operations standpoint this is not significant. From a communications standpoint, the message to Bowie residents should stress that food scraps must go in carts, so if a household does not have a cart yet they should not include food scraps.



It is worth noting that cart-based co-collection of food and yard waste predominantly applies to single family households who are generating yard waste. There are nearly 2,027 households that are part of multifamily buildings larger than a duplex that may not currently be serviced by DPW; since they do not generate yard waste, a modified on-site food waste collection program may be needed utilizing carts or individual totes that are placed by the public street on collection day. Though less convenient, these residents can be directed to a food waste drop-off collection point within the city.

### **COMMUNICATION/EDUCATION**

Garnering excitement about the new program and the transition from totes and paper bags to carts will require regular communication, both with current participants and new participants that may be less informed about the types of organic material that can be included in a food waste cart. RRS recommends allocating at least \$3 per household per year<sup>4</sup> for routine communications related to the program and to support the promotion of the program during phased program rollout across the city.

### **MUNICIPAL OPERATION**

Since Bowie already operates a yard waste collection program, has staff that are trained, and generally has routing and collections protocols within their in-house expertise, it is logical for the city to continue to provide this expanded service. Infrastructure and communication are the most critical components of this transition, but from an operations standpoint, there are not a lot of changes under the semi-automatic co-collection model.

### **FISCAL**

From a strictly fiscal perspective, the most cost-effective approach is a fully automatic co-collection model. The combined efficiency of requiring just one staff member to drive and operate the collection vehicle and the high volume of mixed food and yard waste in a compacted format results in the most efficient collection and transportation approach. This in turn influences the lowest cost per ton, \$390 (compared to \$590 and \$800 for semi-automatic and food waste only collection, respectively), for the participation rate of 24% that was modeled. Economies of scale will be realized as participation rates increase. For example, increasing participation in the recommended approach to 48% would result in a cost per ton of \$330 for the fully automated model scenario.

### **ENVIRONMENTAL IMPACTS**

All three models of food waste collection result in greenhouse gas savings over landfill disposal of food waste based on the combination of methane that is generated in landfills that escapes into the environment and the gas or diesel fuel consumed by trucks driving to processing or disposal facilities.

Despite the use of diesel fuel and the very low miles per gallon for a side- or rear-load collection vehicle, co-collection using either style (semi- or fully automatic) collection vehicle would result in the most significant environmental benefits from a greenhouse gas (GHG) standpoint.

Both semi-automated and fully automated collection vehicles in a co-collection scenario significantly reduce the environmental impact from the reduction of vehicle miles driven to a organics processing facility (-599 metric tons of carbon dioxide (CO<sub>2</sub>) equivalent). Because Bowie is already running a yard waste collection program and hauling yard debris in collection vehicles to Prince George's County compost facility, the environmental impact from the trucks is no different with the addition of food waste than it would be under the existing system. The addition of food waste will result in only a minor reduction in truck capacity on the routes.

---

<sup>4</sup> assuming that each program participant will be given a kitchen caddy to functionally serve as an indoor collection receptacle



Conversely, while a food waste only collection program does have net CO<sub>2</sub> savings of -569 metric tons of CO<sub>2</sub> equivalent based on the methane is not generated from its disposal in a landfill, it is lower than co-collection because of the need to drive another vehicle to the Prince George's County compost facility.

## Future Operational Efficiencies

### **ELIMINATE WEEKLY 2ND TRASH COLLECTION**

Greenhouse gas emissions and costs can be reduced by reducing trash collection to once per week in all parts of the city. It is recommended that the City of Bowie evaluate cart size needed for trash cans after the implementation of the full roll out of the organics collection service, right size carts based on the trash reduction and shift to once per week recycling while optimizing routes accordingly. Community engagement will be an important component of this change to help the community understand the reasons for the change.

### **FULLY AUTOMATED COLLECTION VEHICLES**

Fully automated collection vehicles do not require collection workers to exit their vehicle, resulting in a significantly safer working environment for the worker.

Refuse and recyclable materials collection is the seventh deadliest job across all industries, as reported by the U.S. Department of Labor's Bureau of Labor Statistics (Quinn 2023). This urgent safety issue is not new to the solid waste and recycling collections industry. Rather, it is old news, consistently ranking in the top 10 most dangerous jobs in the recent past. In 2022 the national average injury rate for solid waste collection workers was 4.7 cases per 100 full-time equivalent workers (Quinn 2023). This alarming ranking underscores the importance of both municipal and private collection programs to do everything they can to protect the safety of their employees. Statistically speaking, the fewer collection workers needed to service the route, the lower the risk to injury or death. Therefore, a fully automated side-load collection vehicle would provide the highest level of safety to the collection workers. In a fully automated collection system, a single person can complete a route without exiting the collection vehicle (assuming all carts are placed correctly so the collection truck can access them.) All cart servicing is done remotely by the driver from the driver's seat. To achieve the highest safety conditions, the fully automated collection vehicle requires cart-based services. No loose, bagged, or other collection containers can be used as they will not be compatible with the collection arm.

Back injuries and workplace illnesses (needle sticks, exposure to COVID and other viral illnesses) have been a primary motivation to move to cart-based waste collection programs and further reduce risk through a fully automated collection system. The National Council for Occupational Safety and Health (COSH), a federation of grassroots worker groups, recommends employers focus primarily on removing workplace hazards and secondarily on safety policies that rely on worker actions, such as wearing bright clothing to improve visibility. In their view, placing responsibility for individual actions "still exposes the worker to hazards and can provide a false sense of security."

Though the purchase of carts and new collection vehicles carry a higher up-front cost for program implementation, the savings from workplace injury claims, the possibility of lower insurance rates due to the lower employee injury risk, and the tendency for employees to stay in their position longer should be evaluated before determining which collection format is best for Bowie.

### **ALTERNATIVE FUEL AND ELECTRIC COLLECTION VEHICLES**

Beyond transitioning to automated collection vehicles, the use of alternative fuel and electric collection vehicles is a consideration for future fleet purchases for solid waste, recycling, and organics collection routes that would result in





additional environmental benefits. the Solid Waste Association of North America (SWANA) Applied Research Foundation published a study, 'Evaluation of Electricity and Other Alternative Fuels for Solid Waste and Recycling Collection Vehicles,' that compares the different collection vehicles and provides a cost/benefit analysis for each. According to the report, "Refuse trucks have a fuel economy of 2.5–3 miles per gallon which is the lowest for all highway vehicles" (SWANA) 2022b). Diesel exhaust has high concentrations of carbon dioxide, oxides of nitrogen (NO<sub>x</sub>), and particulate matter (PM) but low levels of carbon monoxide (CO) and hydrocarbons (HC). NO<sub>x</sub> and PM are criteria pollutants regulated under the National Ambient Air Quality Standards (NAAQS), while CO<sub>2</sub> is a greenhouse gas. There are adverse health effects from short- and long-term exposure to NO<sub>x</sub> and PM." RRS has modeled the GHG impacts from electric vehicles but compressed natural gas (CNG) and hydrogen fuel cell electric vehicles (HFCEVs) are also coming to market in heavy-duty truck models and should be investigated prior to purchasing new collection vehicles. The call to action that was outlined in the Bowie Climate Action Plan<sup>5</sup> - "The City must take full advantage of these technologies to achieve rapid reductions in greenhouse gas emissions..." also applies to solid waste operations.

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<sup>5</sup> [City of Bowie Climate Action Plan 2020-2025](#)

## Organics Collection Models

Diverting food waste from landfill to composting provides significant greenhouse gas emissions savings and converts a waste product into a beneficial soil product. To understand the full impact in both costs and greenhouse gas emissions of diverting food waste for Bowie, RRS modeled three organics collection scenarios:

- *Food waste only* – Expansion of current food waste collection pilot of 265 to all single family and multi-family households currently serviced by DPW.
- *Food waste and yard waste co-collection with semi-automated collection trucks* – Co-collection of food and yard waste in carts with pickup using semi-automated collection trucks, the same models as the current Bowie refuse fleet.
- *Food waste and yard waste co-collection with fully automated collection trucks* – Co-collection of food and yard waste in carts with pickup using fully automated collection trucks.

## Model Summary and Comparisons

Table 1 presents a short description of the three model scenarios considered in this report. A longer description of each model as well as detailed results is provided in the Appendix.

Table 1. Summary of Models Scenarios Considered in This Study

| MODEL NAME                      | MODEL DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Food Waste Only</b>          | <ul style="list-style-type: none"> <li>• Rollout current food waste only collection model to all single-family households and currently DPW serviced multi-family households in Bowie<sup>6</sup>.</li> <li>• Households must sign up for service.</li> <li>• Participating households receive 6-gallon curb toter and 2.5-gallon kitchen caddy.</li> <li>• Collection is done weekly with pickup truck and one driver.</li> <li>• Food waste is direct hauled in pickup truck to Prince George's County Compost Facility.</li> </ul> |
| <b>Co-Collection Semi-Auto</b>  | <ul style="list-style-type: none"> <li>• Rollout of cart-based yard waste with commingled food waste collection to all single-family and duplex residents<sup>6,7</sup>.</li> <li>• All residents receive a 32-gallon curb cart and 2.5-gallon kitchen caddy. Residents can request a larger 64-gallon curb cart if desired.</li> <li>• Collection is done weekly with 25-cubic yard semi-automated rear load vehicle, same as refuse collection.</li> </ul>                                                                          |
| <b>Co-Collection Fully Auto</b> | <ul style="list-style-type: none"> <li>• Rollout of cart-based yard waste with commingled food waste collection to all single-family and duplex residents<sup>6</sup>.</li> <li>• All residents receive a 32-gallon curb cart and 2.5-gallon kitchen caddy. Residents can request a larger 64-gallon curb cart if desired.</li> <li>• Collection is done weekly with 25-cubic yard fully automated rear load vehicle.</li> </ul>                                                                                                      |

In all models, the volume of collection and cost per ton depends on participation rate in the program. The participation rate refers to the proportion of eligible households that sign up for the food waste service in the food waste only collection scenario, or in the case of the co-collection models the proportion of residents that choose to

<sup>6</sup> See Table xx in Appendix for exact household counts in Bowie for single and multi-family households.

<sup>7</sup> Multifamily households have not been included in the model, but collection service could be provided without significantly increasing costs given they represent a small percent of household units. Alternatively, a food waste drop off program could be established to service multifamily residents.

include food waste in their curbside carts along with yard waste. Participation rates can vary widely depending on how the program is set up, the level of promotion and education and outreach of the program and supporting policies that may encourage organics diversion.

At present 265 households are participating in Bowie's food waste only collection program; with 1,100 households eligible, the current participation rate is 24%. The model comparisons presented below assume a 24% participation rate in the program at full city-wide rollout. Additional participation rates were modeled, and the results of the different participation rates are shown in detail in the Appendix.

## Model Comparisons

### TOTAL COSTS AND TONS

Table 2 and Figure 1 show a comparison of the three modeled scenarios at 24% participation rate. The food waste only model diverts significantly fewer tons than the co-collection models, 917 tons compared to 3,480 tons, due to the inclusion of yard waste in the latter two model scenarios. The co-collection models have a higher capital and operating expense than the food waste only model, however when considering the cost per ton the food waste only model is significantly higher than the co-collection model.

Table 2. Comparison of Three Modeled Scenarios for Organics Collection

|                                                     | FOOD WASTE ONLY | CO-COLLECTION SEMI-AUTO | CO-COLLECTION FULLY AUTO |
|-----------------------------------------------------|-----------------|-------------------------|--------------------------|
| <b>Total Households Yard Waste</b>                  | NA              | 19,548                  | 19,548                   |
| <b>Food Waste Participation Rate</b>                | 24%             | 24%                     | 24%                      |
| <b>Total households Participating in Food Waste</b> | 5,027           | 4,709                   | 4,709                    |
| <b>Annual Total Tons</b>                            | 917             | 3,480                   | 3,480                    |
| <b>Total Capital Costs</b>                          | \$563,910       | \$3,509,410             | \$3,443,870              |
| <b>Annualized Capital Costs</b>                     | \$69,530        | \$389,700               | \$381,620                |
| <b>Operational Costs</b>                            | \$660,720       | \$1,674,460             | \$810,360                |
| <b>Total Annual Costs</b>                           | \$730,250       | \$2,064,170             | \$1,191,980              |
| <b>Cost Per Ton</b>                                 | <b>\$800</b>    | <b>\$590</b>            | <b>\$340</b>             |
| <b>Annual Cost Per Household</b>                    | <b>\$145</b>    | <b>\$106</b>            | <b>\$61</b>              |

All dollar estimates are rounded to the nearest ten

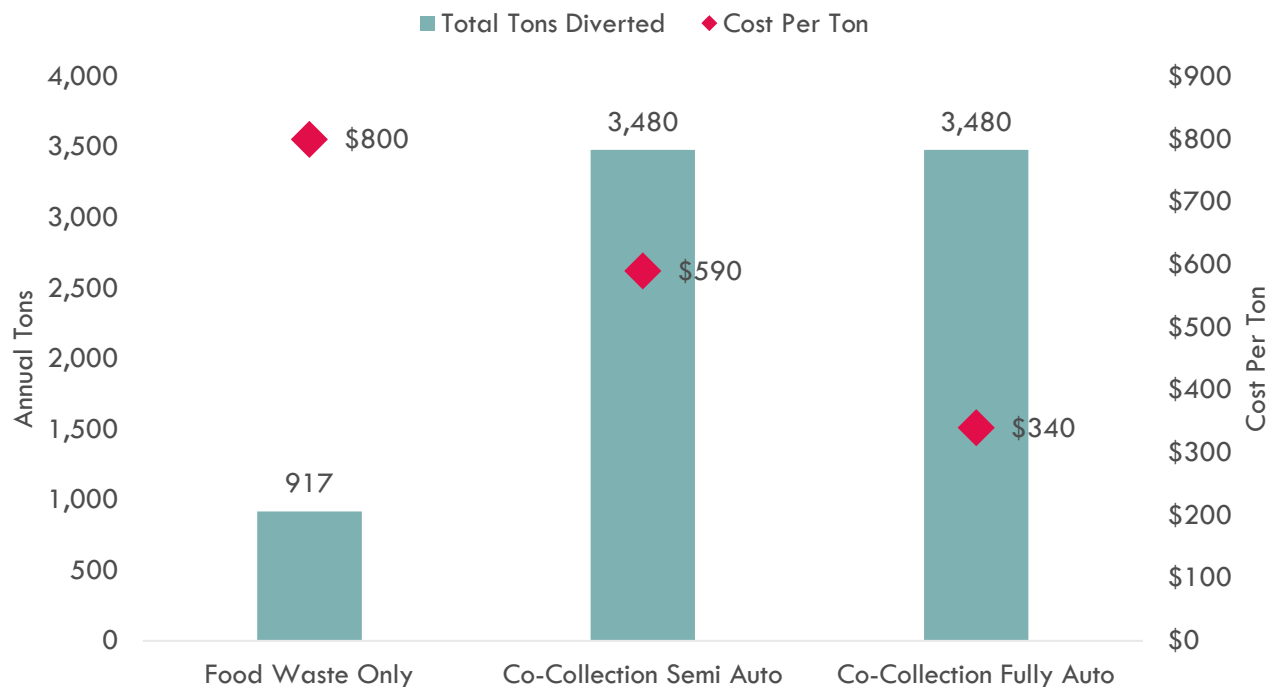


Figure 1. Comparison of Total Tons and Cost per Ton of Food Waste and Co-Collection Model Scenarios

### NET COST OF MODELED SCENARIOS

While the food waste only model is less costly to implement and operate, it is important to consider that the cost of the food waste only program is a new cost to the City of Bowie. In contrast, the co-collection programs are an extension onto the existing yard waste collection program Bowie has already implemented. As such to truly understand the impact of the program expenses, it is important to consider the net cost of each scenario to the city. Based on financial data received from the City of Bowie, RRS estimates that the current yard waste collection program which entails weekly year-round collection of bagged or bundled yard waste<sup>8</sup> costs approximately \$370 per ton to operate. This cost assumes an annualized capital expense for trucks and yard waste only tipping fee at Prince George's County Compost Facility of \$30 per ton. The co-collection programs would replace the existing yard waste only collection program and as such costs from the yard waste only program could be transferred to the co-collection model scenario. If Bowie opts for a food waste only program, the yard waste collection program would need to continue as is providing no programmatic cost savings opportunity for Bowie.

In all models, the movement of food waste from disposal to compost provides a tip fee cost savings. The average tip fee the City of Bowie pays for refuse is \$76 per ton. In contrast the tip fee for commingled food and yard waste at the Prince George's County Compost Facility is \$48 per ton, resulting in a per ton tip fee cost savings of \$28.

Table 3 shows the full net cost analysis of the three modeled scenarios. In the food waste only scenario only the refuse tip fee cost savings is realized as the yard waste program must continue in parallel to the food waste only program. Both the co-collection semi-auto and fully auto collection model scenarios include a \$370 per ton cost

<sup>8</sup> Link to Bowie's yard waste program: <https://www.cityofbowie.org/1027/Yard-Waste>

savings from transferring the yard waste only collection program to the co-collection program<sup>9</sup>. The final column of Table 3 shows the overall net cost for each program to the City of Bowie. The food waste only collection model is a net added cost to the city of \$772 per ton, the co-collection semi-auto is \$192 per ton, and the co-collection fully auto model is a cost savings of \$58 per ton (Figure 2).

The added cost to the co-collection semi-auto model over the current yard waste model is the additional capital required in purchasing carts and kitchen caddies for all residents. The operational costs are estimated to be the same between the co-collection semi-auto model and the current yard waste collection program. The fully automated collection model requires higher capital investment in fully automated trucks. Additionally, fully automated trucks are generally more expensive to maintain than semi-automated trucks. However, those additional costs are outweighed by the cost savings realized from reducing vehicle staffing from three people to one. Other cities that have moved from semi-auto to fully automated collection have also found cost savings in lower workers compensation costs and reduce insurance rates.

Table 3. The Net Cost of the Modeled Scenarios Compared to Potential Cost Savings

| MODEL                    | TOTAL COST PER TON | SAVINGS FROM YARD WASTE PROGRAM REPLACEMENT | REFUSE COST SAVINGS | NET COST OF PROGRAM |
|--------------------------|--------------------|---------------------------------------------|---------------------|---------------------|
| Food Waste Only          | \$800              | \$0                                         | \$28                | \$772               |
| Co-Collection Semi Auto  | \$590              | \$370                                       | \$28                | \$192               |
| Co-Collection Fully Auto | \$340              | \$370                                       | \$28                | -\$58               |

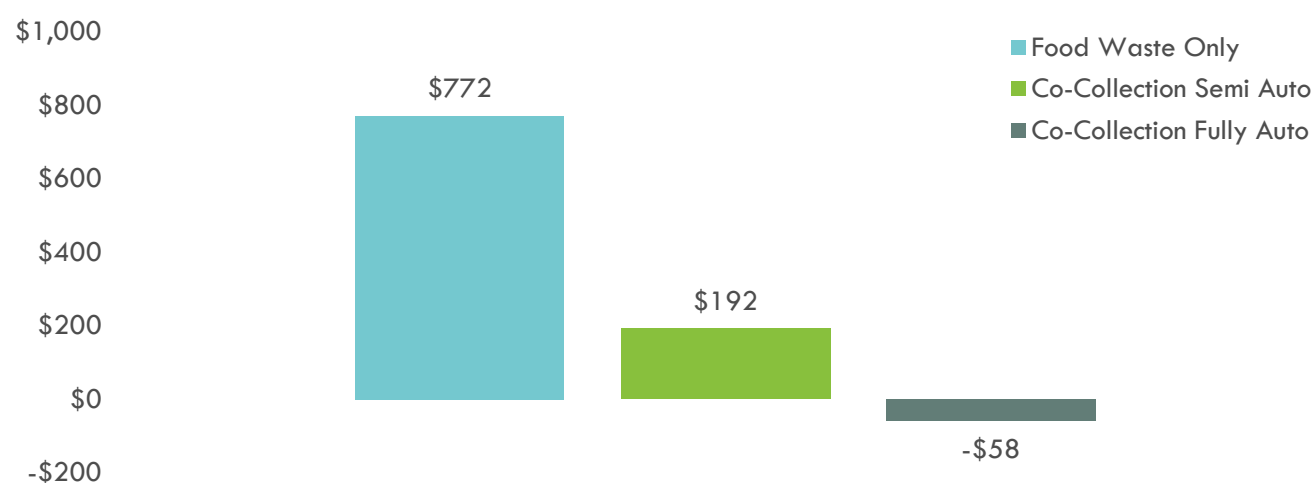


Figure 2. Net Cost of Collection Models with Cost Savings Reflected (\$/Ton)

<sup>9</sup> RRS cannot determine the exact cost per ton of Bowie's yard waste collection program because the City of Bowie's DPW financial information is presented for all programs operated and not broken down between refuse, recycling, or yard waste. As such the \$370 per ton is meant as a model comparison rather than an exact accounting of Bowie's program operations costs.

## Greenhouse Gas Emission Comparison

Food waste decomposing in landfills under anaerobic conditions produces methane gas, a greenhouse gas that is 28 times more potent than carbon dioxide (US Environmental Protection Agency 2023a). In 2023 the US EPA estimated that landfills are the third-largest source of methane emissions from human activity in the United States, and the EPA recommends that the best course of action to reduce methane emissions from landfills is to divert organic material such as food waste from disposal (US Environmental Protection Agency 2023b).

When food waste is diverted to compost facilities, the organic material breaks down under aerobic conditions, produces carbon dioxide within the natural carbon cycle, and does not contribute to greenhouse gas emissions. RRS calculated the greenhouse gas savings Bowie would achieve from diverting food waste from landfill to compost using the US EPA WARM tool. For all model scenarios, the food waste diversion would result in an annual emissions savings of 599 metric tons of CO<sub>2</sub> equivalent which equates to removing the annual emissions of 127 passenger vehicles (US Environmental Protection Agency 2023c).

Currently Bowie is transporting yard waste to Prince George's Compost Facility, so adding food waste into these trucks will not add to the city's overall transportation greenhouse gas emissions. In contrast, the food waste only model requires additional separate trips to the compost facility from Bowie, reducing some of the greenhouse gas emissions savings realized from diverting food waste from landfill. RRS estimated the transportation greenhouse gas equivalent emissions for the food waste only program at 30 metric tons CO<sub>2</sub> equivalent annually (US Environmental Protection Agency 2024). Accounting for the additional transportation emissions, the net emissions savings for the food waste only model is 569 metric tons of CO<sub>2</sub> equivalent (Table 4 and Figure 3).

Table 4. Metric Tons CO<sub>2</sub> Equivalent for Food Waste Diversion, Transportation, and Net Savings

|                        | FOOD WASTE DIVERSION | EMISSIONS FROM ADDED TRANSPORTATION | NET SAVINGS |
|------------------------|----------------------|-------------------------------------|-------------|
| <b>Food Waste Only</b> | -599                 | 30                                  | -569        |
| <b>Co-Collection</b>   | -599                 | 0                                   | -599        |



Figure 3. Net Metric Tons CO<sub>2</sub> Equivalent Emissions for Food Waste Only and Co-Collection Models

## Model Summary

Of the three model scenarios presented in this report, the co-collection models offer Bowie the lowest per ton and net costs to implement and provide the greatest greenhouse gas emissions savings. The co-collection semi-automatic model would be the easiest for Bowie to implement and could potentially be implemented at a lower cost than is modeled here, depending on the level of investment the city must make into new or additional trucks. This scenario can be viewed as an expansion of the city's current yard waste collection program without adding significant costs to residents. The food waste only scenario requires the addition of a new program to the city which means additional truck traffic on residential streets, another bin or bag for residents to put at the curb and added DPW costs.

A future consideration for Bowie may be to move towards fully automated collection. Fully automated collection requires fewer staff per vehicle, allowing for redeployment of DPW staff to other collection program opportunities for residents such as programs to manage hard to recycle materials like electronics, textiles, paint, household hazardous waste, bulky waste, and construction and demolition.

The largest benefit to moving towards fully automated vehicles is improvements to worker safety. Collections is the most dangerous part within the waste industry with injuries typically occurring from workers falling off of trucks, being pinned by trucks, or trucks rolling over onto workers (SWANA 2023). Fully automated vehicles significantly reduce the risk to collection workers by eliminating the need for workers to hang onto the back of trucks or repeatedly enter and leave the vehicle to get cans. Additionally, fully automated vehicles reduce repetitive lifting motions that can lead to long term injuries to workers. Instead, drivers of fully automated vehicles are usually trained to stay in the vehicles at stops, utilizing the collection arm to collect materials from the curb. As a result, most cities that move to fully automated collection see insurance cost savings and a reduction in worker compensation claims.

Other advantages to fully automated vehicles include faster stop times. Fully automated trucks typically can make 1,000 to 1,200 stops per day per vehicle while semi-automated trucks average 800 to 1,000 stops per day (Roberts 2014).

While fully automated vehicles provide significant advantages over semi-auto trucks, they do not work in all circumstances. For example, fully automated trucks require more space to operate, and are challenging to operate in narrow alleys or on streets with dense street parking.

## Comparison Communities and Contracted Service Collection

Many cities across the U.S. have implemented organics collection programs. The majority of these programs are co-collection yard and food waste programs. Table 5 provides a snapshot of several programs in Maryland and other states. All of the programs described in Table 5 are co-collection yard and food waste programs except for Falls Church, MD. The most common collection method was cart based with many communities offering a variety of cart sizes to residents including 32-, 64-, and 95-gallon carts. All programs offered weekly collection with some programs suspending collections during winter months, typically in northern climates. Most communities have moved to contracted collection by a private hauler, however larger cities such as Denver and Dubuque have continued with municipally provided services. Collection is conducted as a mix of automatic and semi-automatic collection.

Table 5. Sampling of Organics Programs for Various Communities

| CITY OR PROGRAM                  | STATE | TOTAL COMMUNITY HOUSEHOLDS | COMMINGLED COLLECTION                      | FREQUENCY                              | CONTAINER                                                                | SERVICE PROVIDER            | TYPE OF TRUCK |
|----------------------------------|-------|----------------------------|--------------------------------------------|----------------------------------------|--------------------------------------------------------------------------|-----------------------------|---------------|
| Central Contra Costa Solid Waste | CA    | 157,226                    | Food, yard, compostable paper, and plastic | Weekly                                 | 64-gallon Carts                                                          | Republic                    | Automatic     |
| Denver                           | CO    | 317,326                    | Food and yard                              | Weekly                                 | 64-gallon Carts                                                          | Denver                      | Automatic     |
| Dubuque City                     | IA    | 25,127                     | Food and yard                              | Weekly, no collection in winter months | Paper bags, 35-gallon carts, 65-gallon carts                             | City of Dubuque             | Automatic     |
| DeKalb                           | IL    | 15,259                     | Food and yard                              | Weekly, no collection in winter months | 65-gallon, 95-gallon, or brown bags                                      | Lakeshore Recycling         | Semi-auto     |
| Geneva                           | IL    | 8,134                      | Food and yard                              | Weekly, no collection in winter months | 65-gallon, 95-gallon, or brown bags                                      | Lakeshore Recycling         | Semi-auto     |
| Oak Park                         | IL    | 23,915                     | Food and yard                              | Weekly, no collection in winter months | 95-gallon                                                                | Lakeshore Recycling         | Automatic     |
| Arlington County                 | VA    | 110,887                    | Food, yard, compostable paper              | Weekly                                 | 32-gallon cart, homeowner provided container, bags, bundles, bulky items | American Disposal           | Semi-auto     |
| Falls Church                     | VA    | 5,740                      | Food, compostable paper, and plastic       | Weekly                                 | 7-gallon bucket                                                          | Compost Crew                | Pickup Truck  |
| MARYLAND SPECIFIC                |       |                            |                                            |                                        |                                                                          |                             |               |
| HOWARD COUNTY (PARTIAL)          | MD    | 118,781                    | Food, yard, compostable paper, and plastic | Weekly                                 | 12-gallon, 35-gallon, 65-gallon                                          | Howard County               | Semi-auto     |
| PRINCE GEORGE'S COUNTY           | MD    | 250,285 (unincorporated)   | Food, yard, compostable paper, and plastic | Weekly                                 | 32-gallon                                                                | Multiple Contracted Haulers | Semi-auto     |
| COLLEGE PARK                     | MD    | 35,110                     | Food only                                  | Weekly                                 | 12-gallon cart, 5-gallon bucket                                          | Compost Crew                | Pickup truck  |
| LAUREL                           | MD    | 29,490                     | Food, compostable paper, and plastic       | Weekly                                 | 35-gallon cart                                                           | Laurel                      | unknown       |
| TAKOMA PARK                      | MD    | 17,462                     | Food only                                  | Weekly                                 | 5-gallon bucket                                                          | Compost Crew & Growing Soul | Pickup truck  |
| HYATTSVILLE                      | MD    | 20,873                     | Food, yard, compostable paper, and plastic | Weekly                                 | 35-gallon cart                                                           | Hyattsville                 | Semi-auto     |

RRS dove deeper into two of the programs listed above, Arlington County and Falls Church, to compare pricing of programs with contracted service to the modeled scenarios for Bowie.



## Arlington County, Maryland

Arlington County contracts out all collection services. Their current collection contract is with American Disposal and will be in place until June 30, 2024. The contract includes collection for trash, recycling, and organics as well as bulky waste, electronic waste, and scrap metal. The contract specifies the households that will receive collection services and days of the week for pickup. The county purchased and distributed one refuse and one recycle cart to all residents in 32- or 65-gallon cart size, and households can request up to two additional carts for each stream. The contractor is responsible for the purchase and distribution of organics carts and replacing all carts during the contract period.

Refuse, single stream recycling, and organics collection is performed weekly, and residents can put out an unlimited amount of material. The organics program accepts all food scraps including meat, bones, shells, dairy, food scraps, fats, oils, and greases, as well as food soiled paper including paper napkins, paper towels, and pizza boxes. Residents can utilize the provided wheeled carts, other dedicated containers, bags, bundles, as well as include bulky items at the curb. The contract specifies the relevant facilities to be used by the contractor, as well as listing several options for backup facilities in case of issue with the primary disposal site. The county pays the disposal facilities directly.

While the contract is in place, the contractor is responsible for managing the refuse, recycling, and organics cart inventory including a cart database to track inventory and cart maintenance. The contractor is responsible for replacing carts and delivering carts to newly established households. The county is to be provided access to the cart database, and at the end of the contract all electronic data regarding the cart inventory becomes the property of the county.

The contract also specifies the vehicles to be used by the contractor for collection, including 10 rear-load semi-auto collection trucks as well as a box or stake body trucks for electronics and scrap metal collection and a pick-up truck for the Field Supervisor. Vehicles are to be no more than 10 years old and are required to operate on compressed natural gas fuel. The contractor is required to maintain a sufficient number of spare vehicles to complete routes in the event of trucks needing to come out of service. The trucks are required to operate in such a way as to prevent spillage of contents and be in compliance with all Federal, State, and County laws regarding vehicle operation. Vehicles are to be equipped with GPS tracking and cart-lifting mechanisms, and vehicles without a working cart-lifting mechanism are considered disabled. Finally, the contract requires all contractor vehicles to have RFID equipment that is compatible with the County's RFID-equipped cart inventory and the RFID data is to be made available to the County.

## Falls Church, Maryland

Residents of Falls Church, MD can sign up for curbside food waste composting service provided by Compost Crew through a cost subsidized program with the city. Compost Crew provides weekly curbside food waste pickup to residents for a total of \$18 per month. The resident only pays \$8 per month while the city covers the remaining 60% of the collection cost. Residents must pay a one-time startup fee of \$18 for a 7-gallon bin or \$35 for a 12-gallon bin. Compost Crew provides all participants with free finished compost each spring upon request. The program accepts meat, bones, shells, dairy, food scraps, fats, oils, and greases, as well as food soiled paper such as paper napkins and towels and compostable bags.

## Cost Comparison

RRS compared the cost of service between the three modeled scenarios for Bowie, Arlington County, and Falls Church (Figure 4). The highest annual cost per household was the Falls Church program which is a food waste only program provided through a private hauler and partly subsidized by the city, offsetting some of the direct cost for residents. It is important to note the Falls Church rate includes the cost of tip fees paid by the hauler at the compost facility as well as a profit margin. RRS does not have visibility on the direct costs for Compost Crew to operate the program. The least costly program per household was the contracted organics collection service provided to Arlington County, MD. The cost provided in the Arlington County contract for the organics program reflects the rates charged to the county to perform collections only and does not include any tipping costs as those are paid directly by the county per the contract. While the Arlington County contracted organics service is lower than any of the modeled scenarios, it should be noted that organics services are bundled with other programs including refuse collection at \$92 per household per year and single stream recycling at \$63 per household per year. RRS does not have visibility into how collection costs differ between refuse, single stream, and organics collection; however, it may be possible that organics collection is partially subsidized by higher refuse collection rates.



Figure 4. Annual per Household Cost Comparison Between Modeled Scenarios and Contracted Collection Services

## Contracted Collection Service Versus In-House Collection

Some cities opt to contract collection services rather than provide these services in-house. There are advantages and disadvantages to either contracted or in-house collection and the right option depends on both a community's needs and long-term goals. Table 6 dives into the pros and cons of in-house and contracted collection.

Table 6. Pros and Cons for In-House and Contracted Collection Services

| IN-HOUSE COLLECTION SERVICES                                                                                                                                                                                                                                                                                                                                                                                           | CONTRACTED COLLECTION SERVICES                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROS</b> <ul style="list-style-type: none"> <li>• Creation of municipal jobs</li> <li>• Staff on organics, recycling and trash collection can be right-sized – any reduction in staff needed on trash collection can be redeployed to organics collection</li> <li>• Greater coordination/integration of curbside services</li> </ul>                                                                               | <b>PROS</b> <ul style="list-style-type: none"> <li>• Minimal to no capital investment</li> <li>• Dedicated collection staff/required service levels as specified in the contract</li> <li>• Shorter lead time between program/budget approval and rollout</li> </ul>                                                                                                                                              |
| <b>CONS</b> <ul style="list-style-type: none"> <li>• Greater capital investment</li> <li>• Potentially greater lead time between program/budget approval and rollout given to allow time for truck and cart procurement and hiring</li> <li>• Requires additional storage space for trucks and carts</li> <li>• Hired staff may not be solely dedicated to organics collection, impacting organics service.</li> </ul> | <b>CONS</b> <ul style="list-style-type: none"> <li>• Could have limited options if response rate to RFP is low</li> <li>• Less control of price increases when going between contract periods</li> <li>• Still need dedicated city staff to ensure contract obligations are carried out, manage complaints, meet with hauler regularly to assess program, and ensure data is collected from the hauler</li> </ul> |

## Appendix

### Modeling Methodology and Detailed Results

Table xx shows the breakdown of households in the City of Bowie by number of units that are currently serviced by DPW. These households were considered for service in the modeled scenarios.

Table 7. Breakdown of Households in Bowie, MD

| TYPE OF UNITS                | NUMBER OF UNITS | UNITS CURRENTLY PARTICIPATING IN FOOD WASTE PILOT | NUMBER OF REMAINING HOUSEHOLDS |
|------------------------------|-----------------|---------------------------------------------------|--------------------------------|
| 1, detached                  | 15,602          | 265                                               | 15,337                         |
| 1, attached                  | 3,933           | 0                                                 | 3,933                          |
| 2 units                      | 13              | 0                                                 | 13                             |
| 3 or 4 units                 | 92              | 0                                                 | 92                             |
| Multi-Family Serviced by DPW | 2027            | 0                                                 | 2,027                          |
| Total                        | 21,667          | 265                                               | 21,402                         |

### Food Waste Only Collection Model

The model considers a phased in approach over three years and applies a participation rate for households with the service available.

The phased in approach begins by adding 33% of single family households and duplexes in year one and continues adding single family households through Year 3 to reach full implementation. Multi-family households are added starting in Year 3. Table 8 shows the percentage of added households by number of units as well as the total number of households that applies to from Years 1 through 3 and at full implementation.

Table 8. Phased in Rollout of Food Waste Only Collection Program Over Three Years

| TYPE OF UNITS                                   | YEAR 1 | YEAR 2 | YEAR 3 | FULL IMPLEMENTATION |
|-------------------------------------------------|--------|--------|--------|---------------------|
| PERCENTAGE OF ADDED HOUSEHOLDS PER ROLLOUT YEAR |        |        |        |                     |
| 1, detached                                     | 33%    | 34%    | 34%    | 100%                |
| 1, attached                                     | 33%    | 34%    | 34%    | 100%                |
| 2 units                                         | 33%    | 33%    | 34%    | 100%                |
| 3 or 4 units                                    | 0%     | 0%     | 100%   | 100%                |
| Multi-Family Serviced by DPW                    | 0%     | 0%     | 100%   | 100%                |

| NUMBER OF ADDED HOUSEHOLDS PER ROLLOUT YEAR |              |              |              |               |
|---------------------------------------------|--------------|--------------|--------------|---------------|
| 1, detached                                 | 5,326        | 5,138        | 5,138        | 15,602        |
| 1, attached                                 | 1,298        | 1,318        | 1,318        | 3,933         |
| 2 units                                     | 4            | 4            | 4            | 13            |
| 3 or 4 units                                | 0            | 0            | 92           | 92            |
| Multi-Family Serviced by DPW                | 0            | 0            | 2,027        | 2,027         |
| <b>Total</b>                                | <b>6,628</b> | <b>6,460</b> | <b>8,579</b> | <b>21,667</b> |

Note: Year 1 includes households already participating in the food waste program

Only a subset of households with access to the food waste collection program will opt to utilize the program. Participation rates can vary significantly for programs depending on how the program is implemented and the level of education and outreach to residents regarding the program. For example, opt-in fee-based programs generally have the lowest participation rates over universal free programs that do not require residents to sign up or otherwise indicate their interest in participating. To provide a full sense of how participation rates impact collection tons and program costs, RRS has modeled three different rates for each model. The low participation rate model reflects participation levels for an opt-in program which is the current structure of Bowie's food waste collection pilot program. Presently, 1,100 single family households in Bowie have access to the food waste program and 265 of those households have signed up for a participation rate of 24%. The multi-family participation rate for the low model is based on the low participation rates found in a multi-family food waste collection pilot for Austin, Texas (Austin Resource Recovery 2022).

The high participation rate for single family households is estimated at 85% and is based on the reported food waste composting rate of households in Vermont (Belarmino et al. 2023). Since 2020, Vermont has enforced a food waste landfill ban for residents and businesses and institutions across the state<sup>10</sup>. Food waste programs vary across municipalities, including a high rate of adoption of backyard composting. The high participation rate estimate for multi-family properties (60%) is based on the high participation rate found in the multi-family food waste collection pilot study in Austin, Texas.

Finally, the medium participation rate model provides roughly a halfway point between the low and high participation rate models.

Table 9. Estimated Participation Rate for Low, Medium, and High Models

| TYPE OF UNITS | LOW | MEDIUM | HIGH |
|---------------|-----|--------|------|
| 1, detached   | 24% | 48%    | 85%  |
| 1, attached   | 24% | 48%    | 85%  |
| 2             | 24% | 48%    | 85%  |
| 3 or 4        | 15% | 32%    | 60%  |

<sup>10</sup> <https://dec.vermont.gov/sites/dec/files/wmp/SolidWaste/Documents/Universal-Recycling/Food-Scrap-Ban-Guidance.pdf>

|                                     |            |            |            |
|-------------------------------------|------------|------------|------------|
| <b>Multi-Family Serviced by DPW</b> | 15%        | 32%        | 60%        |
| <b>Total</b>                        | <b>23%</b> | <b>47%</b> | <b>83%</b> |

### FOOD WASTE ONLY PARTICIPATION RATE HOUSEHOLDS

Table 10, 11, and 12 show the participating households per rollout year and at full implementation broken down by unit type for low, medium, and high participation rates. At full implementation, the low participation rate model estimates that 5,027 households in Bowie will have signed up for the food waste only collection program, with the bulk of the sign ups coming from single family households. The number of participating households increases to 10,097 for the medium participation rate model and 17,887 for the high participation rate model.

Table 10. Low Participation Rate Estimate of Participating Households Years One Through Three and Full Implementation

| TYPE OF UNITS                       | YEAR 1       | YEAR 2       | YEAR 3       | FULL IMPLEMENTATION |
|-------------------------------------|--------------|--------------|--------------|---------------------|
| <b>1, detached</b>                  | 1,283        | 1,238        | 1,238        | 3,759               |
| <b>1, attached</b>                  | 313          | 317          | 317          | 947                 |
| <b>2</b>                            | 1            | 1            | 1            | 3                   |
| <b>3 or 4</b>                       | 0            | 0            | 14           | 14                  |
| <b>Multi-Family Serviced by DPW</b> | 0            | 0            | 304          | 304                 |
| <b>Total</b>                        | <b>1,597</b> | <b>1,556</b> | <b>1,874</b> | <b>5,027</b>        |

Table includes rounding to nearest integer

Table 11. Medium Participation Rate Estimate of Participating Households Years One Through Three and Full Implementation

| TYPE OF UNITS                       | YEAR 1       | YEAR 2       | YEAR 3       | FULL IMPLEMENTATION |
|-------------------------------------|--------------|--------------|--------------|---------------------|
| <b>1, detached</b>                  | 2,566        | 2,476        | 2,476        | 7,517               |
| <b>1, attached</b>                  | 625          | 635          | 635          | 1,895               |
| <b>2</b>                            | 2            | 2            | 2            | 6                   |
| <b>3 or 4</b>                       | 0            | 0            | 29           | 29                  |
| <b>Multi-Family Serviced by DPW</b> | 0            | 0            | 649          | 649                 |
| <b>Total</b>                        | <b>3,194</b> | <b>3,112</b> | <b>3,791</b> | <b>10,097</b>       |

Table includes rounding to nearest integer

Table 12. High Participation Rate Estimate of Participating Households Years One Through Three and Full Implementation

| TYPE OF UNITS                | YEAR 1       | YEAR 2       | YEAR 3       | FULL IMPLEMENTATION |
|------------------------------|--------------|--------------|--------------|---------------------|
| 1, detached                  | 4,527        | 4,367        | 4,367        | 13,262              |
| 1, attached                  | 1,103        | 1,120        | 1,120        | 3,343               |
| 2                            | 4            | 4            | 4            | 11                  |
| 3 or 4                       | 0            | 0            | 55           | 55                  |
| Multi-Family Serviced by DPW | 0            | 0            | 1,216        | 1,216               |
| <b>Total</b>                 | <b>5,634</b> | <b>5,491</b> | <b>6,762</b> | <b>17,887</b>       |

Table includes rounding to nearest integer

### FOOD WASTE ONLY COLLECTION TONNAGES

Table 13 shows estimated food waste tons collected annually under the low, medium, and high participation rate models. In total 917 tons of food waste annually is expected to be collected in the low participation rate model, with annual collection increasing to 1,843 tons in the medium model and 3,264 tons in the high collection model. The Table also shows weekly collection for low, medium, and high participation rates for reference. The model assumes a 7-pound per household per week collection volume from all participating households.

Table 13. Annual and Weekly Food Waste Tons Collected by Rollout Year and at Full Implementation

| ROLLOUT YEAR            | ANNUAL TONS |        |       | WEEKLY TONS |        |      |
|-------------------------|-------------|--------|-------|-------------|--------|------|
|                         | LOW         | MEDIUM | HIGH  | LOW         | MEDIUM | HIGH |
| 1                       | 291         | 583    | 1,028 | 6           | 11     | 20   |
| 2                       | 575         | 1,151  | 2,030 | 11          | 22     | 39   |
| 3 – Full Implementation | 917         | 1,843  | 3,264 | 18          | 35     | 63   |

### FOOD WASTE ONLY CAPITAL EXPENSES

Capital expenses for the food waste only model includes household supplies and pickup trucks to conduct the collection. Each household that signs up will be provided with a 6-gallon curbside caddy and 2.5-gallon kitchen caddy. The individual cost of these materials is based on data directly from Bowie and includes \$16 per 6-gallon curbside caddy and \$6 per 2.5-gallon kitchen caddy. The model also assumes Bowie will carry a 3% surplus of supplies to quickly replace items for participating households and accommodate new signups (The Recycling Partnership 2015). Model assumptions for the purchase of these materials include a 10-year lifespan for the caddies and a 4% interest rate. The estimated lifespan is based on Bowie's belief of the durability of the supplies. The capital expenses vary based on the level of participation in the program. The interest rate is based on the bond market yield as of November 2023<sup>11</sup>.

<sup>11</sup> Bond market yield: <https://www.fmsbonds.com/market-yields/>

Capital expenses for supplies range from \$1113,910 to \$405,320 depending on the rate of sign up. The annual costs parsed out over the 10-year lifespan of these items is \$14,040 to \$49,970.

Table 14. Capital Cost for Household Supplies for Food Waste Only Collection Model, Low, Medium, and High Participation Rate Scenarios

| HOUSEHOLD SUPPLIES                   | LOW              | MEDIUM           | HIGH             |
|--------------------------------------|------------------|------------------|------------------|
| Households                           | 5,027            | 10,097           | 17,887           |
| 6-gallon curbside caddy              | \$82,850         | \$166,390        | \$294,780        |
| 2.5 gallon kitchen caddy             | \$31,070         | \$62,400         | \$110,540        |
| <b>Total Capital Cost</b>            | <b>\$113,910</b> | <b>\$228,790</b> | <b>\$405,320</b> |
| Lifespan (Years)                     | 10               | 10               | 10               |
| Interest                             | 4%               | 4%               | 4%               |
| Annual Cost 6-gallon curbside caddy  | \$10,210         | \$20,510         | \$36,340         |
| Annual Cost 2.5-gallon kitchen caddy | \$3,830          | \$7,690          | \$13,630         |
| <b>Total Annual Cost</b>             | <b>\$14,040</b>  | <b>\$28,210</b>  | <b>\$49,970</b>  |

All dollar estimates are rounded to the nearest ten

In addition to supplies, Bowie would incur capital expenses from the purchase of additional pickup trucks for the collection program. The total number of pickup trucks needed is based on the number of additional stops per week and assumes one truck can conduct 300 stops per day or 1,500 stops per week. At a per-truck estimated cost of \$75,000, the total capital ranges from \$450,000 to \$975,000 for six to 13 trucks. The collection model assumes that Bowie would carry one to two additional trucks. The additional trucks are to accommodate breakdowns or maintenance repairs that would require a truck to go out of service and need to be replaced and aligns with the Solid Waste Association of North America fleet recommendations (SWANA 2022a). Similar to the supplies capital cost model, the annual cost is estimated assuming a 10-year lifespan for each truck and a 4% interest rate. The annual cost ranges from \$55,480 to \$120,210 from the low to high participation rate model.

Table 15. Capital Cost for Collection Vehicles for Food Waste Only Collection Model Low, Medium, and High Participation Rate Scenarios

| COST FOR TRUCKS                    | LOW              | MEDIUM           | HIGH             |
|------------------------------------|------------------|------------------|------------------|
| Total Additional Stops Per Week    | 5,025            | 10,092           | 17,881           |
| Number of Additional Trucks Needed | 6                | 9                | 13               |
| <b>Total Truck Cost</b>            | <b>\$450,000</b> | <b>\$675,000</b> | <b>\$975,000</b> |
| Lifespan (Years)                   | 10               | 10               | 10               |
| Interest                           | 4%               | 4%               | 4%               |
| <b>Annual Cost</b>                 | <b>\$55,480</b>  | <b>\$83,220</b>  | <b>\$120,210</b> |

All dollar estimates are rounded to the nearest ten



Table 16 shows the total capital and total annual capital costs for low, medium, and high participation rates.

Table 16. Total Capital and Total Annual Capital for Food Waste Only Collection Model, Low, Medium, and High Participation Rates

|                             | LOW       | MEDIUM    | HIGH        |
|-----------------------------|-----------|-----------|-------------|
| <b>Total Capital</b>        | \$563,910 | \$903,790 | \$1,380,320 |
| <b>Total Annual Capital</b> | \$69,530  | \$111,430 | \$170,180   |

All dollar estimates are rounded to the nearest ten

### **FOOD WASTE ONLY OPERATIONAL EXPENSES**

Operational expenses for the food waste only collection model includes staffing costs, vehicle operations and maintenance, hauling and tipping costs at the Prince George's County compost facility, and annual education and outreach about the program to residents.

The number of full-time staff needed to perform the food waste collection ranges from six to 13 depending on participation rate. The model assumes Bowie will carry additional staff of one to two personnel to accommodate staff being off throughout the year. The staffing costs include hourly wages plus fringe benefits and are based on current staff costs from Bowie's DPW, hourly wage is \$21.94 with 39% in additional fringe costs. The annual staff costs range from \$381,560 to \$826,700 from low to high participation rates.

The truck operation costs are based on fleet data from Bowie's DPW and include repair and maintenance parameters such as roadside service, Fleetpro, repairs, and radios as well as operational costs such as parts, tires, oil, and fuel. The operational cost data was based on the cost to maintain and operate refuse packer trucks. Pickup trucks have a lower operational cost due to lower maintenance expenses and better fuel efficiency, and as such the estimated repair and maintenance costs for the pickup truck is assumed at half the cost to repair and maintain the refuse trucks in Bowie's fleet, and fuel is estimated at a fourth of the annual cost of refuse packer trucks. Annual pickup truck operating costs range from \$146,880 to \$318,240 from low to high participation rates.

The final operational cost considered in the model was the hauling and tipping costs to Prince George's County compost facility. The estimated tipping fee per ton at Prince George's County facility is \$48. In addition to tipping fee, the model also estimates costs to direct haul collected food waste to the compost facility. Assumptions include an estimated \$4.50 price per gallon for fuel and 19 miles one-way to the compost site. The overall direct hauling costs for the pickup truck are \$0.67 per ton per mile. In total hauling food waste to Prince George's County ranges from \$67,280 to \$239,390 annually.

In addition to program operations, continual education and outreach to residents is necessary to encourage residents to sign up and participate in the program and reduce contamination as much as possible. An estimated annual \$3 per household of education and outreach costs are factored into the model. In total this amounts to \$65,000 annually.

Table 17. Estimated Operational Expenses for the Food Waste Only Collection Model, Low, Medium, and High Participation Rates

|                                                          | LOW       | MEDIUM    | HIGH        |
|----------------------------------------------------------|-----------|-----------|-------------|
| <b>STAFFING COSTS</b>                                    |           |           |             |
| Number of Drivers/Collectors                             | 6         | 9         | 13          |
| Total Annual Cost (Wages & Fringe)                       | \$381,560 | \$572,330 | \$826,700   |
| <b>TRUCK OPERATING COSTS</b>                             |           |           |             |
| Annual Repair/Maintain Vehicle                           | \$58,440  | \$87,660  | \$126,620   |
| Annual Operating Vehicle                                 | \$88,440  | \$132,660 | \$191,620   |
| Total Annual Vehicle Costs                               | \$146,880 | \$220,320 | \$318,240   |
| <b>HAULING AND TIPPING</b>                               |           |           |             |
| Compost Facility Tip Fee (Per Ton)                       | \$44,040  | \$88,450  | \$156,690   |
| Compost Facility Hauling Cost Estimate (2-Way Per Truck) | \$23,240  | \$46,680  | \$82,700    |
| Total Compost Costs                                      | \$67,280  | \$135,130 | \$239,390   |
| <b>EDUCATION AND OUTREACH</b>                            |           |           |             |
| Annual Education and Outreach                            | \$65,000  | \$65,000  | \$65,000    |
| <b>TOTAL</b>                                             |           |           |             |
| Total Operational Costs                                  | \$660,720 | \$992,780 | \$1,449,330 |

All dollar estimates are rounded to the nearest ten

### TOTAL OPERATIONAL COSTS

Taking all costs into consideration, the food waste only program is anticipated to cost Bowie, MD would range from \$730,250 to \$1,619,510.

Table 18. Total Annual Operational Costs for the Food Waste Only Collection Model

|                      | LOW       | MEDIUM      | HIGH        |
|----------------------|-----------|-------------|-------------|
| Annual Capital Costs | \$69,530  | \$111,430   | \$170,180   |
| Operational Costs    | \$660,720 | \$992,780   | \$1,449,330 |
| Total Annual Costs   | \$730,250 | \$1,104,210 | \$1,619,510 |

All dollar estimates are rounded to the nearest ten

### Co-Collection Models

Similar to the food waste only collection model, the co-collection models also assume a three-year rollout plan with varying participation rates. The phased in approach for the co-collection models is the same as the food waste only model except that 3- or 4-units and multi-family serviced by DPW are not included as these housing unit types

do not typically generate household level yard waste. A separate food waste collection program may need to be considered for these households, either drop-off or cart based on-site collection. Table 19 shows the percentage of added households by number of units as well as the total number of households that applies to from Years 1 through 3 and at full implementation.

Table 19. Phased in Rollout of Food Waste Only Collection Program Over Three Years

| TYPE OF UNITS                                          | YEAR 1 | YEAR 2 | YEAR 3 | FULL IMPLEMENTATION |
|--------------------------------------------------------|--------|--------|--------|---------------------|
| <b>PERCENTAGE OF ADDED HOUSEHOLDS PER ROLLOUT YEAR</b> |        |        |        |                     |
| <b>1, detached</b>                                     | 33%    | 34%    | 34%    | 100%                |
| <b>1, attached</b>                                     | 33%    | 34%    | 34%    | 100%                |
| <b>2 units</b>                                         | 33%    | 34%    | 34%    | 100%                |
| <b>3 or 4 units</b>                                    | 0%     | 0%     | 0%     | 0%                  |
| <b>Multi-Family Serviced by DPW</b>                    | 0%     | 0%     | 0%     | 0%                  |
| <b>NUMBER OF ADDED HOUSEHOLDS PER ROLLOUT YEAR</b>     |        |        |        |                     |
| <b>1, detached</b>                                     | 5,326  | 5,138  | 5,138  | 15,602              |
| <b>1, attached</b>                                     | 1,298  | 1,318  | 1,318  | 3,933               |
| <b>2 units</b>                                         | 4      | 4      | 4      | 13                  |
| <b>3 or 4 units</b>                                    | 0      | 0      | 0      | 0                   |
| <b>Multi-Family Serviced by DPW</b>                    | 0      | 0      | 0      | 0                   |
| <b>Total</b>                                           | 6,628  | 6,460  | 6,460  | <b>19,548</b>       |

Note: Year 1 includes households already participating in the food waste program

Participation rates in the co-collection model differ from the food waste only model in that the co-collection model includes only single family and duplex households and does not include any rollout to 3- or 4-units or to multi-family properties currently serviced by DPW. Table 20 shows the estimated low, medium, and high participation rates for the co-collection models.

Table 20. Estimated Participation Rate for Low, Medium, and High Models

| TYPE OF UNITS                | LOW | MEDIUM | HIGH |
|------------------------------|-----|--------|------|
| 1, detached                  | 24% | 48%    | 85%  |
| 1, attached                  | 24% | 48%    | 85%  |
| 2                            | 24% | 48%    | 85%  |
| 3 or 4                       | 0%  | 0%     | 0%   |
| Multi-Family Serviced by DPW | 0%  | 0%     | 0%   |
| Total                        | 22% | 43%    | 77%  |

### FOOD WASTE ONLY PARTICIPATION RATE HOUSEHOLDS

Table 21, 22, and 23 show the participating households per rollout year and at full implementation broken down by unit type for low, medium, and high participation rates. At full implementation, the low participation rate model estimates that 4,709 households in Bowie will include food waste within their yard waste carts. Yard waste participation rates and level of yard waste collection in Bowie are anticipated to remain the same as households transition from a bag-based to cart-based yard waste program. The number of participating households increases to 9,419 for the medium participation rate model and 16,616 for the high participation rate model.

Table 21. Low Participation Rate Estimate of Households Including Food Waste in Their Yard Waste Cart Years One Through Three and Full Implementation

| TYPE OF UNITS                | YEAR 1 | YEAR 2 | YEAR 3 | FULL IMPLEMENTATION |
|------------------------------|--------|--------|--------|---------------------|
| 1, detached                  | 1,283  | 1,238  | 1,238  | 3,759               |
| 1, attached                  | 313    | 317    | 317    | 947                 |
| 2                            | 1      | 1      | 1      | 3                   |
| 3 or 4                       | 0      | 0      | 0      | 0                   |
| Multi-Family Serviced by DPW | 0      | 0      | 0      | 0                   |
| Total                        | 1,597  | 1,556  | 1,556  | 4,709               |

Table includes rounding to nearest integer

Table 22. Medium Participation Rate Estimate of Households Including Food Waste in Their Yard Waste Cart Years One Through Three and Full Implementation

| TYPE OF UNITS | YEAR 1 | YEAR 2 | YEAR 3 | FULL IMPLEMENTATION |
|---------------|--------|--------|--------|---------------------|
| 1, detached   | 2,566  | 2,476  | 2,476  | 7,517               |
| 1, attached   | 625    | 635    | 635    | 1,895               |
| 2             | 2      | 2      | 2      | 6                   |

|                                     |              |              |              |              |
|-------------------------------------|--------------|--------------|--------------|--------------|
| <b>3 or 4</b>                       | 0            | 0            | 0            | 0            |
| <b>Multi-Family Serviced by DPW</b> | 0            | 0            | 0            | 0            |
| <b>Total</b>                        | <b>3,194</b> | <b>3,112</b> | <b>3,112</b> | <b>9,419</b> |

Table includes rounding to nearest integer

Table 23. High Participation Rate Estimate of Households Including Food Waste in Their Yard Waste Cart Years One Through Three and Full Implementation

| TYPE OF UNITS                       | YEAR 1       | YEAR 2       | YEAR 3       | FULL IMPLEMENTATION |
|-------------------------------------|--------------|--------------|--------------|---------------------|
| <b>1, detached</b>                  | 4,527        | 4,367        | 4,367        | 13,262              |
| <b>1, attached</b>                  | 1,103        | 1,120        | 1,120        | 3,343               |
| <b>2</b>                            | 4            | 4            | 4            | 11                  |
| <b>3 or 4</b>                       | 0            | 0            | 0            | 0                   |
| <b>Multi-Family Serviced by DPW</b> | 0            | 0            | 0            | 0                   |
| <b>Total</b>                        | <b>5,634</b> | <b>5,491</b> | <b>5,491</b> | <b>16,616</b>       |

Table includes rounding to nearest integer

## CO-COLLECTION COLLECTION TONNAGES

Table 24, 25, and 26 show monthly food and yard waste collection in Bowie by rollout year for low, medium, and high participation rates, respectively. The monthly variation is reflecting Bowie's monthly yard waste collection volumes averaged over years 2021 and 2022, shown in Figure 5. Note that the yard waste collection volumes only include yard waste collected via the curbside yard waste program in Bowie and does not include fall leaf collection which is conducted via vacuum trucks. The volume of yard waste collected is not anticipated to change with the move to the co-collection model. Yard waste volumes are lowest in the winter months of January and February and highest during the spring and summer months of May and June.

The model assumes a 7-pound per household per week collection volume from all participating households, same as the food waste only model.

Table 24. Low Participation Rate Monthly Food and Yard Waste Tons Collected by Rollout Year

| MONTH      | YEAR 1 | YEAR 2 | YEAR 3 – FULL IMPLEMENTATION |
|------------|--------|--------|------------------------------|
| <b>Jan</b> | 61     | 120    | 179                          |
| <b>Feb</b> | 51     | 101    | 150                          |
| <b>Mar</b> | 69     | 137    | 205                          |
| <b>Apr</b> | 89     | 175    | 262                          |
| <b>May</b> | 126    | 249    | 372                          |
| <b>Jun</b> | 139    | 274    | 409                          |

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| <b>Jul</b>   | 98           | 194          | 289          |
| <b>Aug</b>   | 120          | 237          | 353          |
| <b>Sep</b>   | 99           | 195          | 291          |
| <b>Oct</b>   | 103          | 203          | 303          |
| <b>Nov</b>   | 130          | 257          | 384          |
| <b>Dec</b>   | 96           | 189          | 282          |
| <b>Total</b> | <b>1,180</b> | <b>2,330</b> | <b>3,480</b> |

Table includes rounding to nearest integer

Table 25. Medium Participation Rate Monthly Food and Yard Waste Tons Collected by Rollout Year

| <b>MONTH</b> | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3 – FULL IMPLEMENTATION</b> |
|--------------|---------------|---------------|-------------------------------------|
| <b>Jan</b>   | 85            | 169           | 252                                 |
| <b>Feb</b>   | 73            | 145           | 216                                 |
| <b>Mar</b>   | 94            | 186           | 278                                 |
| <b>Apr</b>   | 113           | 223           | 333                                 |
| <b>May</b>   | 151           | 298           | 445                                 |
| <b>Jun</b>   | 163           | 321           | 480                                 |
| <b>Jul</b>   | 123           | 243           | 362                                 |
| <b>Aug</b>   | 145           | 285           | 426                                 |
| <b>Sep</b>   | 123           | 242           | 362                                 |
| <b>Oct</b>   | 128           | 252           | 376                                 |
| <b>Nov</b>   | 154           | 304           | 454                                 |
| <b>Dec</b>   | 121           | 238           | 355                                 |
| <b>Total</b> | <b>1,471</b>  | <b>2,905</b>  | <b>4,339</b>                        |

Table includes rounding to nearest integer

Table 26. High Participation Rate Monthly Food and Yard Waste Tons Collected by Rollout Year

| <b>MONTH</b> | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3 – FULL IMPLEMENTATION</b> |
|--------------|---------------|---------------|-------------------------------------|
| <b>Jan</b>   | 123           | 243           | 363                                 |
| <b>Feb</b>   | 107           | 212           | 317                                 |
| <b>Mar</b>   | 132           | 261           | 389                                 |

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| <b>Apr</b>   | 149          | 295          | 440          |
| <b>May</b>   | 189          | 372          | 556          |
| <b>Jun</b>   | 199          | 393          | 588          |
| <b>Jul</b>   | 161          | 317          | 474          |
| <b>Aug</b>   | 182          | 360          | 538          |
| <b>Sep</b>   | 159          | 315          | 470          |
| <b>Oct</b>   | 165          | 327          | 488          |
| <b>Nov</b>   | 191          | 376          | 562          |
| <b>Dec</b>   | 158          | 313          | 467          |
| <b>Total</b> | <b>1,917</b> | <b>3,785</b> | <b>5,653</b> |

Table includes rounding to nearest integer

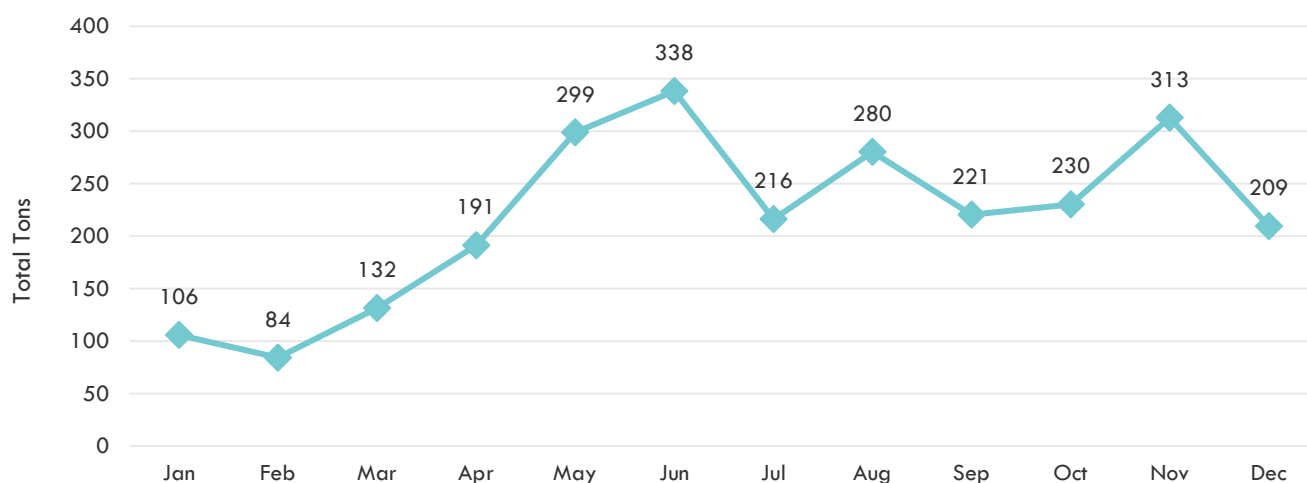


Figure 5. Average Monthly Yard Waste Collection Volumes in Bowie, MD 2021 and 2022

### CO-COLLECTION CAPITAL EXPENSES

The co-collection model includes two scenarios. The first scenario assumes collection will occur with rear-load semi-automated packer trucks, the same used in Bowie's refuse and recycling collection program. The second scenario assumes collection will occur with fully automated side load vehicles. At present fully automated side load vehicles are considered industry best practice in both efficiency of collection and worker safety. However, transitioning from a semi-automated to fully automated collection fleet is a major investment that requires careful consideration. In either scenario, semi-automated or fully automated collection, all residents are set to receive a lift compatible curbside cart to replace the current bag and bundled yard waste collection. Lift compatible curbside carts come in several standard sizes such as 32-, 64-, and 94-gallons and are produced by a number of manufacturers such as

Toter<sup>12</sup> and Cascade Cart Solutions.<sup>13</sup> Providing residents with lift compatible carts ensures that collection staff are not required to conduct repetitive lifting motions or lift items that are heavy enough to cause injury. An additional benefit to moving towards cart collection is the closed lid component which reduces rodent problems and wind blow items. The carts in general may range in price from \$50 to \$70 per cart, depending on size and specifications. Carts are estimated to last between 15 and 20 years (Recycle Coach 2017). Since the model assumes rollout of carts to all single family households in Bowie, there is no low, medium, or high capital expense cost range for the co-collection model scenarios. In addition to the curbside cart, all Bowie residents would receive a 2.5-gallon kitchen caddy.

The total capital cost for carts is \$1,288,600 million; annualized over the cart lifespan and assuming a 4% interest rate the annual cost is \$115,900. The total capital cost for the 2.5-gallon kitchen caddies is \$115,900 and annual costs are \$120,810. The total household capital costs are \$1,409,410 or \$130,790 annually. Similar to the food waste only collection model, the model also assumes Bowie will carry a 3% surplus of supplies to quickly replace items and accommodate newly added households.

Table 27. Capital Cost for Household Carts for Co-Collection Model

| HOUSEHOLD SUPPLIES        | FULL IMPLEMENTATION |
|---------------------------|---------------------|
| Households                | 19,548              |
| Carts                     | \$1,288,600         |
| Lifespan (year)           | 15                  |
| Interest                  | 4%                  |
| Annual Cart Cost          | \$115,900           |
| 2.5-Gallon Kitchen Caddy  | \$120,810           |
| Lifespan (year)           | 10                  |
| Interest                  | 4%                  |
| Annual Kitchen Caddy Cost | \$14,890            |
| Total Capital Cost        | \$1,409,410         |
| Total Annual Cost         | \$130,790           |

All dollar estimates are rounded to the nearest ten

The model also includes capital costs for purchase of two types of packer trucks: 25 cubic yard semi-automated rear load trucks and 25 cubic yard fully automated side load trucks. The semi-automated rear load trucks have a lower initial capital investment but require three staff persons per vehicle to operate, while the fully automated side load trucks have a higher initial capital investment but require only one staff person per vehicle to operate. The total capital cost for semi-automated and fully automated trucks is \$2,100,000 and \$2,400,000 with an annual estimated cost of \$258,910 and \$295,900, respectively. The capital costs assume Bowie will purchase two additional trucks beyond what is necessary to complete routes as a backup truck for accidents and repairs.

<sup>12</sup> <https://www.toter.com/>

<sup>13</sup> <https://www.cascadecartsolutions.com/>



Table 28. Capital Costs for Collection Trucks for Co-Collection Model

| COST FOR TRUCKS                    | SEMI-AUTOMATED REAR LOAD | FULLY AUTOMATED SIDE LOAD |
|------------------------------------|--------------------------|---------------------------|
| Total Additional Stops Per Week    | 19,548                   | 19,548                    |
| Number of Additional Trucks Needed | 6                        | 6                         |
| Truck Cost                         | \$2,100,000              | \$2,400,000               |
| Lifespan (year)                    | 10                       | 10                        |
| Interest                           | 4%                       | 4%                        |
| Annual Cost                        | \$258,910                | \$295,900                 |

### CO-COLLECTION OPERATIONAL EXPENSES

The co-collection model operational expenses are broken down into two tables. Table 29 provides the annual staffing costs, truck operational costs, and education and outreach costs to provide co-collection food waste and yard waste collection to all Bowie single family and duplex residents. These costs do not vary based on how many residents participate in the food waste collection part of the program because the assumption is that yard waste collection will continue similarly to historic operations. The staffing costs for the fully automated side load collection scenario are roughly one-third of the staffing costs for the semi-automated rear load collection scenario, saving Bowie considerable in operating expenses.

Table 29. Estimated Annual Operational Expenses for the Co-Collection Model Semi-Automated Rear Load and Fully Automated Side Load

|                                     | SEMI-AUTOMATED REAR LOAD | FULLY AUTOMATED SIDE LOAD |
|-------------------------------------|--------------------------|---------------------------|
| <b>STAFFING COSTS</b>               |                          |                           |
| Number of Drivers/Collectors        | 18                       | 6                         |
| Total Annual Cost ( Wages & Fringe) | \$1,144,670              | \$381,560                 |
| <b>TRUCK OPERATING COSTS</b>        |                          |                           |
| Annual Repair/Maintain Vehicle      | \$92,940                 | \$122,940                 |
| Annual Operating Vehicle            | \$188,520                | \$188,520                 |
| Total Annual Vehicle Costs          | \$281,460                | \$311,460                 |

| EDUCATION AND OUTREACH        |             |           |
|-------------------------------|-------------|-----------|
| Annual Education and Outreach | \$58,640    | \$58,640  |
| Total                         |             |           |
| Total                         | \$1,484,770 | \$751,660 |

All dollar estimates are rounded to the nearest ten

Table 30 provides the hauling and tipping costs for the co-collection model which is the only operational cost that will vary based on food waste participation rates since every added ton of food waste diverted increases the hauling and tipping costs. However, the type of truck purchased does not impact the hauling and tipping costs since the trucks modeled in here are assumed to be of similar capacities. The hauling and tipping costs range from \$189,690 to \$3078,150 with the bulk of the expense coming from facility tipping fees.

Table 30. Estimated Annual Hauling and Tipping Expenses for the Co-Collection Model with Low, Medium, and High Participation Rates

| HAULING AND TIPPING                                      | LOW       | MED       | HIGH      |
|----------------------------------------------------------|-----------|-----------|-----------|
| Compost Facility Tip Fee (Per Ton)                       | \$167,020 | \$208,280 | \$271,320 |
| Compost Facility Hauling Cost Estimate (2-Way Per Truck) | \$22,670  | \$28,270  | \$36,820  |
| Total Compost Costs                                      | \$189,690 | \$236,550 | \$308,140 |

All dollar estimates are rounded to the nearest ten

In total the semi-automated total operational costs range from \$1,674,460 to \$1,792,910 while the full automated operational costs range from \$941,350 to \$1,059,800, approximately two-thirds the cost for the semi-automated rear load collection.

Table 31. Estimated Annual Total Operational Costs for Co-Collection Model Scenarios

| SEMI-AUTO                          | LOW         | MED         | HIGH        |
|------------------------------------|-------------|-------------|-------------|
| Semi-Auto Total Operational Costs  | \$1,674,460 | \$1,721,320 | \$1,792,910 |
| Fully Auto Total Operational Costs | \$941,350   | \$988,210   | \$1,059,800 |

## TOTAL OPERATIONAL COSTS

Taking all costs into consideration, the co-collection model cost ranges from \$2.1 to \$2.2 million for semi-automated rear load collection operations and \$1.4 to \$1.5 million for fully automated side load collection operations.

Table 32. Total Annual Operational Costs for the Food Waste Only Collection Model

|                             | LOW                | MED                | HIGH               |
|-----------------------------|--------------------|--------------------|--------------------|
| <b>SEMI-AUTO</b>            |                    |                    |                    |
| <b>Annual Capital Costs</b> | \$389,700          | \$389,700          | \$389,700          |
| <b>Operational Costs</b>    | \$1,674,460        | \$1,721,320        | \$1,792,910        |
| <b>Total Annual Costs</b>   | <b>\$2,064,160</b> | <b>\$2,111,020</b> | <b>\$2,182,610</b> |
| <b>FULLY AUTO</b>           |                    |                    |                    |
| <b>Annual Capital Costs</b> | \$426,690          | \$426,690          | \$426,690          |
| <b>Operational Costs</b>    | \$941,350          | \$988,210          | \$1,059,800        |
| <b>Total Annual Costs</b>   | <b>\$1,368,040</b> | <b>\$1,414,900</b> | <b>\$1,486,490</b> |

All dollar estimates are rounded to the nearest ten

### Food Waste Only Model with Semi-Auto Rear Load

To fully account for all options Bowie has for expanding organics collection, RRS modeled the cost for food waste only collection using semi-auto rear load vehicles as opposed to pickup trucks. The estimated cost per ton for this model scenario is \$1,140 at 24% participation rate, nearly 1.5 times the cost to collect food waste only in pickup trucks. The annual cost per household for the food waste only in semi-auto rear load trucks is \$613 compared to only \$145 for the food waste only in pickup trucks. While fewer semi-auto rear load trucks are needed to perform citywide food waste collection compared to the pickup truck mode, the semi-automatic rear load trucks have a higher capital cost per vehicle and a greater operating cost due to needing three staff per truck compared to one staff person per pickup truck. Semi-auto rear load vehicles have a greater capacity than pickup trucks, however capacity is not the limiting factor to collections in this model. The collections staff will not be able to fill up the semi-auto rear load truck before the maximum time on route is met. Instead, the semi-auto rear load vehicle will be approximately one-quarter full when staff will need to take the material to Prince George's County to tip and end their working day within normal operating hours. Given the extremely high per-ton collection cost, the low fuel efficiency of collection vehicles and the additional emissions from transporting food waste and yard waste to Prince George's County compost facility in separate semi-automated rear load vehicles, RRS did not include the food waste only scenario with semi-auto rear load vehicles in the model scenario options presented in this report.

## Communications Plan

### BACKGROUND INFORMATION

Forty percent of all food grown and produced in the U.S. is wasted, and 40% of that wasted food is generated at home. A Penn State study estimated that the total annual cost of wasted food by U.S. households was \$240 billion, or \$1,866 per household (Yu and Jaenicke 2020). Wasted food also has significant environmental impacts – growing and producing food is resource-intensive; when food is wasted, wastewater is generated, and the energy and products that could otherwise nourish those in need are also wasted. Reducing food waste is one of the most significant actions we can take to reduce climate change. An estimated 58% of the fugitive methane emissions (those released to the atmosphere) from municipal solid waste landfills are from landfilled food waste.

Studies have shown that people overwhelmingly believe food waste is an issue, but they often do not see themselves as contributing to the problem or they believe wasted food is inevitable. Additionally, recent research done by the State of Oregon found that messaging on food waste prevention was not getting noticed – messaging around recycling, climate change, straws, and compost were getting a lot of attention, but people were not discussing food waste (Oregon Department of Environmental Quality 2019).

The City of Bowie started its food waste program as a pilot in 2016 with 86 homes in August of 2017. It has grown to 265 enrolled homes, representing a 24% participation rate of all eligible households. The city anticipates rolling out the program citywide in alignment with the goals outlined in the Climate Action Plan (CAP).

### OBJECTIVE

The objective of this communications plan is to spread the word to all households in the City of Bowie that curbside food waste collection is forthcoming and instruct those households on the correct way to set out food waste as well as ways to prevent food waste in the first place. A household generally needs to hear or see messaging seven to 10 times before it takes hold and prompts a behavior change. RRS suggests the following six-point strategy for achieving this objective over a period of a year that includes:

1. Stakeholder Engagement / Library Outreach
2. Earned Media
3. Social Media
4. Paid Media
5. Mailers
6. Kitchen Caddy and Cart Distribution

### GOALS

- Raise awareness about food waste as a challenge to be addressed.
- Inform residents how to properly dispose of food waste at the curb.
- Help city residents better plan what they need to purchase at the store to waste less food.
- Meet or exceed the following food and yard waste collection volumes which is equivalent to achieving 24% of eligible households routinely composting food waste each year, in addition to maintaining average yard waste collection volumes.<sup>14</sup>

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<sup>14</sup> Note: corresponding measures noting a decrease in trash disposed at the curb can also be used to complement the measures above. Measuring reductions in trash disposed also will help to gauge impact of waste prevention component of messaging

Table 33. Projected Number of Households Participating in Food Waste Collection and Target Tons of Food and Yard Waste Collected

| YEAR   | 24% OF ELIGIBLE HOUSEHOLDS | PROPOSED TARGET TONS |
|--------|----------------------------|----------------------|
| Year 1 | 1,597 <sup>15</sup>        | 2,912                |
| Year 2 | 3,153                      | 3,196                |
| Year 3 | 4,709                      | 3,480                |

### TARGET AUDIENCE

Bowie residents between the ages of 21 and 64 in the 20,000 eligible households are the target audience for this campaign.

### CAMPAIGN MESSAGING & TAGLINES

RRS recommends two-prong messaging for this campaign focused on 1) reduction of the amount of food wasted and 2) the availability of curbside collection of food waste.

In appropriate places like grocery stores, libraries, and public events, the City of Bowie should focus on reducing food that becomes waste by encouraging residents to think about a food shopping list before going to the store.

The second part of the campaign is making people aware of the food waste curbside pickup program in eligible areas and, for those that opt-in, ensuring that they do it properly.

Some campaign ideas and taglines to present to a committee, could include:

- Stick to your list - #Bowiewastesless
- Bowie loves food, not waste - #BowienoshNOTtrash
- Eat more, waste less - #Bowiewastesless
- No food left behind - #Bowiefoodwaste
- Bowie saves food - #Bowiebinsfoodwaste
- Bowie bites back at food waste - #Bowiebitesback
- Bowie puts food in its place - #Makefoodnotwaste

### STAKEHOLDER ENGAGEMENT

In a community as strong and with deep roots as the City of Bowie, stakeholder engagement is a key tool in the toolbox for spreading the word about a new program. RRS recommends launching a food waste campaign by reaching out to Interfaith Power and Light of Maryland, the Prince George's County Fuerza Latina Office, the Maryland Latinos Unidos office, homeowners associations, community associations including the South Bowie Civic Association and the Friends of County Council District 4, among others, and the City's Green Team and EAC, and asking for contacts throughout Bowie that can help to connect to significant audiences together during Month 1 (full listing of activities by month in Table 36). Once that list is received, RRS recommends organizing calls with a core group of interested parties to hear their thoughts on what would work best with their community groups to make for a successful food waste campaign.

<sup>15</sup> Includes current households receiving food waste collection service.



After that initial round of calls, RRS recommends working with the Green Team to develop a series of Food Fairs located throughout the various geographic regions of the city. Food Fairs would be events where education can be presented on food waste, climate impacts, and details on the food waste curbside pickup program. Fairs offer booths or tables on the different concepts as well as giveaways such as magnets, bins for food waste pickup, etc. It is best to meet people where they are by including these Food Fairs in community meetings that will already be happening rather than try to get residents to a separate event. To ensure inclusive outreach, RRS recommends having a translator at a location that is most convenient to the Latino community, for that Food Fair.

The Food Fair information should go out via media advisory, social media, and on available electronic signage. We recommend the announcements of the Food Fairs beginning one month to six weeks before the meetings will occur (Months 2 and 3).

The lobby of the community center, place of worship, or any location where the Food Fair will happen, should have one dedicated area that details food planning with templates for grocery lists and meal planning and another area that provides hands-on demonstration of what the food waste bins will look like, what goes into the bin, what doesn't go into the bin, clearly marked signage, and roll up banners for how and when food and yard waste carts will be placed at the curb along with mailers and / or magnets with the information for residents to bring home. It would be great to have a map of the rollout that clearly delineates neighborhoods so that residents will know when their neighborhood will start collection.

The invite for the Food Fairs should be sent to those indicated by the stakeholders above as well as the organizations listed in Table 34 in addition to being sent out to media and via social media and electronic signs. One additional stakeholder element that could prove to be really useful to the city is to work with Green Schools to develop a curriculum that can be used in elementary schools in Bowie. This could result in posters teaching students about food waste, grocery list planning, and how to dispose of food waste properly. If an assembly is put on at the schools, or Ashleigh Diaz can be brought in as a guest speaker, students will have an opportunity to learn and model better food waste reduction behavior with their parents or responsible adults at home. This can be offered concurrently to schools in the areas where the program will be rolled out.

After the Food Fairs, RRS recommends bringing a similar look and feel message to the lobbies of the Bowie Branch and South Bowie Branch libraries. Setting up the roll-up banners there as well as flyers and mailers will prove to be a great way to inform local residents when they visit the city libraries. The goal will be two-fold: thinking about food and yard waste and showing how to dispose of it properly.

Prior to the kickoff in each new area, the city should reach out to grocery store managers, well in advance of the campaign start, to obtain their commitment for this broader campaign and to see if they will allow roll up banners to be placed at entrances with the goal of making residents think about what they will purchase with the goal of wasting less and informing about upcoming food and yard waste collection.

Table 34. Stakeholder Organizations

| STAKEHOLDER ORGANIZATIONS                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bowie Elks Lodge No 2309<br>VFW Post 9619<br>VFW Post 8950<br>Interfaith Power & Light<br>Cornerstone Church<br>Grace Baptist Church<br>Christian Community Presbyterian Church<br>Woodstream Church<br>Flow Church<br>Church of the Redeemer<br>St. Pius X Church<br>St. Matthews United Methodist Church<br>Bowie City Church<br>Restoration Praise Center<br>Temple Solel<br>Nevey Shalom Congregation<br>Jewish Congregation of Bowie | Bowie Spanish Seventh-day Adventist Church<br>Sacred Heart Rectory<br>St Edward the Confessor Catholic Church<br>Saint Joseph's Catholic Church<br>Ascension Catholic Church<br>Prince George's County Fuerza Latina<br>Maryland Latinos Unidos<br>South Bowie Community Center<br>Bowie Community Center<br>Zion Outreach Command Center<br>Arise Care Ministries<br>The Bowie Interfaith Pantry & Emergency Aid Fund<br>Bowie Senior Center<br>Outreach and Social Mobilization Team (commissioned by Environmental Advisory Committee and Green Team Executive Committee as part of City of Bowie Climate Action Plan) |

## EARNED/SOCIAL/PAID MEDIA

### EARNED / SOCIAL / MAILER #1

After the Food Fairs, an integrated comprehensive media plan should be executed. RRS recommends an event in each roll-out area to kick off the media campaign of the food and yard waste communications plan. RRS recommends completing a waste audit to evaluate how much yard waste is being collected before kickoff of collection to have a baseline measurement. The official service start for food and yard waste curbside service should be two weeks after the earned media event. Holding the event at a composting facility or a farm where composting will happen will be the best bet for media attendance as well as inviting appropriate dignitaries such as the Mayor and the City Council. This will enable the city to show the media and residents where the compost will go, and they will get the message from voices of authority.

As with the Food Fairs, the city should set up an area that has roll up banners and food and yard waste carts showing how residents should prepare their food and yard waste, what will go in carts, and when to set it at the curb. There should be a media advisory sent out to area newspapers, television, and radio media (see list below) about the event, and it should be announced multiple times on the city social media channels. The first mailer about food waste should go out to all relevant households during this time. This will allow residents to become familiar with the information as they begin to see it more on the media that they consume during this time. The mailer should include a schedule on one side, similar to how waste and recycling pickup is depicted and on the other side should have instructions (with clear visuals) of what should go in the cart and when to set it out. This should be repeated for each new area of the city's rollout.

RRS also recommends the city have a videographer at one of the events so they can get B-roll of the event, interview relevant elected officials and city sustainability staff. The videographer can then make a two-minute version of the video to play on the city's website, and three to five 15-and 30- second videos that can be used for social media and for paid web ads if there is a budget. These assets can be used over the full three years of the rollout.

## PAID

After the kickoff event is completed and the first mailer goes out to residents, the City of Bowie should post the short videos on stories and posts organically on city social media as well as pay to boost ads on Instagram and Facebook targeted to city residents to ensure that the message is seen. The content should also be placed on Green Bowie Instagram, in Green Bowie e-newsletter, and in Bowie Brief and Bowie Spotlight. If there is money in the budget, RRS recommends resident-targeted pre-roll YouTube ads with the 15-second videos as well. These can be geolocated down to the street level and should be paid for three times a year for a two-week period. In addition, RRS recommends after the rollout to the entire city that the city pay for web banner ads on the city's and Washington Post local section's websites and reach out to the radio stations listed below as well as WMPT to determine if they will run PSAs about the new food and yard waste pickup. If they are willing to do so, the videographer can also provide audio for the radio stations and the video for WMPT. RRS recommends that the city also run the 30-second video on Bowie Government Channel 10 when possible.

Table 35. Earned Media Invitation List

| MEDIA TYPE | LOCAL MEDIA                                                                                                                                                                                                     |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Newspapers | Capital Gazette<br>Washington Post<br>Spotlight (staff run e-newsletter)                                                                                                                                        |
| Television | Bowie Government Channel 10<br>WMPT Maryland Public Television<br>WTTG Fox 5 Washington, DC<br>WRC News 4 Washington, DC<br>WFDC Univision<br>WZDC Telemundo<br>WJLA ABC 7 Washington, DC<br>WUSA Washington DC |
| Radio      | WYPF 88.1 FM Public Radio<br>WAMU 88.5 FM News<br>WTOP 103.5 FM News                                                                                                                                            |

## MAILERS, SOCIAL MEDIA & AUDITS

After the first round of paid advertising for each area of the city's rollout, the city should continue to organically post on owned social media about food waste pick up utilizing the short videos and the images put together for the mailer three to five times a week – since this will reach the whole city, it will be important to clarify which neighborhoods are now receiving this service. Ideally, the Sustainability Manager can take photos showing pick up of food and yard waste and showing carts that are correct vs. incorrect on social media. Especially on Facebook, this will continue to engage residents and model for them what they should be doing.

This three-month mark following the start of food and yard waste curbside pickup in each rollout section is a good time for a check in. What is participation like? Are there neighborhoods not setting out the bins? Are there particular neighborhoods doing a really good job?

Following the first six months of service to a specific neighborhood or area, the city can start a friendly competition and post a photo on social media of a compost pile and give congratulations to a specific area for their participation. This provides an extra number of incentives to other neighborhoods to do more and a pat on the



back for the announced neighborhood. This also can provide some parameters for additional (optional) paid social media ads to the areas not participating in the food and yard waste set out.

## MAILER #2

Starting six months after the service is rolled out, RRS recommends sending out the second mailer to that designated section of the city. Obviously, the timing here is key. If this ends up being before Thanksgiving and winter holidays, use imagery specific to Thanksgiving foods or if it is before winter holidays, this is the time to talk about winter holiday meals or trees.

Before holidays, whether it is Thanksgiving or winter holidays, another round of PSAs on local radio and television stations is recommended. Ideally, the voice over would change to reference these holiday meals and / or decorations and encouraging food and yard waste set out. It is also recommended at this time to hold another media event to highlight how well the city has done so far and reiterate the rules of what can be put in the cart and when to set it out.

The organic social media posts should continue to be posted through Months 7, 8, and 9, three to five times a week on the city's Facebook and Instagram. During this time, the city can also make a social media quiz about food and yard waste to engage residents in the food and yard waste campaign.

After Month 9, check in on the participation in the program again. How is it going? Are some areas participating more than others? Adjust social media campaigns as necessary to target areas that need additional boost to participate. Then continue to post organically on social for the rest of the year. Continuing with three to five times per week postings through Months 9-12. This pattern should be followed as each area of the city begins rolling out the program.

## MAILER #3

At the end of the 12-month period, send out the next mailer. It should mimic the first one sent out with a calendar of pickups on one side and what goes in the cart with visual images on the other. At the end of this period, another waste audit should happen to see how numbers compare from the beginning of program expansion.

Table 36. Activities by Month

| MONTH       | ACTIVITY                                       | DIGITAL | PRINT | PAID | NON-PAID |
|-------------|------------------------------------------------|---------|-------|------|----------|
| Month 1     | Stakeholder Engagement                         |         |       |      | •        |
| Month 2     | Stakeholder Engagement – Food Fairs            | •       | •     | •    | •        |
| Month 3     | Food Fairs                                     | •       | •     | •    | •        |
| Month 3     | Kickoff of Integrated Media Plan – media event | •       | •     | •    | •        |
| Month 3     | Community Program Kick off – mailers           | •       | •     |      | •        |
| Month 3 & 4 | Videos*                                        | •       |       | •    |          |
| Month 3 & 4 | Social Media                                   | •       |       | •    | •        |
| Month 3 & 4 | Print Ads                                      | •       | •     | •    |          |
| Month 3 & 4 | PSAs                                           | •       |       | •    | •        |
| Month 5 & 6 | Social Media – organic posting & contest       | •       |       |      | •        |

| MONTH       | ACTIVITY                                                             | DIGITAL | PRINT | PAID | NON-PAID |
|-------------|----------------------------------------------------------------------|---------|-------|------|----------|
| Month 7     | Social Media*                                                        | •       |       | •    |          |
| Month 8     | Mailer                                                               |         | •     | •    |          |
| Months 7-12 | Social Media – organic and seasonal posting – quizzes for engagement | •       |       |      | •        |

\*optional / additional cost

## METRICS

- Get 30% of eligible households to opt-in to food and yard waste pickup program by the end of Year 1
- Campaign participation by two to four grocery stores
- Earned media for all events (at least one placement)
- 20% engagement on social media

Table 37. Communications Plan Budget

| TASK                                                                                                                                                                                                                             | LABOR COSTS     | EXPENSES        | TOTAL TASK COST |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|
| <b>Task 1 - Launch &amp; Meetings</b> Meeting attendance and project management.                                                                                                                                                 | \$4,392         | -               | \$4,392         |
| <b>Task 2 - Content Creation</b> All design and messaging including optional labor costs of \$12,330 for video creation. Expenses listed includes printing costs for materials for food fairs and other promotion of food fairs. | \$36,010*       | \$10,000        | \$46,510        |
| <b>Task 3 - Paid Advertising (Various types)</b> Print in community newspapers, social media targeted ads, and, if video option chosen, includes video ads in expenses of \$10,000.                                              | \$10,745        | \$16,500*       | \$27,245        |
| <b>Task 4 - Stakeholder engagement</b> Includes reaching out and setting up meetings and running meetings and Food Fairs, where needed.                                                                                          | \$13,445        | -               | \$13,445        |
| <b>TOTAL</b>                                                                                                                                                                                                                     | <b>\$64,592</b> | <b>\$26,500</b> | <b>\$91,092</b> |

\*Optional

## Citations

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## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Preliminary Plan PPS-2022-014, Premier A-2 Consolidated Storage Facility

**DATE:** 03/14/2024

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Please see attached staff report and attachments.

**ATTACHMENTS:**

1. 20240318 - City Council Staff Report PPS-2022-014
2. 20240318 - Statement of Justification, Premier A-2 Bowie, PPS-2022-014

## LAND USE PETITION IN THE BOWIE PLANNING AREA

Maryland - National Capital Park and Planning Commission ID: Preliminary Plan of Subdivision PPS-2022-014  
Premier A-2 Consolidated Storage

Bowie Advisory Planning Board #22-10

Date: March 14, 2024

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

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

### GENERAL DATA:

1. **Nature of Petition:** Preliminary Plan of Subdivision
2. **Petitioner:** Premier A-2 Bowie, LLC
3. **Represented by:** Mr. Matthew Tedesco
4. **Location of Petitioned Property:** North side of Old Annapolis Road, approximately 320 feet west of Grenville Lane at 13600 and 13604 Old Annapolis Road
5. **Proposed Use of Petitioned Property:** A 80,652 square foot consolidated storage facility
6. **Size/Zone of Petitioned Property:** 0.84 acres/Zoned: CGO (Commercial General Office)
7. **Date of Hearing before BAPB:** Tuesday, March 12, 2024 at 7:00 P.M.
8. **Date of Hearing before City Council:** Monday, March 18, 2024 at 8:00 P.M.
9. **Date of Hearing before M-NCPPC:** April 4, 2024 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:   | 2/26/2024 | 195                     |
| Notice sent to Parties of Record: | N/A       |                         |
| Date Signs Posted:                | 2/26/2024 | 3                       |
| Date Legal Sent:                  | N/A       |                         |
| Date Legal Appeared:              | N/A       |                         |

### RECOMMENDATIONS:

12. **Department of Planning and Sustainability Recommendation:**  
The Department of Planning and Sustainability staff recommends **APPROVAL** with one condition.
13. **Bowie Advisory Planning Board Recommendation:**  
The Bowie Advisory Planning Board recommends **APPROVAL** per the staff recommendation



# City of Bowie

15901 Fred Robinson Way  
Bowie, Maryland 20716

## MEMORANDUM

**TO:** City Council

**FROM:** Bowie Advisory Planning Board  
Robert W. Day, Sr., Chairman

**SUBJECT:** Detailed Site Plan DET-2022-012  
Preliminary Plan PPS-2022-014  
Premier A-2 Consolidated Storage

**DATE:** March 14, 2024

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The Bowie Advisory Planning Board (BAPB) met on Tuesday, March 12<sup>th</sup>, to review the Detailed Site Plan and Preliminary Plan of subdivision for the Premier A-2 consolidated storage facility at 13600 and 13604 Old Annapolis Road. The property is located on the north side of Old Annapolis Road, approximately 320 feet west of Grenville Lane, contains 0.84 acres and is zoned Commercial General Office (CGO). 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 of each with one condition attached to each agenda item. Regarding the Detailed Site Plan, staff recommends a condition that 100% of the plant species used in the Landscape Plan be native plants. For the Preliminary Plan of subdivision, Planning Director Meinert explained that staff's original recommendation regarding installation of a sidewalk on the west side of Grenville Lane could not be fulfilled because its cost would exceed the maximum allowed under the County's Bicycle and Pedestrian Impact Statement (BPIS) rules. As an alternative, staff recommends accepting the applicant's proposed BPIS improvements, which include adding a sidewalk along the south side of MD 450, east of Church Road, and adding crosswalks at the intersections of Church Road and Sweet Emily Drive and Church Road and Woodmore North Boulevard. Staff recommends that this be substituted as the single condition of approval of PPS-2022-014.

Attorney Matthew Tedesco, representing Premier A-2, LLC, addressed the BAPB. He introduced the owner, Mr. Scott Cooper, the engineer, Ms. Emily Gallagher, the planner from his office, Ms. Holly Simmons, and the traffic engineer, Mr. Mike Lenhart. Mr. Tedesco showed a PowerPoint presentation and discussed the architecture and site development plan. He noted that the size of the building was reduced from the original 95,000 square feet and the architecture was also revised to add more features in response to concerns from M-NCPPC and City staff. This is an infill site that is entirely impervious. The new plan will include stormwater facilities and landscaping and green (pervious) area that does not currently exist. The DSP and PPS meet all the requirements of the County Code. The applicant agrees with the staff recommendations in both staff reports.

MAYOR Timothy J. Adams

MAYOR PRO TEM Dufour Woolfley

COUNCIL Dennis Brady • Michael P. Estève • Roxy Ndebumadu • Wanda Rogers • Clinton Truesdale, Sr. CITY MANAGER Alfred D. Lott  
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## **Questions by BAPB Members**

Questions by BAPB members included:

- Mr. Ron Skotz asked why the agenda order included the Detailed Site Plan before the Preliminary Plan. Planning Director Joe Meinert replied that if the cases were reviewed individually, it made sense to staff to have the Detailed Site Plan discussed first, because it relates to the physical improvements on the site which would be of more interest to participants in the hearing than the Preliminary Plan, which is more abstract. Since both applications are being considered simultaneously in a single hearing, however, this does not matter.
- Mr. Jim Golato asked staff to further define “thermoplastic crosswalks”. Planning Director Joe Meinert indicated that this is a process where the pavement markings are not painted but are made with a process that involves heating the plastic marking material and embedding it in the asphalt. This type of approach is commonly used for pavement marking and one example would be the Stop bars that are installed at many Stop sign controlled intersections.
- Mr. Ron Skotz asked about the topics that came up at the Stakeholders Meeting and whether those concerns were addressed. Mr. Matthew Tedesco advised that the questions were answered sufficiently at the meeting. Mr. Skotz asked if there was any outdoor storage proposed. Mr. Tedesco replied that there will be no outdoor storage. Mr. Skotz asked if the applicant agreed with all the staff conditions. Mr. Tedesco replied that the applicant accepts the staff conditions for both applications.
- Mr. Jim Golato asked if the project is just storage, or is it a multi-use building? Mr. Tedesco explained that the applicant is required to provide 1,500 square feet of non-profit meeting space under the Zoning Ordinance. However, the building is not a mixed-use project. It is consolidated storage but includes a minor amount of space for meeting space for non-profit community groups.
- Mr. Golato asked how many units there will be. The owner, Mr. Scott Cooper, stated that there will be 600 units. Mr. Golato observed that there are many storage facilities in Bowie, including 3,582 units. He asked if there is steady or increasing demand for this type of product. Mr. Tedesco noted that many of the units are older units that are not state-of-the-art, climate-controlled units and are not comparable. Mr. Golato observed that the other storage places have deep discounts and incentives to try to lease their space. The applicant did not have pricing information at this point.
- Vice-Chair Carl Schuettler asked about thermoplastic crosswalks. Mr. Tedesco agreed with staff’s explanation and further explained that from a maintenance perspective, durability perspective and safety perspective, these crosswalks are superior to painted ones.
- Chair Robert Day asked about the approach to outreach for these applications. Mr. Tedesco described the wide range of outreach using the County’s civic association registration list and the work that GS Proctor had done to try to reach nearby communities, including multiple times with Highbridge Park. He added that no one attended the two Pre-Application Neighborhood Meetings, and the applicant has addressed all the concerns that came up at the Stakeholders Meeting.

- Mr. Golato asked about the corporate name of “Extra Space” and wondered if there were other businesses in the County. His recollection was that the company was bought by another company. Mr. Scott Cooper, one of the owners, stated that Extra Space was hired to be their third-party manager. That company just bought Life Storage and are now the largest storage company in the world. Public Storage tried to buy Life Storage, but Extra Space beat them to it.

### **Public Hearing**

1. Ms. Leslie Jefferson, 6113 Gothic Lane, in Highbridge Park addressed the BAPB. She stated that there are five storage facilities after you get off US 50 and MD 197. She does not understand why Bowie is becoming a center for storage units. There is a cluster of storage facilities within walking distance of this site. The building will have an impact on residents of Highbridge Park. She can see the traffic signal that exists at MD 450/Grenville and will now have to look at this building. She is vehemently opposed and would rather see small businesses coming in rather than storage.

2. Ms. Dawn Eberly, 13107 Martha’s Choice Circle, in Red Willow stated that she had not heard anything about this proposal but saw the public notice signs. Her community is only about 79 homes, but that was the only way they found out about this. Ms. Eberly noted the locations of several other storage facilities, saying that there are five in a three-and-a-half-mile radius. The building is five stories but is not compatible with the commercial development across the street, which is two stories. Ms. Eberly is concerned if we set a precedent for a five-story building in an area that does not exist now. There are only single-family units and some townhouses in this area. She likes the idea of native plants but said if you drive a mile or two in either direction you will not see the type of development that is now proposed. She hopes we are planning and would like to see a longer-range plan that shows what type of development is envisioned for the future. Does this type of facility really benefit the community and do something for its youth to recreate and have fun or provide for small, local businesses to take hold? She wants to see a plan for what it will look like in 10-20 years.

3. Mr. Leslie Kaunitz, 25100 Rambling Lane, looked at existing facilities on the Internet and saw that there are a lot of facilities in Bowie. Mr. Kaunitz observed that many of the facilities have discounts or incentives which indicate that there is an oversupply of storage units. Some of the projects will fold if they cannot rent the space.

Attorney Matthew Tedesco concluded by stating that there is no requirement in the Code that requires a demonstration of need. There is a demand, which the applicant has recognized by investing in this project at this location. The new Zoning Ordinance has very high standards for site development, which they are complying with. Mr. Tedesco agreed to assist community members to ensure they are registered on the County’s notification list. He noted that Red Willow is not in the immediate area and located beyond the distance for written notice required by the County Code. He acknowledged that there is a new Master Plan for Bowie, and that plan has policies for development in the MD 450 corridor. It is a Master Plan consistency analysis rather than a conformance finding that applies to these applications. The applicant believes the plan is consistent with those policies. With respect to building height, this property is in a commercial corridor and the zoning permits the height. The setbacks, buffers and reductions in height required by the Zoning Ordinance are meant to address the issues of impact discussed tonight. In addition, the owner is providing 6.75 Green Building points (the minimum is 4 points). The reality is that the plan conforms to the law, the Master Plan, and all the applicable development standards. He asked the BAPB for their approval recommendation on both applications.



Mr. Ron Skotz asked about the signage proposed. Mr. Tedesco described the signage. Planning Director Joe Meinert pointed out that the Statement of Justification included a description of the signage. He further indicated that staff had reviewed the signage drawings included in the Detailed Site Plan and the proposed signage is understated and very low profile in comparison to what could be constructed. Mr. Skotz offered his opinion that the owner appears to be doing everything he can to be a good neighbor. Mr. Tedesco stated that the amount of signage is below what the Code allows, and the building itself is designed to have an attractive appearance.

Mr. Jim Golato stated that BAPB should not approve the signage if it was not shown to the Board. Planning Director Joe Meinert read the detailed description of the signage from the Statement of Justification and repeated that he reviewed the proposed signage as part of the DSP drawings.

### **BAPB Motion**

Vice-Chair Carl Schuettler moved to recommend **APPROVAL** of Preliminary Plan PPS-2022-014 per the staff recommendation. Mr. Ron Skotz seconded, and the motion passed by a vote of 3-1 (Golato against).

Vice-Chair Carl Schuettler moved to recommend **APPROVAL** of Detailed Site Plan DET-2022-012 in accordance with the staff recommendation. The motion was seconded by Mr. Ron Skotz and passed 3-1 (Golato 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:** Preliminary Plan of Subdivision PPS-2022-014  
Premier A-2 Bowie Consolidated Storage Facility

**DATE:** March 14, 2024

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### **I. Background and Proposal**

Premier A-2 Bowie, LLC is seeking approval of a new proposal to build a multi-story, 80,652 square foot consolidated storage facility on the vacant land located at a consolidated storage facility at 13600 and 13604 Old Annapolis Road in the Commercial-General-Office (CGO) Zone. (see Attachments #1 and #2).

The proposed use was listed as a permitted use in the CGO zone, until passage of CB-11-2023, which prohibited consolidated storage in the CGO zone. However, because the applicant held a Pre-Application Neighborhood Meeting in August, 2022, prior to the April 1, 2023 cutoff date for grandfathering, the proposal may move forward under the Zoning Ordinance provisions that existed prior to enactment of CB-11-2023. A Preliminary Plan of Subdivision (PPS-2022-014) is a companion application to this proposal. In November 2021, the Countywide Map Amendment rezoned the subject property from C-S-C (Commercial Shopping Center) to the CGO (Commercial-General-Office) zone.

A Statement of Justification was submitted for this application. The document is over 100 pages.

### **II. Stakeholders Meeting**

A Virtual Stakeholders Meeting was held on December 12, 2023 for the consolidated storage facility proposed at 13600 and 13604 Old Annapolis Road, between Grenville Lane and the Lidl grocery store. Two companion applications for the 80,652 square foot, five-story storage building have been filed: a Preliminary Plan of subdivision (PPS-2022-014) and a Detailed Site Plan (DET-2022-012). A total of six stakeholders attended the meeting. Questions covered topics such as traffic, parking, building height, neighborhood compatibility, the need for additional storage facilities, green building features, and property tax revenue. The developer held a second Pre-Application Neighborhood Meeting on January 18th at Bowie High School. No one attended this neighborhood meeting. No one attended the first neighborhood meeting held on August 29, 2022.

MAYOR Timothy J. Adams

MAYOR PRO TEM Dufour Woolfley

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### **III. Analysis of Preliminary Plan PPS-2022-014**

Per Section 24-3402(e)(1)(D) of the Subdivision Regulations, a preliminary plan of major subdivision may only be approved upon finding that it:

- (i) Complies with all applicable standards of these Regulations;
- (ii) Establishes in its layout a good and strong relationship between lots, the street(s), and open space set-asides that is consistent with the purposes of these Regulations and Subtitle 27: Zoning Ordinance, of the County Code;
- (iii) Complies with all other applicable requirements in Subtitle 27: Zoning Ordinance;
- (iv) Conforms with the applicable Area Master Plan or Sector Plan, and current Functional Master Plans; and
- (v) Complies with all applicable requirements of the County Code of Ordinances.

Development standards are set forth in Part 24-4 of the Subdivision Regulations and include:

|                 |                                                                |
|-----------------|----------------------------------------------------------------|
| Section 24-4100 | Planning and Design                                            |
| Section 24-4200 | Transportation, Pedestrian, Bikeway, and Circulation Standards |
| Section 24-4300 | Environmental Standards                                        |
| Section 24-4400 | Public Facility Standards                                      |
| Section 24-4500 | Public Facility Adequacy                                       |
| Section 24-4600 | Parklands and Recreation Facilities                            |
| Section 24-4700 | Conservation Subdivision Standards                             |

The applicant's Statement of Justification addresses the Preliminary Plan's compliance with the development standards. Staff concurs with the Statement of Justification. The Bicycle and Pedestrian Impact Statement (BPIS) identified a preferred improvement to address the impact of the project on the transportation system. Staff recommends accepting the applicant's currently proposed BPIS improvements, which include adding a sidewalk along the south side of MD 450, east of Church Road, and adding crosswalks at the intersections of Church Road and Sweet Emily Drive and Church Road and Woodmore North Boulevard. Staff recommends that these improvements be made the single condition of approval of PPS-2022-014.

### **IV. Outstanding Issues**

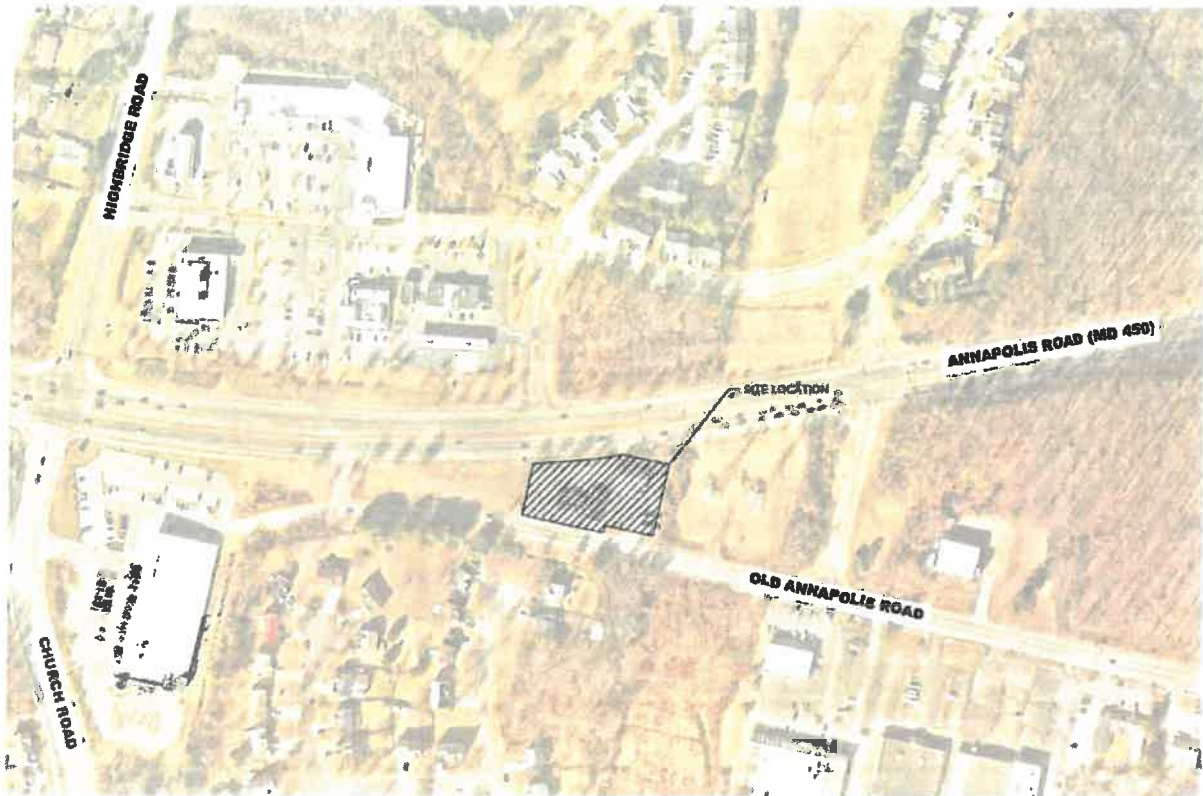
None

### **V. Recommendation**

Because the requirements of Section 24-3402(e)(1)(D) of the Subdivision Regulations are met, staff recommends **APPROVAL** of Preliminary Plan PPS-2022-014, with the following condition:

1. Prior to approval of the first building permit for the subject property, the applicant and the applicant's heirs, successors, and/or assignees shall demonstrate that the following adequate pedestrian and bikeway facilities, as designated below, in accordance with Section 24-4506 of the Subdivision Regulations ("Required Off-Site Facilities"), have (a) full financial assurances, (b) been permitted for construction through the applicable operating agency's access permit process, and (c) an agreed-upon timetable for construction and completion with the appropriate agency:

- a. Install 135 linear feet of five-foot-wide Americans with Disabilities Act (ADA)-compliant sidewalk along the south side of MD 450, as detailed in Appendix B-2 of the applicant's "Bicycle Pedestrian Impact Statement" (BPIS) dated November 30, 2022 and updated February 27, 2024.
- b. Install a thermoplastic crosswalk along the west leg of the intersection of Church Road and Sweet Emily Court, as detailed in Appendix C-2 of the applicant's BPIS.
- c. Install a thermoplastic crosswalk along the west leg of the intersection of Church Road and Woodmore N Boulevard, as detailed in Appendix C-3 of the applicant's BPIS.



**Bowie Self Storage**  
**13600 – 13604 Old Annapolis Road**  
**Premier A-2 Bowie, LLC**



## **STATEMENT OF JUSTIFICATION**

### **Premier A-2 Bowie PPS-2022-014**

APPLICANT: Premier A-2 Bowie MD, LLC  
530 Oak Court Drive, Suite 155  
Memphis, Tennessee 38117

OWNER: Premier A-2 Bowie MD, LLC  
530 Oak Court Drive, Suite 155  
Memphis, Tennessee 38117

ATTORNEY/  
CORRESPONDENT: Matthew C. Tedesco  
McNamee Hosea, P.A.  
6404 Ivy Lane, Suite 820  
Greenbelt, Maryland 20770  
301-441-2420 (P)  
301-982-9450 (F)  
MTedesco@mhlawyers.com

CIVIL ENGINEER: Kimley-Horn  
Emily Gallagher, P.E.  
3904 Boston Street, Suite 202  
Baltimore, Maryland 21224  
(443) 743-3468  
Emily.Gallagher@kimley-horn.com

TRAFFIC ENGINEER: Lenhart Traffic Consulting, Inc.  
Michael Lenhart, P.E., PTOE  
645 Baltimore Annapolis Boulevard, Ste. 214  
Severna Park, Maryland 21146  
(410) 216-3333 Voice  
mlenhart@lenharttraffic.com

REQUEST: PPS to subdivide two (2) parcels into one (1) lot to  
accommodate the infill redevelopment of the property with  
a consolidated storage facility in the CGO Zone.

Pursuant to Section 24-3403 of the Subdivision Regulations,  
a variation from Sections 24-4205 & 24-4401, which require  
a Public Utility Easement (“PUE”) be provided along public



roads, is requested. (A separate SOJ is submitted in support of the same). (Please also note, that Section 24-4205 allows the Planning ~~Board~~ Director to reduce the width of the PUE for good cause associated with a redevelopment project. The applicant contends that good cause exists and in the alternative, has requested a variation, if applicable).

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I. DESCRIPTION OF PROPERTY

1. Address –13600 and 13604 Old Annapolis Road, Bowie, Maryland 20720
2. Located in the north side of Old Annapolis Road approximately 320 feet west of Grenville Lane.
3. Use – Consolidated Storage
4. Incorporated Area - Bowie
5. Councilmanic District – 4
6. Parcel –Lot 1 (Plat Book WWW 68 at Page 65) and Parcel 51
7. Total Area – 0.843 Acres
8. Tax Map –46, Grid C1
9. Zoned – CGO Zone (formerly C-S-C Zone)
10. Owners – Premier A-2 Bowie MD, LLC
11. Zoning Map – 208NE12

II. APPLICANT’S PROPOSAL

The applicant is proposing an infill redevelop of the subject property to accommodate the construction of a consolidated storage facility consisting of approximately 80,189 square feet. The subject property is located at 13600 and 13604 Old Annapolis Road, Bowie, Maryland. The property is located on the north side of Old Annapolis Road in Bowie, approximately 320 feet west of its intersection with Grenville Lane. On the north side of the property is Annapolis Road (MD 450), to the west is state right-of-way, and on the east is sliver of property (Parcel U) owned by



the State, and beyond is property owned by PEPCO (P. 336) and improved with a high tension power line. The property is located in the CGO Zone. A consolidated storage facility is a permitted use in the CGO Zone under certain circumstances. That is, under the provisions of Section 3 of CB-011-2023, which amended the Zoning Ordinance to prohibit Consolidated Storage uses in the CGO Zone, applications that had conducted a Pre-Application Neighborhood Meeting (“PANM”) prior to April 1, 2023 may continue to be reviewed under the use regulations in effect prior to the adoption of CB-011-2023. The use regulations in effect prior to the adoption of CB-011-2023 permitted a Consolidated Storage in the CGO as a matter of right. In this case, the PANM for this application and the companion detailed site plan (DET-2022-012) was held on August 29, 2022. Consequently, this application may continue to be reviewed under the use regulations (i.e., Section 27-5101(d)) in effect prior to the adoption of CB-011-2023, which permitted consolidated storage uses in the CGO Zone.

Access to the site will be via a full access drive from Old Annapolis Road. As mentioned, the applicant will also be filing a companion Detailed Site Plan (DET-2022-012) application, which is required pursuant to Section 27-3605(a)(2).

### III. GENERAL CRITERIA FOR PPS APPROVAL

On November 29, 2021, the Prince George’s County Council, approved, as an act of the District Council, the Countywide Sectional Map Amendment (“CMA”) in the form of CR-136-2021. The approval of the CMA was necessary in order to implement the new Zoning Ordinance, being Chapter 27, 2018 Laws of Prince George’s County, adopted as CB-13-2018 Attachment A, and new Subdivision Regulations, adopted as CB-15-2018, on October 23, 2018. In other words, the new Zoning Ordinance provides for new zoning classifications throughout the County, so the CMA effectively rezoned the entire County. The new Subdivision Regulation (being Subtitle 24) replaced the prior Subdivision Regulations. The new zoning classifications, new Zoning Ordinance, and new Subdivision Regulations took effect on April 1, 2022, pursuant to CR-136-2021. As a result, the subject property was rezoned from the C-S-C (Commercial Shopping Center) Zone to the CGO (Commercial General, Office) Zone. This application and the subsequent or companion DET-2022-012 are utilizing the new/current Subdivision Regulations and new/current Zoning Ordinance and will reviewed pursuant to the same.

#### **Section 24-3402. Minor and Major Subdivision, or Resubdivision.**

##### **(e) Major Subdivision.**

##### **(1) Preliminary Plan of Major Subdivision;**

##### **(D) Preliminary Plan of Major Subdivision Decision Standards A preliminary plan of major subdivision may only be approved upon finding that it:**

##### **(i) Complies with all applicable standards of these Regulations;**

COMMENT: Saving the variation from Sections 24-4205 & 24-4401, which require a Public Utility Easement (“PUE”) be provided along public roads (a separate SOJ is submitted in support of the same), pursuant to all of the documents and plans submitted in support of PPS-2022-014, all applicable standards in the Subdivision Regulations are met.

**(ii) Establishes in its layout a good and strong relationship between lots, the street(s), and open space set-asides that is consistent with the purposes of these Regulations and Subtitle 27: Zoning Ordinance, of the County Code;**

COMMENT: As provided and depicted on the PPS submitted herewith, the development provides a layout that establishes a good and strong relationship between lots, the streets, and open space set-asides that are consistent with the purposes of the Subdivision Regulations and Zoning Ordinance, as applicable.

**(iii) Complies with all other applicable requirements in Subtitle 27: Zoning Ordinance;**

COMMENT: As it will be further evaluated at the time of detailed site plan (DET-2022-012), PPS-2022-014 complies with the applicable requirements of the Zoning Ordinance.

**(iv) Conforms with the applicable Area Master Plan or Sector Plan, and current Functional Master Plans; and**

COMMENT: The applicable area master plan is the 2022 *Approved Bowie-Mitchellville and Vicinity Master Plan*. The proposed land use recommends commercial land use for the property. The property is located within the MD 450 Corridor. MD 450 (Annapolis Road) is a busy four-lane divided highway and important transit corridor—served by two Metrobus lines—with average daily vehicle counts of 20,000 and 25,000 for much of its length. The applicant offers the following:

The interplay between planning and zoning has been analyzed many times by the State Appellate Courts. Indeed, Judge Harrell, writing for the Maryland State Supreme Court, in great detail, analyzed the same in the seminal case *Cty. Council of Prince George’s County v. Zimmer Dev. Co.*, 444 Md. 490 (2015). Among other things, the State Supreme Court stated, “[a]rea master plans govern typically specific, smaller portions of a county and are usually more detailed than general plans overlapping the same area.” *Id.* at 522. Because plans are guides, and not law, “[p]roposals for land use contained in a plan constitute a **non-binding advisory recommendation**, unless a relevant ordinance or regulation, or specific zoning, subdivision, or other land use approval, make compliance with the plan recommendations mandatory.” *Id.* (Emphasis added). Although this section requires a PPS to conform with applicable area master plans and current functional master plans, it is important to note that zoning is intended to implement parts of the master plan. In other words, zoning and planning are separate development considerations that assess different aspects of a proposed development. Zoning is primarily concerned with what land

is used for, and planning considers the overall development of communities. As a part of the planning process, subdivision regulations control how land can be divided. Because the subdivision process is separate from that of zoning, subdivision applications are focused on the subdivision regulations rather than zoning compliance. This is important to note during the review of this application because despite the Subdivision Regulations providing a bridge to the Zoning Ordinance, many of the Zoning Ordinance regulations can only be (and should only be) evaluated with the review of a detailed site plan, and not a preliminary plan of subdivision. This nuance is further articulated below in response to many of the Part 27-6 standards herein.

Further, and from the legal perspective that the subdivision process is separate from that of zoning, based on the CMA that rezoned the property to the CGO Zone and the new Zoning Ordinance, which was enacted prior to the adoption of the applicable 2022 *Approved Bowie-Mitchellville and Vicinity Master Plan* – and the fact that the endorsed Sectional Map Amendment (SMA) for the same recommends retention of the imposed CGO Zone – a number of different uses (including commercial uses; institutional uses; industrial uses; residential uses; etc.) are permitted on the subject property. In other words, the planning element associated with the future land use recommendation is implemented by the CGO Zoning designation, regardless of the specific future land use recommendation.<sup>1</sup> Simply, zoning implements the planning recommendations and, in this context, the zoning of the property to the CGO Zone satisfies the relevant future land use commercial recommendations and goals/policies/strategies of the Master Plan regarding the ultimate use of the property so long as that use is permitted in the zone. The proposed use, pursuant to Section 3 of CB-011-2023, is permitted since it is able to utilize the Zoning Ordinance Table of Uses (to wit: Section 27-5101(d)) that listed the proposed use as a permitted use in the CGO Zone. As a permitted use in the CGO Zone, and given this zone seeks to implement planning policies, this application furthers the land use recommendations and relevant goals/policies/strategies of the Master Plan. Therefore, this criterion is met by the zoning imposed and the uses allowed within the said zone.

Regardless, and notwithstanding, Section 24-4101(b)(3) of the County Code provides:

Should an Area Master Plan, Sector Plan, and/or Functional Master Plan affecting the subject property be in direct conflict with any provision of the County Zoning Ordinance that is applicable to said property – such that the current comprehensive plan and requirements of the Ordinance cannot be reconciled, and/or the District Council has not imposed the respectively corresponding zoning proposal for the area of the subject property – **then the provisions of the County Zoning Ordinance shall supersede the**

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<sup>1</sup> It is worth noting that “[i]n determining which uses should be designated as permitted or conditional in a given use district, a legislative body considers the variety of possible uses available, examines the impact of the uses upon the various purposes of the zoning ordinance, determines which uses are compatible with each other and can share reciprocal benefits, and decides which uses will provide for coordinated, adjusted, and harmonious development of the district.” *Schultz v. Pritts*, 291 Md. 1, 20–21 (1981).

**recommendations set forth in any applicable Area Master Plan, Sector Plan, and/or Functional Master Plan for the subject property.**

(Emphasis added). Consequently, if there is a conflict between any plan recommendations and the Zoning Ordinance, the latter controls. From this perspective, and as referenced above, the proposed use, as a permitted use in the CGO Zone pursuant to CB-011-2023, ends the analysis since the Zoning Ordinance supersedes any contradictory plan recommendations.

Furthermore, and notwithstanding, if applicable or a conflict does not exist, the development conforms to other goals, policies, and strategies of the Master Plan because it provides a use that appropriately serves the needs of community residents and is compatible with the proposed location. Although the proposed use is industrial and not commercial, the ultimate building design (which will be reviewed in greater detail with the future detailed site plan (DET-2022-012)) and use as a consolidated storage facility is compatible with and does not detract from the surrounding businesses. There are also bicycle facilities proposed to serve the building as well as MPOT improvement elements that will be implemented. There are no regulated natural features on the subject property, and the proposed development will be in conformance with the Woodland Wildlife Habitat Conservation Ordinance (“WCO”). No historic sites are on or abut the subject property, and the property buffers will adhere to the scenic road standards of the Landscape Manual. As such, the approval of the subject application will not have an adverse impact on this Functional Master Plan. The Water Resources Functional Master Plan addresses broad regulatory policy and large-scale watershed planning, and as such makes no recommendations which are directly applicable to the subject application. No proposed sites for Public Safety facilities are in the area affected by the subject application. Since the proposed consolidated storage project is in keeping with the General Plan’s broad land use policies for the Established Communities areas, is a permitted use in the CGO Zone (pursuant Section 3 of CB-011-2023), and is generally in harmony with the applicable Functional Master Plans, approval of the subject application will be in harmony with the Ordinance’s purpose of implementing those plans, as applicable.

Finally, the Natural Environment section of the Master Plan provides, “[m]ost of this plan area was developed by the 1970s, before the adoption of environmental regulations regarding woodland conservation, stormwater management, or stream, wetland, and floodplain protections.” (Page 140). The subject site exemplifies this statement. Based on a review of aerial imagery, by 1977, the site had been cleared of vegetation and improved with the buildings and associated parking areas that exist onsite today and are impervious. No stormwater management facilities or landscaping has before or since been installed on the property. Specifically, The proposed context-sensitive infill redevelopment implements the Master Plan’s vision for the natural environment as follows:

**Policy NE1. Ensure that areas of connectivity and ecological functions are maintained, restored, or established during development or redevelopment.**

At a high level, the plan advises, “[u]se the green infrastructure network as a guide to decision-

making . . .” (Page 142). The subject property is located outside of both the regulated areas and the evaluation areas of the County’s Green Infrastructure Network as defined in the 2017 Approved Resource Conservation Plan. Although both regulated areas and evaluation areas exist in the vicinity, the subject site is not contiguous to these areas, and instead, is separated by improved roadways (MD 450, MD 4501, and Grenville Lane). By siting the proposed infill redevelopment in this location, the proposal makes use of an underutilized infill site, thereby, avoiding areas included in the Green Infrastructure Network and additionally directing development away from any regulated environmental features, as none exist onsite.

**Policy NE 2. Preserve, in perpetuity, Nontidal Wetlands of Special State Concern (NTWSSC) within Bowie-Mitchellville and Vicinity (see Map 42. Nontidal Wetlands of Special State Concern [NTWSSC]—2017).**

The site does not contain Nontidal Wetlands of Special State Concern. Also, see *supra*.

**Policy NE 3. Proactively address stormwater management in areas where current facilities are inadequate.**

PPS-2022-014 will proactively address stormwater management in areas where current facilities are inadequate, and will also “[r]etrofit all surface parking lots using ESD and best stormwater management practices when redevelopment occurs . . .” (Page 147). The proposed development will improve the site to both reduce impervious surface and treat for stormwater quantity and quality in conformance with City of Bowie regulations. The site has an approved stormwater management concept plan (#02-0823-208NE12), which was issued on August 28, 2023, and which is valid until August 28, 2026. The existing impervious area onsite is 0.79 acres. This will be reduced by 0.19 acres under the proposed infill redevelopment. One (1) ESD device (micro-bioretenion) is proposed. Indeed, by reducing impervious area and adding stormwater management to this site, the development will help to address the problem of “the nine sub watersheds associated with the Patuxent River exhibit[ing] fair to very poor water quality.” (Page 140).

**Policy NE 4. Support street tree plantings along transportation corridors and streets, reforestation programs, and retention of large tracts of woodland to the fullest extent possible to create a pleasant environment for active transportation users including bicyclists and pedestrians.**

PPS-2022-014 will conform to this recommendation, as applicable. The Master Plan also recommends to “[p]lant trees wherever possible to increase tree canopy coverage to shade impervious surfaces, to reduce urban heat island effect, limit thermal heat impacts on receiving streams, and slow stormwater runoff . . .” (Page 147). At time of Detailed Site Plan, the subject application will demonstrate conformance to Landscape Manual requirements as applicable, installing vegetative buffers and landscape plantings that will serve to increase canopy, shade surfaces, and reduce heat island effects.

**Policy NE 6. Support local actions that mitigate the impact of climate change.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, this policy does not relate to development review.

**Policy NE 7. Continue to expand active transportation opportunities to reduce automobile dependency and carbon emissions.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, this policy does not relate to development review. Notwithstanding, the proposed development will assist in expanding active transportation opportunities to reduce automobile dependency and carbon emissions in the plan area. As required by (or subject to) SHA, the subject development will provide the master planned bike lane along Old Annapolis Road (MD 4501) (P-308). Additionally, as outlined in the BPIS submitted in conjunction with PPS-2022-014, the proposal is intended install offsite improvements, to wit: bus shelters at the intersection of MD 450 and Church Road/Highbridge Road, or, alternatively, the thermoplastic continental crosswalks at the western legs of two nearby intersections. New bus shelters will increase the comfort and safety of transit riders, while new crosswalks would increase the safety of pedestrians. Finally, at time of Detailed Site Plan, the proposal will provide onsite bicycle parking in conformance with Section 27-6309, Bicycle Parking Standards, as applicable.

**Policy NE 8. Continue to support street tree plantings, reforestation programs, and retention of large tracts of woodland to increase forest and tree canopy.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, the site is not in the vicinity of BSU MARC Campus Center.

**Policy NE 9. Proactively address stormwater management in areas where current facilities are inadequate.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, the site is not in the vicinity of BSU MARC Campus Center.

**Policy NE 10. Integrate Primary Management Areas (PMA) into a walkable, mixed-use environment.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, the site is not in the vicinity of BSU MARC Campus Center.

**(v) Complies with all applicable requirements of the County Code of Ordinances.**

COMMENT: With the exception of a variation to Section 24-4401 (regarding the requirement to provide PUEs along public roads), PPS-2022-014 complies with all other applicable requirements of the County Code. A separate statement of justification in support of the requested variation that responds to the requirements of Section 24-3403 has been provided and is not repeated herein.

#### IV. SUBTITLE 24-4. SUBDIVISION REGULATIONS

##### **SECTION 24-4100 – PLANNING AND DESIGN**

###### **24-4101. General Standards.**

###### **(a) Zoning Ordinance Standards**

**All preliminary plans of subdivision and final plats shall comply with all applicable standards in Subtitle 27: Zoning Ordinance, Part 6: Development Standards, of the County Code. All information and support materials needed to demonstrate compliance with this Section shall be provided by the subdivider.**

COMMENT: PPS-2022-014 generally complies with applicable requirements of Part 27-6 of the Zoning Ordinance, which will be reviewed in greater detail at the time of DET. (*See supra* – the discussion regarding the differences between zoning and subdivision).

###### **(b) Conform to Comprehensive Master Plan**

- (1) Preliminary plans of subdivision (minor and major) and final plats shall be consistent with the General Plan and shall conform to all applicable Area Master Plans, Sector Plans, or Functional Master Plans, and as referenced in Sections 24-3402(d) and 24-3402(e) of this Subtitle.**

COMMENT: *See* generally the response above to Section 24-3402(e)(1)(D)(iv). Furthermore, the General Plan classified the subject site in its Growth Policy Map in the Established Communities category. Both the printed Generalized Future Land Use Map and the Generalized Future Land Use layer on the PGAtlas GIS site indicate commercial land use for the property. (*See response supra*). “Established Communities” are described by the General Plan as “the County’s heart – its established neighborhoods, municipalities and unincorporated areas outside designated centers,” and recommends that, “[e]stablished communities are most appropriate for context-sensitive infill and low- to medium-density development . . . .” (General Plan at pages 106 and 20). Since the property is located in the CGO Zone, which permits the proposed use pursuant to Section 3 of CB-011-2023, and its location between two master plan roads (MD 450 and P-308), the approval of the subject application would be context-sensitive infill redevelopment and the proposed use is consistent with the General Plan.

- (2) **Should a new Area Master Plan, Sector Plan, and/or Functional Master Plan be approved, affecting a property with an approved preliminary plan of subdivision (major or minor), but prior to approval of a final plat, the approved preliminary plan application shall control in the event of any conflict between the newly approved Area Master Plan, Sector Plan, and/or Functional Master Plan.**

COMMENT: Acknowledged.

- (3) **Should an Area Master Plan, Sector Plan, and/or Functional Master Plan affecting the subject property be in direct conflict with any provision of the County Zoning Ordinance that is applicable to said property – such that the current comprehensive plan and requirements of the Ordinance cannot be reconciled, and/or the District Council has not imposed the respectively corresponding zoning proposal for the area of the subject property – then the provisions of the County Zoning Ordinance shall supersede the recommendations set forth in any applicable Area Master Plan, Sector Plan, and/or Functional Master Plan for the subject property. Notwithstanding any other requirement of this Subtitle, the Planning Board may approve a subdivision application that conforms with land use policy recommendations for centers in the current General Plan for the physical development of land in the County. In such cases, however, the Planning Board shall make specific findings as to the irreconcilable conflict(s).**

COMMENT: See response above.

**(c) Unsafe Land**

- (1) **The Planning Director or Planning Board, as appropriate, shall restrict or prohibit the subdivision of land found to be unsafe for development. The restriction or prohibition may be due to a) natural conditions, including but not limited to flooding, erosive stream action, high water table, unstable soils, severe slopes or soils that are unstable either because they are highly erodible or prone to significant movement or deformation (Factor of Safety < 1.5), or b) man-made conditions on the land, including but not limited to unstable fills or slopes.**

COMMENT: The applicant has conducted soil boring tests across the property and has consulted with geotechnical engineers. Based on these studies/investigations, no unsafe soils or unsafe conditions exist on the Subject Property.

- (2) **All subdivisions shall conform to the following:**



**(A) When a preliminary assessment of a site, PGAtlas.com, the USDA Web Soil Survey (<http://websoilsurvey.nrcs.usda.gov>), a geotechnical engineering report, or past activity of a nearby permit indicates that a portion of the land may be unsafe, a detailed geotechnical engineering evaluation of the land shall be prepared by a registered professional geotechnical engineer and submitted for review during the subdivision process. The limits of unsafe land shall be delineated by the registered professional geotechnical engineer and reviewed by M-NCPPC and DPIE. If the land is determined unsafe, it may be platted as part of a lot or parcel in which there is sufficient land to erect a building within the building lines established by the zone in which the land is located. There shall be an additional 25-foot setback between that building and the unsafe area, which shall be identified on the final plat with a building restriction line. These shall also be present on all site plans.**

COMMENT: Not applicable. No portion of the land is unsafe for development.

**(B) If the unsafe land has become safe for building construction, upon appropriate findings or proposed mitigations that are acceptable to the County, the building restriction line may be removed by the recording of a new final plat approved by the Planning Board.**

COMMENT: Not applicable. No portion of the land is unsafe for development.

**(C) When the applicant proposes mitigations or remedial actions to correct or alleviate unsafe soil conditions, the proposal shall be referred to DPIE for a determination of whether such measures are sufficient to protect the safety of its future use. The proposal may be approved along with the platting of such land, upon recommendation of a registered professional geotechnical engineer and DPIE, provided that covenants are attached to incorporate the remedial actions and ensure safe soil conditions.**

COMMENT: Not applicable. No portion of the land is unsafe for development.

**(D) The owner of any land on which unsafe conditions have been found to exist is generally required to notify any potential purchaser of such conditions.**

COMMENT: Not applicable. No portion of the land is unsafe for development.

#### **(d) Land in Reservation**

**When indicated by an applicable Area Master Plan, Sector Plan, Functional Master Plan, or the General Plan, or when requested by a public agency, land may be placed in reservation, in accordance with Section 24-3405, Reservations.**

COMMENT: Not applicable. No portion of the land is proposed or will be required to be placed in reservation.

## 24-4102. Lot Standards.

### (a) Conformance with Zoning Ordinance.

**All lots in a subdivision shall be in conformance with all of the lot standards and requirements of Subtitle 27: Zoning Ordinance, applicable to the land subject to the subdivision. (See PART 27-4: Zones and Zone Regulations, of Subtitle 27: Zoning Ordinance).**

COMMENT: PPS-2022-014 proposes to subdivide one existing lot (Lot 1) and one existing parcel (Parcel 51) into one (1) lot for the purpose of constructing one consolidated storage building. The subdivision is in conformance with all applicable lot standards and applicable requirements of the Zoning Ordinance, the latter of which will be further analyzed with DET-2022-012.

| (2) Intensity and Dimensional Standards         |                    |                                                                           |                |
|-------------------------------------------------|--------------------|---------------------------------------------------------------------------|----------------|
| Standard (1)                                    | Townhouse Dwelling | Multifamily Dwelling, Artists' Residential Studio, Live-Work Dwelling (2) | Other Uses     |
| Density, max. (du/ac of net lot area)           | 20.00              | 48.00                                                                     | No requirement |
| Net lot area, min. (sf)                         | No requirement     | 7,500                                                                     | No requirement |
| 1 Lot width, min. (ft)                          | 20                 | 50                                                                        | No requirement |
| Lot coverage, max. (% of net lot area)          | 65 (3)             | 70                                                                        | No requirement |
| 2 Front yard depth, min. (ft)                   | 10                 | 10                                                                        | 0              |
| 3 Side yard depth, min. (ft)                    | 8 (4)              | 8                                                                         | 0              |
| 4 Rear yard depth, min. (ft)                    | 15                 | 15                                                                        | 0              |
| 5 Principal structure height, max. (ft) (5) (6) | 50                 | 86                                                                        | No requirement |

NOTES: du/ac = dwelling units per acre; sf = square feet; ft = feet

(1) See measurement rules and allowed exceptions in Section 27-2200, Measurement and Exceptions of Intensity and Dimensional Standards.

(2) The standards in this column apply to multifamily dwellings, artists' residential studios, and live-work dwellings as stand-alone development. Dwelling units above ground-level nonresidential development shall be subject to the maximum density standard in this column, but otherwise to the standards for Other Uses.

(3) Applicable to the lot coverage of the development lot as a whole rather than individual lots under townhouse units.

(4) Applicable to buildings on the edges of the development lot as a whole. Within the development lot as a whole, a minimum separation of 8 feet is required between buildings.

(5) Provided those portions of the structure greater than 50 ft high are set back from the minimum front, side, and rear yard depths an additional 0.5 ft for each 1 ft (or major fraction thereof) the height of the portion exceeds 50 ft.

(6) 110 ft for office buildings or mixed-use development consisting primarily of office uses.

### (b) Minimum Lot Area Standards for Individual Systems

**If a proposed subdivision is situated in a portion of the County not planned to be served by public water and/or sewer facilities, lots shall be designed to comply with the minimum lot area standards for individual systems in Subtitle 22: On-Site Sewage Disposal Systems, of the County Code, and the Ten Year Water and Sewerage Plan.**

COMMENT: The Subject Property is located within the Sewer Envelope and currently within Water Category 3 and Sewer Category 3 (Community System Adequate for Development Planning—includes properties inside the envelope eligible for public water and sewer for which the subdivision process is required).

**(c) Minimum Lot Depth**

- (1) Lots or parcels used for residential purposes adjacent to existing or planned streets classified as arterials shall be platted with a minimum depth of 150 feet.**

COMMENT: Not applicable. The proposed lot is not intended to be used for residential purposes.

- (2) Lots or parcels used for residential purposes adjacent to existing or planned streets classified as expressways or freeways shall be platted with a minimum depth of 300 feet.**

COMMENT: Not applicable. The proposed lot is not intended to be used for residential purposes.

- (3) Adequate protection and screening from traffic nuisances shall be provided in accordance with the requirements of the Landscape Manual.**

COMMENT: At the time of Detailed Site Plan (DET-2022-012), adequate buffering and screening will be provided in accordance with the applicable requirements of the 2018 Landscape Manual.

**(d) Lot Design Standards**

- (1) Buildings and driveways shall be sited to maintain the existing grade as much as possible.**

COMMENT: Buildings and driveways have been sited to maintain the existing grade as much as possible; final design will be determined at the time of Detailed Site Plan (DET-2022-012).

- (2) A variety of lot sizes and lot widths are encouraged within groupings of dwellings in order to prevent visual monotony, when appropriate.**

COMMENT: Not applicable for development pursuant to the CGO Zone and consolidated storage in one building on one lot.

**(e) Condominium Development**

**Condominium townhouses shall be designed to conform to the lot standards of these Regulations and Subtitle 27: Zoning Ordinance, for possible future conversion to fee simple lots.**

COMMENT: Not applicable.

**(f) Outlots and Outparcels**

**Provision shall be made for the eventual ownership of outlots and outparcels by incorporating them into platted lots or into adjacent parcels, or by other appropriate means.**

COMMENT: Not applicable. PPS-2022-014 does not propose any outlots or outparcels.

**(g) Located Wholly Within County**

**All lots shall be designed to be located wholly within the County.**

COMMENT: All lots are located wholly within Prince George's County.

**24-4103. Layout Design Guidelines.**

**To the maximum extent practicable, subdivisions shall be designed to:**

**(a) Site internal streets to maintain the existing grade.**

COMMENT: Not applicable. There are no internal roadways proposed with this application.

**(b) Ensure the spatial relationships, including between the lots and the street, recreation areas, alleys, and development on abutting lots, create the most beneficial relationship for the residents and occupants of the subdivision and abutting properties.**

COMMENT: The subject application proposes one buildable lot for the construction of one consolidated storage building. Thus, no residents will occupy the subdivision or abutting properties, and the subject property to bound by property on all four sides that cannot be developed for residential purposes – being either existing right-of-way and roads, or land owned by the state and PEPCO. Notwithstanding, and as it will be further reviewed with DET-2022-012, the design of the layout accommodates safe internal circulation between vehicular and pedestrian traffic, while also providing convenience and accessibility to the proposed use.

**(c) Arrange lotting patterns to avoid the stacking of dwelling units, one behind the other, creating a flag lot relationship.**

COMMENT: The proposed lotting pattern is limited to one buildable lot for the construction of one consolidated storage building.

**(d) Arrange lots to avoid the fronts of dwelling units facing the rear and sides of dwelling units on adjoining lots.**

COMMENT: Not applicable. The subject application proposes one buildable lot for the construction of one consolidated storage building.

**(e) Arrange lotting patterns to avoid narrow unusable common ownership parcels.**

COMMENT: Not applicable. The subject application proposes one buildable lot for the construction of one consolidated storage building. No common ownership parcels are proposed.

**(f) Ensure infill lotting patterns are context-sensitive to the existing established neighborhood.**

COMMENT: The proposed development and single lot pattern is context-sensitive to the existing neighborhood, which consists of public rights of ways on three sides of the subject property and a mix of commercial and residential development beyond.

**(g) Arrange and sufficiently set back lots and the siting of buildings to preserve views of the site characteristics from streets and abutting lands.**

COMMENT: The lot layout and access are designed to provide a comfortable visual setback from Old Annapolis Road and provide the requisite landscape buffer for scenic roads. In addition, adherence to the Zoning Ordinance and Landscape Manual requirements require that the proposed consolidated storage building be sited near Annapolis Road (MD 450) in order to provide screening from neighboring residential properties. Further, the building is designed to be nestled into the existing topography of the site in order to minimize disturbance of steep slopes.

**(h) Provide lot access from interior streets and easements.**

COMMENT: Not applicable. No internal streets or access easements are proposed since the subdivision contemplates a single lot for a single development scheme.

**(i) Terminate cul-de-sac at locations that will provide for a standard lotting pattern around the end of the cul-de-sac in relationship to the property line and abutting lots. Such cul-de-sac may also be permitted to provide a right-of-way for pedestrian and bicycle access pursuant to Section 27-6206(g), Pedestrian Connections, of Subtitle 27: Zoning Ordinance.**

COMMENT: Not applicable. No cul-de-sacs are proposed.

**(j) Avoid grading that would result in retaining walls on private lots. Retaining walls should be located within common areas, or where common areas are not proposed, adequate access for maintenance shall be provided.**

COMMENT: Site grading will be designed to minimize any use of retaining walls. Final grading will be determined at the time of Detailed Site Plan.

**(k) Preserve trees on steep slopes and meet the woodland conservation threshold on-site.**

COMMENT: Development of the subject property will remain outside of the Primary Management Area (PMA) to the maximum extent practicable, avoiding areas of steep slopes. The subject property is also the subject of WCO-EX S-155-2022, approved on August 19, 2022. Furthermore, as mentioned previously, the building is designed to be nestled into the existing topography of the site in order to minimize disturbance of steep slopes.

**(l) Locate noise fencing or walls within common areas or within homeowners' association easements on private lots when homeowners' association land is not proposed. A 10-foot-wide clear zone for maintenance and inspection around the fence or wall shall be provided. The minimum net lot area shall be provided outside the easement area.**

COMMENT: Not applicable. Pursuant to Section 27-6810(b), the development does not trigger a noise study – no residential development is proposed.

**(m) Lighting techniques shall comply with Section 27-6700, Exterior Lighting, of Subtitle 27: Zoning Ordinance. In addition, lighting should be designed to decrease adverse impacts on the adjoining and abutting lands.**

COMMENT: Details for lighting will be provided with DET-2022-012 and will comply with the Zoning Ordinance.

**(n) Avoid public use easements for infrastructure, including sidewalks.**

COMMENT: All sidewalks along public rights-of-ways will be within the public right-of-way.

**24-4104. Grading.**

**The submission of general grading plans and a Tree Conservation Plan Type 1 (TCP-1) is required for both minor and major subdivisions in order to efficiently plan the subdivision layout, which includes but is not limited to stormwater management, street grades, tree preservation, water and sewerage, and parkland. The submission of a general grading plan, at two-foot contours, shall be required with an application for a preliminary plan of major subdivision and may be required for a preliminary plan of minor subdivision, unless waived by the Planning Director.**

COMMENT: The submittal documents filed in conjunction with PPS-2022-014 satisfy this requirement.

## **24-4105. Historic Resources and Sites**

### **(a) Purpose.**

**The purpose of this Section is to preserve historic resources and sites to:**

- (1) Protect the County's cultural heritage;**
- (2) Increase public awareness of the County's history; and**
- (3) Provide for the continued use of still-valuable historic resources and sites.**

COMMENT: Pursuant to the Historic Preservation/Archeology Pre-Submittal Checklist for Development Applications, signed by Dr. Jennifer Stabler on October 6, 2023, "This proposal will not affect any Historic or known archeological resources."

### **(b) General Standards.**

- (1) Significant archeological sites identified in accordance with the Planning Board Guidelines for Archeological Review shall be preserved in place, to the extent practicable.**
- (2) The flexibility inherent in these Regulations shall be used to protect historic resources and sites, including optional methods of development where appropriate, to design subdivisions that minimize the impact of a subdivision on historic resources and sites and promote the restoration and continued use of such resources.**
- (3) The lotting pattern of a proposed subdivision containing historic resources and sites shall be laid out to promote the long-term maintenance and access to the historic resources.**
- (4) A proposed subdivision containing or adjacent to a historic resource or site shall comply with the following standards:**
  - (A) Lots shall be designed to minimize adverse impacts of new construction on the historic resource;**
  - (B) Natural features (such as trees and vegetation) which contribute to the preservation of a historic resource or provide a buffer between the historic resource and new development, shall be retained; and**
  - (C) Protective techniques (such as limits of disturbance, building restriction lines, and buffers) shall be used.**
- (5) A plan for development may be required to be submitted with an application for a subdivision for the purpose of evaluating the effect of the orientation, mass, height, materials, and design of the proposed development on the environmental setting to protect the integrity of the historic resource.**

COMMENT: Not applicable. Pursuant to the Historic Preservation/Archeology Pre-Submittal Checklist for Development Applications, signed by Dr. Jennifer Stabler on October 6, 2023, "This proposal will not affect any Historic or known archeological resources."

#### **24-4106. Cemeteries**

- (a) A proposed preliminary plan for subdivision (minor or major) which includes a cemetery within the site, when there are no plans to relocate the human remains to an existing cemetery, shall comply with the following standards:
- (1) The placement of lot lines shall promote long-term maintenance of the cemetery and protection of existing elements.
  - (2) The layout shall promote the long-term maintenance and access to the cemetery.
  - (3) Fence or walls constructed of stone, brick, metal, or wood shall delineate the cemetery boundaries.
  - (4) If the cemetery is not conveyed and accepted into public ownership, it shall be protected by agreements sufficient to assure its future maintenance and protection. This shall include but not be limited to a fund in an amount sufficient to provide income for the perpetual maintenance of the cemetery. These arrangements shall ensure that stones or markers are in their original location. Covenants or other agreements shall include a determination of the following:
    - (A) Current and proposed land ownership;
    - (B) Responsibility for maintenance;
    - (C) A maintenance plan and schedule;
    - (D) Adequate access; and
    - (E) Any other specifications deemed necessary to assure its future maintenance by the Planning Director.
  - (5) Appropriate measures shall be provided to protect the cemetery during the development process.
  - (6) The Planning Director shall maintain a registry of cemeteries identified during the subdivision review process.
- (b) Any cemetery approved in accordance with this Section that does not comply with the use regulations in PART 27-5: Use Regulations, of the Zoning Ordinance shall be deemed to be a certified nonconforming use unless otherwise specified by the Planning Board.

COMMENT: Not applicable. No cemeteries exist on site or are impacted by this development application. Pursuant to the Historic Preservation/Archeology Pre-Submittal Checklist for Development Applications, signed by Dr. Jennifer Stabler on October 6, 2023, "This proposal will not affect any Historic or known archeological resources."

#### **SECTION 24-4200 – TRANSPORTATION, PEDESTRIAN, BIKEWAY, AND CIRCULATION STANDARDS**

##### **24-4201. General Street Design Standards**



**Preliminary plans of subdivision (minor or major) and final plats shall comply with the following standards:**

- (a) A subdivision may be served by public and private streets, and in rural areas, access easements.**

COMMENT: PPS-2022-014 is served by Old Annapolis Road, which is master plan road on the 2009 MPOT (P-308), and is an existing public right of way. No access is proposed from Annapolis Road (MD 450) (A-23). Based on current record plats, the existing right-of-way is 60-feet along the western frontage and 75-feet along the eastern frontage. Plats showing this (25' north of CL and 35' south of CL) are depicted on plats submitted with the PPS. Consequently, no additional dedication is proposed or needed.

- (b) The rights-of-way of all highways, streets, trails, and transit facilities shown on the General Plan, Functional Master Plans, and the applicable Area Master Plan or Sector Plan shall be shown on the preliminary plan of subdivision and, when reserved or dedicated, shown on the final plat.**

COMMENT: PPS-2022-014 depicts all MPOT and Master Plan trails and rights-of-ways.

- (c) All streets proposed for dedication to public use shall comply with the standards in:**
- (1) Section 27-6200, Roadway Access, Mobility, and Circulation, and all other applicable standards in Subtitle 27: Zoning Ordinance;**
  - (2) Subtitle 23: Roads and Sidewalk, of the County Code;**
  - (3) These Regulations;**
  - (4) The Specifications and Standards for Roadways and Bridges;**
  - (5) The standards of the State Highway Administration for state facilities; and**
  - (6) Applicable regulations of municipalities having jurisdiction.**

COMMENT: Based on current record plats, the existing right-of-way is 60-feet along the western frontage and 75-feet along the eastern frontage. Plats showing this (25' north of CL and 35' south of CL) are depicted on plats submitted with the PPS. Consequently, no additional dedication is proposed or needed.

- (d) All proposed streets shall comply with the standards in Section 27-6206: Vehicular Access and Circulation, of the Zoning Ordinance, and be continuous and in alignment with existing or platted streets in adjoining subdivisions so as to create a street network that is functional and easily understandable. Generally, streets should cross other streets at right angles. The applicant may petition the Planning Director or review body deciding a parent application to waive or modify cross-access requirements between developments pursuant to Section 27-6206(e)(2)(C) of Subtitle 27: Zoning Ordinance of the Prince George's County Code.**

COMMENT: No internal streets are proposed. Further analysis of Section 27-6206 is provided below.

- (e) The topography and drainage of land shall be considered in the design of streets. If necessary to demonstrate such consideration, rough street grading plans may be required.**

COMMENT: Although no streets are proposed with PPS-2022-014, topography and drainage have been considered in the design of the layout of the proposed lot. In addition, the site has an approved Stormwater Management Concept Plan (02-0823-208NE12), which is valid until August 28, 2026.

- (f) All internal subdivision streets shall be wholly within the County and shall not be designed to directly connect to an adjacent county unless the applicant has obtained the prior written approval of the District Council and the appropriate land use authority of the adjacent county.**
- (1) An applicant shall file a written request for such approval with the Clerk of the District Council. The District Council shall either approve or disapprove the request within 45 days from the date of filing. Failure of the District Council to act within the 45-day period shall constitute an approval of the request. For purposes of this provision, an internal subdivision street shall be deemed to be a public street having a right-of-way width of 80 feet or less.**
- (2) The District Council shall not allow the proposed street connection to an adjacent county unless it finds that delivery of public safety services, utility services, and tax collection will be timely and adequate for the lots in Prince George's County.**

COMMENT: Not applicable. There are no internal subdivision streets proposed.

- (g) All private streets shall be of sufficient width to accommodate the requirements of the Landscape Manual.**

COMMENT: Not applicable. There are no private streets proposed with PPS-2022-014.

#### **24-4202. Vehicular Access and Circulation**

- (a) A preliminary plan of subdivision (minor or major) shall comply with the street connectivity, access, traffic calming, block design, and all other applicable standards in Section 27-6206, Vehicular Access and Circulation, of Subtitle 27: Zoning Ordinance.**

COMMENT: Not applicable. PPS-2022-014 for the subdivision of one lot for one building and does not propose any internal streets, and therefore, has no connectivity index score. Additional analysis regarding Section 27-6206 is provided below.

- (b) As used in this Section, a planned street or transit right-of-way shall mean a street or right-of-way shown in a currently approved State Highway Plan, the General Plan,**

**the County's Master Plan of Transportation, or the applicable Area Master Plan or Sector Plan. If a service road is used, it shall connect, where feasible, with a local interior collector street with the point of intersection located at least 200 feet away from the intersection of any street or collector or higher classification.**

COMMENT: Not applicable.

#### **24-4203. Pedestrian Access and Circulation**

- (a) Preliminary plans for subdivision (minor or major) and final plats shall comply with the applicable pedestrian access and circulation standards in Section 27-6207, Pedestrian Access and Circulation, of Subtitle 27: Zoning Ordinance.**

COMMENT: As provided below, this criterion is met. Further analysis of Section 27-6207 is provided below.

- (b) Sidewalks and crosswalks shall comply with the Prince George's County Specifications and Standards for Roadways and Bridges, the standards of the State Highway Administration for state facilities, or applicable regulations of municipalities having jurisdiction.**

COMMENT: All sidewalks and crosswalks will comply with the applicable operating agency's requirements/specifications, and will be further analyzed with DET-2022-012. MD 450 and Old Annapolis Road (MD 4501) are under the jurisdiction of the State Highway Administration.

#### **24-4204. Private Streets and Easements**

**(a) General**

**Unless exempted in accordance with Section 24-4204(b) below, no subdivision shall be approved with a private street, right-of-way, or easement as the means of vehicular access to any lot, unless the private street, right-of-way, or easement is built to conform to the standards in Subtitle 23: Roads and Sidewalks, of the County Code.**

COMMENT: Not applicable. The PPS is not proposing a private street or easements for access.

**(b) Exemptions**

- (1) A preliminary plan of subdivision (minor or major) containing private streets, rights-of-way, alleys, and/or easements that do not conform to the standards of Subtitle 23: Roads and Sidewalks may be approved under the following conditions:**

**(A) In the AG, AR, RE, and RR zones, a private right-of-way easement that does not conform to the standards in Subtitle 23: Roads and Sidewalks may connect up to seven lots and a remainder agricultural parcel to a public road in Sustainable Growth Tier IV, provided:**

- (i) The lots are not served by public water and sewerage;**

- (ii) The right-of-way width shall be at least 22 feet;
- (iii) The easement shall be adequate to serve the proposed uses in accordance with Section 24-4500, Public Facility Adequacy.
- (iv) Each lot served by the easement shall have a net lot area of at least two acres; and
- (v) The use of lots served by the easement shall be restricted to detached single-family dwellings or agricultural uses.

COMMENT: Not applicable, the property is located in the CGO Zone.

**(B) In the AG, AR, and RE zones and in the R-PD Zone, a subdivision with private rights-of-way that do not conform to the standards in Subtitle 23: Roads and Sidewalks, may be approved, provided:**

- (i) Private streets shall be constructed in accordance with the Department of Public Works and Transportation specifications and standards;
- (ii) The right-of-way width shall be at least 22 feet;
- (iii) Covenants are recorded in the Land Records of Prince George's County stating that a property owners' or homeowners' association is responsible for maintenance of the private streets and for accessibility of the private streets to emergency equipment; and
- (iv) The Fire Chief determines the private streets provide adequate accessibility to emergency equipment.

COMMENT: Not applicable, the property is located in the CGO Zone.

**(C) In the RSF-A, RMF-12, and RMF-20 zones in developments of three-family dwellings, private streets that do not conform to the standards in Subtitle 23: Roads and Sidewalks, may be approved, provided:**

- (i) The land proposed to be subdivided shall have frontage on, and direct vehicular access to, a public street having a right-of-way width of at least 60 feet;
- (ii) Points of access to public streets shall be approved by the Planning Board, or the Planning Director for a minor subdivision, and by the DPIE Director, the State Highway Administration, the Department of Public Works and Transportation, the Public Works Department of the municipality in which the property is located, or other appropriate roadway authority, as applicable;
- (iii) Private streets which are interior to the subdivision (and are not dedicated to public use) shall be improved to not less than the current standards set forth in Subtitle 23: Road and Sidewalks, of the County Code; and

- (iv) Private streets shall be conveyed to a property owners' or homeowners' association that shall hold the land in common ownership, shall be responsible for maintaining the streets, and shall be created under recorded land agreements (covenants).

COMMENT: Not applicable, the property is located in the CGO Zone.

**(D) In any zone where townhouse or two-family dwellings are permitted, except within the Transit-Oriented/Activity Center base and Transit-Oriented/Activity Center Planned Development zones, the Planning Board may approve the use of private streets and alleys provided:**

- (i) The pavement width of private streets shall not be less than twenty-two (22) feet in width;
- (ii) The pavement width of private alleys shall not be less than eighteen (18) feet in width; and
- (iii) Subsections (i) and (ii) above shall only be applicable provided that the accessibility of the private streets and alleys to emergency equipment is ensured by the County Fire Chief or the Chief's designee.

COMMENT: Not applicable, the property is located in the CGO Zone and does not propose any residential development.

**(E) In the Transit-Oriented/Activity Center base and Transit-Oriented/Activity Center Planned Development zones, private alleys that do not conform to the standards in Subtitle 23: Roads and Sidewalks, may only be provided if:**

- (i) They connect at each end to a street;
- (ii) The pavement width of an alley provides safe vehicular access to individual lots; and
- (iii) The alleys provide vehicular access only to lots with frontage on a public street.

COMMENT: Not applicable, the property is in the CGO Zone.

**(F) Within any nonresidential or mixed-use development located outside the Transit-Oriented/Activity Center base and Transit-Oriented/Activity Center Planned Development zones, a subdivision with private rights-of-way or easements that do not conform to the standards in Subtitle 23: Roads and Sidewalks, may be approved, provided:**

- (i) The right-of-way or easement shall have a minimum right-of-way width of 22 feet connecting the lots to a public street;
- (ii) The right-of-way or easement shall be:
  - (aa) Adequate to serve the extent of the development proposed;

- (bb) Consistent with the requirements in Section 27-6206, Vehicular Access and Circulation, of Subtitle 27: Zoning Ordinance; and
- (cc) Not result in any adverse impact on the access and use of other lots or parcels within the subdivision.
- (iii) The development shall comply with all other applicable requirements of these Regulations; and
- (iv) Approval of a right-of-way or easement in accordance with this Subsection shall be deemed the creation of a driveway, in accordance with Section 27-6206(b), Vehicular Accessway Classifications, in Subtitle 27: Zoning Ordinance.

COMMENT: The PPS is not proposing the utilization of a private right-of-way or easement that do not conform to the standards of Subtitle 23.

- (G) Where direct vehicular access to an individual lot fronting on a public street should be denied due to a potentially hazardous or dangerous traffic situation, a private easement may be approved in accordance with the driveway standards in Section 27-6206(d) of Subtitle 27: Zoning Ordinance, in order to provide vehicular access, when deemed appropriate by the Planning Board.

COMMENT: Not applicable. The proposed lot and development will have direct vehicular access to Old Annapolis Road, and will be consolidating an expansive open section along the frontage with one driveway, which will create a safer design than what exists today.

- (2) Upon petition of the owner of an existing lot having its sole frontage on, or its only direct vehicular access to, a private right-of-way or easement that cannot be approved in accordance with Section 24-4204(b)(1) above, and upon the recommendation of the County Executive, the County Council, by resolution, may approve the issuance of a building permit for any building or other structure on such lot on finding that the private right-of-way or easement is adequate to serve the lot and its proposed development, provided:

- (A) Any single-family detached dwelling and its accessory structures shall comply with all other applicable requirements of these Regulations, Subtitle 27: Zoning Ordinance, and all other applicable requirements of the County Code of Ordinances;

- (B) For any other building or structure, the owner shall submit:

- (i) Documentary evidence demonstrating the inability to obtain access for use of the parcel by any other means, including dedication to public use of the right-of-way; and
- (ii) Detailed construction plans demonstrating that the private street shall be constructed in accordance with the provisions

**governing the standard paving sections and Fire Department access in Subtitle 11: Fire Safety, and Subtitle 23: Roads and Sidewalks, of the County Code.**

- (C) Detailed construction plans submitted in accordance with Section 24-4204(b)(2)(B) above shall be reviewed by DPIE for adequacy, and a performance bond shall be posted by the land owner in an amount determined by DPIE. If appropriate, DPIE shall inspect all work for conformance with the approved plans.**
- (D) No private right-of-way or easement across land in a Residential zone shall be deemed adequate access to serve any development other than a single-family detached dwelling and its accessory structures, including a detached garage, or a nonprofit group residential facility where the private right-of-way or easement is owned by a governmental entity.**
- (E) If the District Council approves the issuance of a building permit in accordance with this Subsection, the Planning Director may approve any applicable final plat or plan of development for such lot.**
- (F) Where the private right-of-way or easement that is the subject of a petition in accordance with this subsection lies within a municipality or connects to a street under the jurisdiction of a municipality, the municipality shall be given notice of the petition. The municipality shall have 30 calendar days from the date the notice is mailed to review and submit comments on the petition. If a municipality recommends denial of the petition, the petition may be granted only upon the affirmative vote of two-thirds of the full District Council.**

COMMENT: Not applicable.

#### **24-4205. Public Utility Easements**

**All roads (public or private) shall have a public utility easement at least ten feet in width. For Redevelopment and Revitalization projects, the public utility easement may be reduced by the Planning Director for good cause, after due consideration of any adverse impacts. The public utility easement shall be located outside the sidewalk, where a sidewalk is constructed or these Regulations or Subtitle 27: Zoning Ordinance require a sidewalk, and shall be contiguous to the right-of-way.**

COMMENT: As provided in greater detail in a separate statement of justification submitted in conjunction with PPS-2022-014, the applicant contends that good cause exists and there are no adverse impacts associated with the elimination of ~~the~~ PUEs for a portion of the site, and has requested a variation for the same, if such variation is determined to be necessary. The request pertains to the full frontage of Annapolis Road (MD 450) and the eastern-most 100 feet of the Old Annapolis Road (MD 4501) frontage. A 10-foot-wide PUE is provided along the western 170 feet

of the MD 4501 frontage; this portion of the site frontage is not the subject of this request. In the alternative, and based on the information provided in said separate justification statement, there exists factual evidence supporting the requested relief since PUEs cannot be provided in the areas described without a practical difficulty to the applicant. All necessary utilities exist within the public right-of-way of Old Annapolis Road for the portion of the Old Annapolis Road frontage that is the subject of the variation request. All necessary utility easements will ~~otherwise~~ be provided in accordance with individual utility company requirements. Not providing PUEs along the frontages of the subject property in the areas described will not be detrimental to the future development of other properties in the vicinity. Thus, the applicant contends that PUEs are not necessary ~~for the subject property in the areas described~~ and request the elimination of the PUEs for good cause, or in the alternative, a variation from Sections 24-4205 & 24-4401 of the Subdivision Regulations.

## **SECTION 24-4300 - ENVIRONMENTAL STANDARDS**

### **24-4301. General.**

**Environmental features which are impossible or difficult to reproduce, such as floodplain, wetlands, streams, steep slopes, woodlands, and specimen trees, shall be protected.**

COMMENT: The submittal package for PPS-2022-014 includes NRI-184-2022, approved on December 22, 2022. The submittal package for PPS-2022-014 also includes WCO-EX S-155-2022, approved on August 19, 2022. These approvals are currently still valid.

### **24-4302. 100-Year Floodplain.**

**(a) To ensure land is platted in a manner that protects the public against loss of life or property due to the 100-year flood, while minimizing the public and private costs of flood control measures, all subdivisions shall comply with the following standards:**

- (1) Except as provided in Sections 24-4302(a)(2) and 24-4302(a)(3) below, lots shall comply with the minimum net lot area required in PART 27-4: Zones and Zone Regulations, of Subtitle 27: Zoning Ordinance, exclusive of any land area within the 100-year floodplain.**

COMMENT: See NRI-184-2022. The site does not include any floodplain.

- (2) Where any lot contains a 100-year floodplain area in the AR and AG zones, there shall be a minimum of 40,000 contiguous square feet of area within the lot exclusive of any land within the 100-year floodplain.**

COMMENT: Not applicable, the property is located in the CGO Zone.



- (3) **In the RE and RR zones, any area of a lot in excess of 20,000 contiguous square feet may be in the 100-year floodplain for the purposes of compliance with Section 24-4204, Private Streets and Easements, provided that the lot is to be served by a public water and sewer system, and is in a water and sewer service area Category One, Two, Three, or Four at the time of its approval.**

COMMENT: Not applicable, the property is located in the CGO Zone.

- (4) **The floodplain areas shall be delineated in accordance with Subtitle 32, Division 4, the Floodplain Ordinance, of the County Code.**

COMMENT: See NRI-184-2022. The site does not include any floodplain.

- (5) **A 25-foot setback from the floodplain shall be established for dwelling units as a building restriction line.**

COMMENT: See NRI-184-2022. The site does not include any floodplain.

- (6) **In the event that the proposed subdivision is located partially or fully within an area covered by an officially adopted comprehensive watershed management plan, the proposed subdivision shall conform to such plan.**

COMMENT: Not applicable, the proposed subdivision is not located (partially or fully) within an area covered by an adopted comprehensive watershed management plan.

- (b) **In the case of a proposed subdivision which includes a 100-year floodplain area along a stream, unless such area is to become a public park or recreation area maintained by a public entity, the area shall be denoted upon the final plat as a floodplain easement. Such easement shall include provisions for ingress and egress, where practicable. The floodplain easement area may be used, if necessary, for utility lines and/or stormwater drainage facilities, open-type fencing, or passive recreation, provided that no structures are built that would interfere with the flood conveyance capacity of such easement area.**

COMMENT: See NRI-184-2022. The site does not include any floodplain.

- (c) **The 100-year floodplain associated with a watercourse having less than 50 acres of watershed upstream may be excluded from the floodplain area computation, subject to approval in accordance with the requirements of Subtitle 32, Division 4, the Floodplain Ordinance, of the County Code.**

COMMENT: See NRI-184-2022. The site does not include any floodplain.

**24-4303. Stream, Wetland, and Water Quality Protection and Stormwater Management.**

- (a) **Subdivisions shall be designed to minimize the effects of development on land, streams, and wetlands, to assist in the attainment and maintenance of water quality standards, and to preserve and enhance the environmental quality of stream valleys.**

COMMENT: The proposed development is consistent with the City of Bowie's Environmental Site Design (ESD) requirements to provide the required water quality treatment for the site. Thus, minimizing the impact to the surrounding environmental features and maintaining natural flow patterns. The subject property has an approved Stormwater Concept Plan (02-0823-208NE12), which is valid until August 28, 2026.

- (b) **A preliminary plan of subdivision (minor or major) shall not be approved until evidence is submitted that a stormwater management concept has been approved by DPIE or the municipality having approval authority, if the municipality has approval authority. Submittal materials shall include evidence that the applicable site development concept has been approved.**

COMMENT: The subject property has an approved Stormwater Concept Plan (02-0823-208NE12), which is valid until August 28, 2026. The plan and approval letter have been submitted with PPS-2022-014.

- (c) **Regulated stream buffers in Environmental Strategy Areas shall comply with the requirements in Table 24-4303(c): Regulated Stream Buffers in Environmental Strategy Areas.**

| Table 24-4303(c): Regulated Stream Buffers in Environmental Strategy Areas |                               |
|----------------------------------------------------------------------------|-------------------------------|
| Environmental Strategy Area                                                | Required Minimum Buffer Width |
| 1                                                                          | 60 feet                       |
| 2                                                                          | 75 feet                       |
| 3                                                                          | 100 feet                      |

COMMENT: See NRI-184-2022. The site does not include any regulated streams.

- (d) **To ensure the purpose and intent of this Section is advanced, a proposed subdivision (minor or major) shall comply with the following:**
- (1) **The preliminary plan of subdivision (minor or major) shall demonstrate adequate control of increased run-off.**

COMMENT: The subject property has an approved Stormwater Concept Plan (02-0823-208NE12), which is valid until August 28, 2026. The plan and approval letter have been submitted with PPS-2022-014.

- (2) **Stormwater control shall be provided on-site unless, upon recommendation from the County, it is demonstrated equally effective stormwater controls can be provided off-site.**

COMMENT: Stormwater management control is provided on-site by the use of Environmental Site Design (ESD) practices. The subject property has an approved Stormwater Concept Plan (02-0823-208NE12), which is valid until August 28, 2026. The plan and approval letter have been submitted with PPS-2022-014.

- (3) **Environmental site design (ESD) techniques are encouraged, where appropriate.**

COMMENT: The proposed development satisfies the City of Bowie's Environmental Site Design (ESD) requirements to provide the required water quality treatment for the site. The subject property has an approved Stormwater Concept Plan (02-0823-208NE12), which is valid until August 28, 2026. The plan and approval letter have been submitted with PPS-2022-014.

- (4) **Where land is partially or totally within an area subject to an adopted Watershed Plan, the subdivision conforms to such plan.**

COMMENT: The subject property is not located within a Watershed Management Plan.

- (5) **Where land is located outside the Chesapeake Bay Critical Area Overlay (CBCAO) zones, the preliminary plan of subdivision (minor or major) and all plans associated with the application shall demonstrate the preservation and/or restoration of regulated environmental features in a natural state, to the fullest extent possible, consistent with the Environmental Technical Manual established in accordance with Subtitle 25: Trees and Vegetation, of the County Code. Any lot with an impact shall demonstrate sufficient net lot area where a net lot area is required in accordance with Subtitle 27: Zoning Ordinance, of the County Code, for the reasonable development of the lot outside the regulated feature.**

COMMENT: The proposed development is outside the CBCAO and satisfies the City of Bowie's Environmental Site Design (ESD) requirements to provide the required water quality treatment for the site. Thus, minimizing the impact to the surrounding environmental features and maintaining natural flow patterns. Steep slopes are not being impacted to the fullest extent practical and there are no Regulated Environmental Features as defined in the Environmental Technical Manual.

- (6) **All regulated environmental features shall be placed in a conservation easement and identified on the final plat.**

COMMENT: Not applicable, there are no Regulated Environmental Features as defined in the Environmental Technical Manual.

- (7) **The approval of a Concept Grading, Erosion, and Sediment Control Plan (CS) by the Soil Conservation District, shall be required prior to final approval of the preliminary plan of subdivision (minor or major) if required by Subtitle 32: Water Resources Protection and Grading Code, of this Code.**

COMMENT: Acknowledged. An approved Concept Sediment Control Plan has been submitted with the PPS.

#### **24-4304. Woodland and Wildlife Habitat Conservation, Tree Preservation, Clearing, and Replacement**

- (a) **Except for land located in the Chesapeake Bay Critical Area Overlay (CBCAO) zones, development shall comply with the provisions for woodland and wildlife habitat conservation and tree preservation established in Division 2 of Subtitle 25: Woodland and Wildlife Habitat Conservation Ordinance, of the County Code, and the tree canopy requirements of Division 3 of Subtitle 25: Tree Canopy Coverage Ordinance, of the County Code.**

COMMENT: Development of the subject property will comply with Divisions 2 and 3 of Subtitle 25 of the County Code. The submittal package for PPS-2022-014 also includes WCO-EX S-155-2022, approved on August 19, 2022.

- (b) **For land located in the CBCAO zones, all provisions regarding vegetation shall comply with the requirements of Subtitles 5B: Chesapeake Bay Critical Area, and Subtitle 27: Zoning Ordinance, of the County Code.**

COMMENT: Not applicable. The subject property is not located within the Chesapeake Bay Critical Area; this section of the County Code is not applicable.

#### **SECTION 24-4400 - PUBLIC FACILITY STANDARDS**

**24-4401. Preliminary plans of subdivision (minor or major) and final plats of subdivision (minor or major) must be designed to show all utility easements necessary to serve anticipated development on the land being subdivided, consistent with the recommendations and standards relevant to public utility companies. When utility easements are required by a public utility company, the subdivider shall include the following statement in the dedication documents:**

**“Utility easements are granted pursuant to the declaration recorded among the County Land Records in Liber 3703 at Folio 748.”**

COMMENT: As provided in greater detail in a separate statement of justification submitted in conjunction with PPS-2022-014, the applicant contends that good cause exists and there are no

adverse impacts associated with the elimination of the PUEs. In the alternative, and based on the information provided in said separate justification statement, there exists factual evidence supporting the requested relief since PUEs cannot be provided without a practical difficulty to the applicant. All necessary utilities exist within the public right-of-way of Old Annapolis Road. All necessary utility easements will otherwise be provided in accordance with individual utility company requirements. Not providing PUEs along the frontages of the subject property will not be detrimental to the future development of other properties in the vicinity. Thus, the applicant contends that PUEs are not necessary for the subject property and request the elimination of the PUEs for good cause, or in the alternative, a variation from Sections 24-4205 & 24-4401 of the Subdivision Regulations.

**24-4402. Land for public facilities shown on the General Plan, a Functional Master Plan, the applicable Area Master Plan or Sector Plan, or a watershed plan shall be reserved, dedicated, or otherwise provided for.**

COMMENT: Based on current record plats, the existing right-of-way is 60-feet along the western frontage and 75-feet along the eastern frontage. Plats showing this (25' north of CL and 35' south of CL) are depicted on plats submitted with the PPS. Consequently, no additional dedication is proposed or needed.

**24-4403. Stormwater management facilities, existing or proposed as part of the development, shall have sufficient capacity to convey surface water runoff.**

COMMENT: The proposed stormwater management facilities associated with the development have sufficient capacity to convey surface water runoff. The approved Stormwater Management Concept Plan and Letter (02-0823-208NE12) has been provided with the PPS-2022-014.

**24-4404. In accordance with the Sustainable Growth and Agricultural Preservation Act (Map 3 of Plan 2035 Prince George's County Sustainable Growth and Agricultural Preservation Act of 2012 (SB236) Map, Adopted November 20th, 2012, as may be amended from time to time), the water and sewer standard for residential subdivisions is:**

- (a) A subdivision in the Sustainable Growth Tier I in the General Plan or applicable Functional Master Plan shall be served by public sewer.**
- (b) A subdivision in the Sustainable Growth Tier II in the General Plan or applicable Functional Master Plan shall be served by public sewer, except for a minor subdivision which may be served by on-site sewerage disposal systems.**
- (c) A subdivision in the Sustainable Growth Tier III in the General Plan or applicable Functional Master Plan shall be served by on-site sewerage disposal systems.**
- (d) A subdivision in the Sustainable Growth Tier IV in the General Plan or applicable Functional Master Plan shall be served by on-site sewerage disposal systems. A residential major subdivision served by on-site sewer disposal systems is not permitted.**

COMMENT: The Subject Property is located in the Sustainable Growth Tier 1, and will be served by public water and sewer. The property is within the Sewer Envelope and currently in Water Category 3 and Sewer Category 3.

**24-4405. For purposes of determining whether water and sewerage complies with the standards of this Section, the location of the property within the appropriate service area of the Ten Year Water and Sewerage Plan is deemed sufficient evidence of the immediate or planned availability of public water and sewerage and compliance with the standards for the provision of public sewer and water.**

COMMENT: The property is within the Sewer Envelope and currently in Water Category 3 and Sewer Category 3.

**24-4406. If a water storage tank is proposed to be located on the site of a proposed development, the subdivision shall include reservation of land or an easement for the storage tank and an access easement so that emergency vehicles can adequately use the water storage tank in times of emergency.**

COMMENT: Not applicable, the proposed development will be served by public water and sewer.

## **SECTION 24-4500 – PUBLIC FACILITY ADEQUACY**

### **24-4501. Purpose**

**The purpose of this Section is to:**

- (a) Ensure that infrastructure necessary to support proposed development is built at the same time as, or prior to, that proposed development;**
- (b) Establish level of service (LOS) standards for public facilities including transportation, pedestrian and bikeway adequacy, parks and recreation, police, fire and rescue, and schools that provide clear guidance to the County and applicants about when facilities are considered adequate, and create guidance for future infrastructure investments needed to accommodate existing residents and anticipated growth;**
- (c) Establish LOS standards that reflect policy guidance of the General Plan, applicable Area Master Plans or Sector Plans, and the applicable Functional Master Plan for each facility;**
- (d) Establish LOS standards that encourage development in the transit-oriented/activity center zones; and**
- (e) Re-evaluate approved development that has received adequate public facilities approvals prior to April 1, 2022 for projects that have not been built in a timely manner.**

COMMENT: All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

## 24-4502. Applicability

### (a) Applications / Approvals Subject to this Section

This Section applies to:

- (1) An application for a preliminary plan of subdivision (minor or major);
- (2) An application for a final plat for subdivision when specifically required in this Section; and
- (3) A conversion of use from residential to nonresidential, or nonresidential to residential, or the conversion of either a residential or nonresidential use to mixed-use.

COMMENT: Acknowledged.

### (b) Applicability of Public Facility Adequacy Standards

- (1) This Section establishes public facility adequacy standards. They are summarized in Table 24-4502: Summary of Public Facility Adequacy Standards. The standards are established in Sections 24-4504, Public Facility Adequacy-Generally, through Section 24-4510, Schools Adequacy, below.

| Table 24-4502: Summary of Public Facility Adequacy Standards |                                                            |                                                                                                                                                                                                                                                                                                                                                      |                                             |
|--------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Facility                                                     | Area of Applicability                                      | Level of Service                                                                                                                                                                                                                                                                                                                                     | Impact Area                                 |
|                                                              |                                                            |                                                                                                                                                                                                                                                                                                                                                      |                                             |
|                                                              |                                                            |                                                                                                                                                                                                                                                                                                                                                      |                                             |
|                                                              |                                                            |                                                                                                                                                                                                                                                                                                                                                      |                                             |
|                                                              |                                                            |                                                                                                                                                                                                                                                                                                                                                      |                                             |
| Transportation                                               | RTO and LTO base and Planned <u>Development</u> (PD) zones | <p>"Edge" areas of RTO and LTO base and PD Zones: LOS "Transit Edge" (Critical Lane Volume of 1601-1800)</p> <p>"Core" areas of RTO and LTO base and PD Zones: LOS "Transit Core" (Critical Lane Volume of 1801-2000)</p> <p>In instances where CLV exceeds 1800 in the RTO and LTO base and PD zone "edge" or where CLV exceeds 2000 in the RTO</p> | See <u>Transportation Review Guidelines</u> |

**Table 24-4502: Summary of Public Facility Adequacy Standards**

| Facility                               | Area of Applicability                                                                                                                                                                                           | Level of Service                                                                                                                                                      | Impact Area                                 |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
|                                        |                                                                                                                                                                                                                 | and LTO base and PD zone “core,” refer to Section <a href="#">24-4505(b)(4)</a>                                                                                       |                                             |
|                                        | Transportation Service Area 1 ( <i>Plan Prince George’s 2035 Approved General Plan</i> (Plan 2035, Map 14), excluding RTO and LTO base and PD zones; and NAC and TAC base and PD zones (regardless of location) | LOS “E” (Critical Lane Volume of 1451-1600)                                                                                                                           | See <i>Transportation Review Guidelines</i> |
|                                        | Transportation Service Area 2 (Plan 2035, Map 14), excluding RTO, LTO, NAC, and TAC base and PD zones                                                                                                           | LOS “D” (Critical Lane Volume of 1301-1450)                                                                                                                           | See <i>Transportation Review Guidelines</i> |
|                                        | Transportation Service Area 3 (Plan 2035, Map 14)                                                                                                                                                               | LOS “C” (Critical Lane Volume of 1151-1300)                                                                                                                           | See <i>Transportation Review Guidelines</i> |
| <b>Pedestrian and Bikeway Adequacy</b> | RMF-20, RMF-48, NAC, TAC, LTO, RTO-L, RTO-H, CN, CGO, CS, NAC-PD, TAC-PD, LTO-PD, RTO-PD, LMXC, LMUTC, and LCD zones                                                                                            | Adequate pedestrian and bikeway facilities needed to serve the development exist or are constructed by the applicant                                                  | See <i>Transportation Review Guidelines</i> |
| <b>Parks and Recreation</b>            | Transit-Oriented/Activity Center zones and Employment Areas                                                                                                                                                     | 2.5 acres per 1,000 residents                                                                                                                                         | See <i>Parks and Recreation Guidelines</i>  |
|                                        | All other zones                                                                                                                                                                                                 | 15 acres per 1,000 residents                                                                                                                                          |                                             |
| <b>Police</b>                          | Residential development                                                                                                                                                                                         | Response times for service are within twenty-five (25) minutes total for non-emergency calls, and ten (10) minutes total for emergency calls in each police district. | See <i>Public Safety Guidelines</i>         |
| <b>Fire and Rescue</b>                 | All locations                                                                                                                                                                                                   | Seven (7) minutes travel time for any residential uses;<br>Five (5) minutes response time for any nonresidential uses                                                 | See <i>Public Safety Guidelines</i>         |
| <b>Schools</b>                         | Residential development                                                                                                                                                                                         | Students will not exceed 105 percent of state rated <u>capacity</u>                                                                                                   | School cluster                              |



|  |  |                                                                                     |  |
|--|--|-------------------------------------------------------------------------------------|--|
|  |  | or demonstration of mitigation in accordance with Sec. <a href="#">24-4510(c)</a> . |  |
|--|--|-------------------------------------------------------------------------------------|--|

- (2) An application listed in Section 24-4502(a) above shall not be approved until a certificate of adequacy or conditional certificate of adequacy is approved in accordance with the procedures and standards of this Section. No certificate of adequacy or conditional certificate of adequacy shall be approved unless and until it is reviewed and approved in conjunction with one of the applications or subdivision reviews identified in Section 24-4502(a) above and Section 24-4503(a).
- (3) The governing body of the County may, by Resolution, waive any public safety facilities mitigation requirement imposed pursuant to Sections 24-4508 and 24-4509.

COMMENT: Acknowledged. All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

#### **24-4503. Certificate of Adequacy**

##### **(a) Applicability**

- (1) Except for final plats of subdivision approved prior to October 27, 1970, all development approvals for which a determination of adequate public facilities was made prior to April 1, 2022 and which was still valid on that date shall automatically receive a certificate of adequacy or conditional certificate of adequacy in accordance with this Section, effective April 1, 2022, for a period of twelve (12) years. If all of the required public facilities have been constructed or permitted and bonded as of the effective date of this Subtitle, then adequacy shall remain throughout the development approved by the respective, prior-approved preliminary plan of subdivision. Development that has received a certificate in accordance with this Subsection shall be subject to the requirements of this Section.
- (2) Preliminary plans of subdivision (minor or major) proposed after April 1, 2022 shall receive approval of a certificate of adequacy or conditional certificate of adequacy for each public facility subject to this Section.
- (3) Pursuant to the requirement of final plats of subdivision approved prior to October 27, 1970, to obtain approval of a preliminary plan of subdivision (minor or major) prior to the issuance of a building permit under certain circumstances (see Section 24-3402(b)(1)(B)), such subdivisions shall also receive approval of a certificate of adequacy or conditional certificate of adequacy for each public facility subject to this Section.

- (4) Preliminary plans of subdivision (minor or major) reviewed and approved under the regulations of the Subdivision Regulations in effect immediately prior to the effective date of these Regulations pursuant to the “grandfathering” provisions of Section 24-1704(b) shall be granted a certificate of adequacy in accordance with this Section, effective upon the approval date of the preliminary plan of subdivision (minor or major), for a period of twelve (12) years. Development that has received a certificate in accordance with this Subsection shall be subject to the requirements of this Section.
- (b) **Review Procedure for Certificate of Adequacy or Conditional Certificate of Adequacy**
- (1) An application for a certificate of adequacy or a conditional certificate of adequacy shall be initiated by submitting an application to the Planning Director, along with any draft documentation relating to the mitigation of inadequate public facilities, if applicable.
- (2) After determining the application is complete (see Section 24-3305, Determination of Completeness), the Planning Director shall forward the application to the appropriate departments for review and comment, and after receipt of their comments prepare a written report that:
- (A) Identifies existing and planned capital improvements and any available capacity of the public facilities that serve the proposed development in accordance with the terms of this Section;
  - (B) Identifies capital improvements funded and assumed to be in place to serve the proposed development;
  - (C) Identifies any previously dedicated, constructed, or funded public facility that would mitigate the impacts of the proposed development;
  - (D) Sets forth findings and conclusions related to the impact of the proposed development on available capacity; and
  - (E) Determines whether there is available capacity for each public facility sufficient to accommodate the proposed development in accordance with the standards of this Section.
- (3) Based on the evaluation and determination in Section 24-4503(b)(2) above, the Planning Director shall either:
- (A) Issue a certificate of adequacy if all public facilities are adequate;
  - (B) Issue a conditional certificate of adequacy if:
    - (i) All or some of the public facilities are inadequate at the time of application; and
    - (ii) The applicant has agreed to provide mitigation, reduce project impact, or phase development so that the applicable public facilities will meet the adopted LOS standard for the appropriate public facility when the impacts of the development occur; or
  - (C) Deny the certificate of adequacy if the public facilities are inadequate, and the applicant has not agreed to conditions that would mitigate or reduce their impacts.

- (4) A conditional certificate of adequacy shall incorporate conditions consistent with Section 24-4503(b)(3)(B)(ii) above, along with the applicant's consent to those conditions.
- (5) If the Planning Director denies a certificate, issues a conditional certificate, or requires mitigation, the applicant may:
  - (A) Withdraw the application and seek a new certificate; or
  - (B) Appeal the Planning Director's decision to the Planning Board.
- (6) The period of validity for the certificate shall be twelve (12) years from the date of its approval.

**(c) Expiration of Certificate of Adequacy or Conditional Certificate of Adequacy**

- (1) An approved certificate automatically expires if:
  - (A) The applicant fails to comply with the conditions of approval in the certificate; or
  - (B) The period of validity for the certificate expires and the certificate holder does not record a final plat or commence construction in accordance with all the requirements of Table 24-4503(c): Development Requirements Prior to Expiration of Period of Validity for Approved Certificate, below.
  - (C) The certificate of adequacy shall concurrently expire with any respectively approved preliminary plan of subdivision (minor or major) application.

| <b>Table 24-4503(c):<br/>Development Requirements Prior to Expiration of Period of Validity for Approved Certificate</b>                                                                          |                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>The following has occurred with the preliminary plan for subdivision</b>                                                                                                                       | <b>Minimum Amount (Percent) of Development Activity Required</b> |
| A final plat is recorded for at least the following percent of the lots or parcels, and                                                                                                           | 90%                                                              |
| Construction is completed for household living uses (except multifamily dwellings) on at least the following percent of the lots or parcels on the approved preliminary plan for subdivision, and | 60%                                                              |
| Construction is completed on the following percent of gross floor area for all lots or parcels with nonresidential, multifamily, or group living uses.                                            | 75%                                                              |

- (2) If a certificate expires in accordance with this Subsection, the development for which the certificate was approved shall no longer be determined to have adequate public facilities for the purposes of these Regulations and shall be required to gain re-approval for a certificate in accordance with the procedures and standards of this Section before proceeding with development.

**(d) Conformance**

Conformance with an approved certificate of adequacy shall be demonstrated at the time a final plat is recorded and when a building permit is issued.

**(e) Vested or Contractual Rights**

Obligations associated with a certificate of adequacy may be deemed satisfied, and the development for which the certificate was approved may be determined to have adequate public facilities for the purposes of these Regulations, under the following circumstances:

- (1) The certificate holder has dedicated or deeded land for public purposes (such as dedication of land for public roads or parkland) or has otherwise met, in full, any required financial, infrastructure improvement, land transaction, or other conditions originally deemed necessary to provide adequate public facilities for the proposed development;**
- (2) The Planning Director may determine the permittee has acquired vested or contractual rights that preclude a new adequacy determination in accordance with this Section and State law; or**
- (3) In the case of an approval of a certificate of adequacy or conditional certificate of adequacy which includes phased deduction and/or phased required financial contributions for infrastructure improvements, construction of infrastructure improvements, land transactions, or other conditions originally deemed necessary to provide adequate public facilities for the proposed development, if the certificate holder remains in conformance with all requirements pursuant to the phasing schedule, the certificate of adequacy or conditional certificate of adequacy shall remain valid. Once all obligations have been satisfied, the certificate of adequacy shall be deemed satisfied per the conditions of approval.**

**(f) Extension of Expiration by Planning Board**

One extension of the period of validity for a certificate may be granted by the Planning Board, for a period of up to six years, upon the certificate holder's submission of a written request for extension to the Planning Board before the expiration date (end of the period of validity), and demonstration that:

- (A) The certificate holder has reasonably pursued completion of the development;**
- (B) The extension serves the public interest; and**
- (C) There is otherwise good cause for granting the extension.**

**(g) Amendment**

**(1) Requirement**

- (A) A change in use, an increase in dwelling units or nonresidential gross floor area, or a substantial change to the access and circulation design of a project**

that has received a certificate in accordance with this Section, requires an amendment to the certificate and an adequacy re-determination if the change of use, increase in development, or access and circulation change, increases the public facility capacity needed to accommodate the changed project based on the LOS standard established for the public facility, by more than five percent.

(B) In re-evaluating the project in accordance with this Subsection, the project shall be credited with the capacity reserved under its original approval, unless the certificate has expired.

**(2) General**

An amendment of a certificate may only be reviewed in accordance with the procedures and standards of this Section.

COMMENT: All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

**24-4504. Public Facility Adequacy-Generally**

**(a) Measuring LOS Standard**

- (1) Development subject to this Section shall comply with the LOS standard for each type of public facility that applies to the development.**
- (2) The LOS standards for each public facility are summarized in Section 24-4502(b), and established in Sections 24-4504 through 24-4510 for each individual type of public facility.**
- (3) The LOS standard for each proposed development subject to this Section shall be measured within the Impact Area for each type of public facility. The Impact Area may vary based on where the proposed development or the public facilities are located.**
- (4) If the public facilities needed to meet the LOS standard are not in place and operational at the time of the proposed development, the Planning Director may include planned capacity in making the determination of adequacy (for each individual type of public facility).**

COMMENT: All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

**(b) Determining Whether Public Facilities are Adequate**

Each type of public facility within the Impact Area is adequate if the demand generated by the development proposed in the application is less than the available capacity. Available capacity is calculated as follows:

- (1) Add capacity within the Impact Area based on the LOS standard for the individual type of public facility; and**
- (2) Where allowed by Sections 24-4504 through 24-4510 below, as appropriate, and the applicable Guidelines, add planned capacity that will alleviate any inadequacy for the individual public facility; and**
- (3) Subtract used capacity and reserved capacity.**

COMMENT: All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

**(c) Limitations on Building Permits Issued in Areas Where Public Facilities Do Not Meet the Adopted Level of Service Standards**

- (1) In areas of the County where public facilities are inadequate or a need to finance public facilities exists, the District Council may, by Resolution, establish a building permit limit prescribing the number of building permits to be issued in that area over a period of time.**
- (2) In those areas, the Resolution shall:**
  - (A) Determine the total number and type of building permits that may be issued each year and the number of building permits that may be allocated to each subdivision or development;**
  - (B) Establish a time period, not to exceed six years, during which the building permit limitations will remain in place; and**
  - (C) Initiate a planning process that identifies financing, efficiencies, or similar mechanisms to remedy or avoid the public facility inadequacy in the area.**

COMMENT: All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

**24-4505. Transportation Adequacy**

**(a) Applicability**

- (1) A certificate for transportation shall be reviewed and approved, approved with conditions, or denied in accordance with Section 24-4503, Certificate of Adequacy.**
- (2) To gain approval of the certificate, the applicant shall demonstrate the proposed development complies with the LOS standards of Section 24-4505(b) below, provides mitigation (if applicable), and complies with the other relevant requirements of this Section.**

**(b) Adopted LOS Standard**

Adequate transportation facilities shall be available to accommodate or offset (through alternative trip capture) the vehicular trips within the Transportation Impact Area surrounding the development subject to the requirements of this Section, as defined by the Transportation Review Guidelines. This standard is met if:

- (1) Major intersections and major roadways within the Transportation Impact Area have sufficient capacity to accommodate the vehicular trips generated by the proposed development at or below the minimum peak-hour LOS standard identified in Section 24-4502(b) and this Subsection;
- (2) The applicant reduces project impacts to a level so that the adopted LOS standard is maintained by any combination of the following:
  - (A) Reducing the number of dwelling units or floor area;
  - (B) Incorporating alternative trip capture; or
  - (C) Incorporating a mix of uses that reduces trips through internal capture, as defined in the Transportation Review Guidelines.
- (3) Transportation improvements or trip reduction programs that are adequately funded by the applicant or an existing revenue source to alleviate any inadequacy in the adopted LOS standard within the Transportation Impact Area;
- (4) Any development in the RTO or LTO base and PD zones may also provide a financial contribution to implement a Transportation Demand Management program in accordance with Subtitle 20A, Transportation Demand Management, of this Code. A Transportation Demand Management District shall be established by the Council following any development in an RTO or LTO base zone and PD Zone that exceeds the LOS standards set forth above, unless the Council determines specific, appropriate alternative methods for addressing infrastructure needs; or
- (5) Any combination of the requirements listed above will ensure that the adopted LOS standard is met.

**(c) Availability**

Any transportation improvements within the Transportation Impact Area that are counted as available capacity shall be:

- (1) Operational at the time the application for a certificate is submitted; or
- (2) Included on an adopted and approved Functional Master Plan, Area Master Plan, or Sector Plan, and construction scheduled with 100 percent of the construction funds allocated in the adopted County Capital Improvement Program (County CIP) or in the current State Consolidated Transportation Program (State CTP); or
- (3) Incorporated in a specific Public Facilities Financing and Implementation Program, including the County CIP or State CTP with construction scheduled with 100 percent of the construction funds allocated; or
- (4) Fully funded by the applicant, the County, and/or the State government (this includes transportation facilities that are part of the Surplus Capacity Reimbursement Procedure, as defined in the Transportation Review Guidelines); or

- (5) A proposal for a transportation facility on a plan being considered by the U.S. Department of Transportation and/or Federal Highway Administration or Federal Transit Administration, which is funded for construction within the next 10 years. (The Planning Director may condition the approval of the proposed development on a construction schedule that minimizes any inadequacy.); or
- (6) For property located wholly within the Brandywine Road Club, the applicant has entered into a Developer Participation Agreement with the County to share the costs of the improvements before construction of the improvements funded by the Brandywine Road Club; or
- (7) computed Road Club share or made transportation improvements equal to its computed Road Club share; or
- (8) For property zoned M-X-C prior to the effective date of these Subdivision Regulations, if a negotiated fee-in-lieu of required improvements was paid in full.

**(d) Mitigation**

Mitigation shall be based on projected traffic service at the following levels:

| Table 24-4505(d) Mitigation Standards                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Projected Traffic Above the Adopted LOS (1)           | Mitigation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1.                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ≥ 25 percent                                          | <p>Shall require that any physical improvement or trip reduction programs participated in, or funded by the applicant shall fully abate the impact of all traffic generated by the proposed development in the Transportation Impact Area.</p> <p>Following the development authorized by the approved application and implementation of the approved mitigation action, the total traffic service will be reduced to no higher than 25 percent above the acceptable peak-hour service level threshold as defined in the <i>Transportation Guidelines</i>.</p>        |
| < 25 percent                                          | <p>Shall require that any physical improvements or trip reduction programs fully funded by the applicant shall fully abate the impact of 150 percent of all vehicular trips generated by the proposed development in the Transportation Impact Area.</p> <p>Following the development of the proposed development and implementation of the mitigation action, the total traffic service within the Transportation Impact Area will be reduced to no lower than the acceptable peak-hour service level threshold defined in the <i>Transportation Guidelines</i>.</p> |
| 0-10 percent above the LOS + and proposed development | <p>Shall require the applicant to provide the pro rata cost of the physical improvements necessary to alleviate the Inadequacy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| Table 24-4505(d) Mitigation Standards                                                                                                         |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Projected Traffic Above the Adopted LOS (1)                                                                                                   | Mitigation |
| generates less than 25 A.M. or P.M. peak-hour trips                                                                                           |            |
| NOTES:<br>(1) The adopted LOS is the acceptable peak-hour service level threshold as defined in the <i>Transportation Review Guidelines</i> . |            |

**(e) Offsets for Transit, Bike, and Pedestrian Facilities**

**(1) Generally**

The applicant may reduce the number of vehicular trips generated by a proposed development in a traffic impact study by including alternative trip capture. Such features include integrated sidewalk, trail, and bikeway networks to divert as many trips as possible from automobile travel and increase the multimodal accessibility and attractiveness of trips to transit stops, schools, parks, libraries, stores, services, and other destinations for all users. These concepts are further articulated in the "complete streets" principles and policies set forth in the *Approved Countywide Master Plan of Transportation*.

**(2) Transit, Bike, and Pedestrian Infrastructure**

The Transportation Review Guidelines shall incorporate availability and capacity standards for transit, pedestrian, and bikeway facilities that an applicant may consider as mitigation toward APF impacts. These facilities shall include:

- (A) Fixed rail transit stations, bus shelters, and other public transportation facilities;
- (B) Sidewalks and pedestrian crossings at intersections; and
- (C) Multi-use trails, bike paths, and/or pedestrian pathways and crossings.

**(3) Planned Improvements-Alternative Trip Capture**

If the proposed development incorporates transit, bicycle, or pedestrian facilities in its traffic impact study, the applicant shall demonstrate prior to the issuance of a building permit for development that all required adequate pedestrian and bikeway facilities are:

- (A) In place and fully operational; or
- (B) Have full financial assurances, have been permitted for construction through the applicable operating agency's access permit process, and have an agreed-upon timetable for construction and completion with the appropriate operating agency.

COMMENT: Filed in conjunction with PPS-2022-014 is a Traffic Statement, prepared by Lenhart Traffic Consulting. Transportation facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

## **24-4506. Pedestrian and Bikeway Adequacy**

### **(a) Purpose**

**This Section establishes general criteria to ensure the adequacy of public pedestrian and bikeway facilities and sets forth the requirements for those who establish subdivisions within certain zoning districts to construct on-site and off-site pedestrian and bikeway facilities and other public streetscape improvements as part of any development project. Pedestrian and bikeway features include integrated sidewalk, trail, and bikeway facilities to divert automobile trips and increase the multimodal accessibility and attractiveness of trips to transit stops, schools, parks, libraries, stores, services, residences, and other destinations for all users. Pedestrian and bikeway facilities should be designed to increase safety for people walking, bicycling, and using transit, and offer the most direct routes to destinations for persons of all abilities.**

### **(b) Applicability**

- (1) When required by Section 24-4506(b)(3), below, a certificate for pedestrian and bikeways adequacy shall be reviewed and approved, approved with conditions, or denied in accordance with Section 24-4503, Certificate of Adequacy.**
- (2) To gain approval of the certificate, the applicant shall demonstrate the proposed development complies with the LOS standards of Section 24-4506(c) below, provides mitigation (if applicable), and complies with the other relevant requirements of this Section.**
- (3) Before any preliminary plan of subdivision (minor or major) may be approved for any development applications proposing 11 (eleven) or more new or redeveloped dwelling units and/or otherwise proposing 10,001 or greater square feet of new or redeveloped gross floor area on land lying, in whole or part, within the RMF-20, RMF-48, NAC, TAC, LTO, RTO-L, RTO-H, CN, CGO, CS, NAC-PD, TAC-PD, LTO-PD, RTO-PD, LMXC, LMUTC, and LCD zones, the Planning Director shall find that there will be adequate public pedestrian and bikeway facilities to serve the proposed subdivision and the surrounding area.**
- (4) The provisions of Section 24-4506 shall not apply to properties located with Sustainable Growth Tier IV.**

### **(c) Adopted LOS Standard for Pedestrian and Bikeways Adequacy**

- (1) As part of any development project requiring the subdivision or re-subdivision of land subject to the requirements of Section 24-4506(b)(3), above, the Planning**

**Director shall require the developer/property owner to construct adequate pedestrian and bikeway facilities (to the extent such facilities do not already exist):**

- (A) Throughout the proposed subdivision; and**
- (B) Within one-half mile of the subdivision if the Board finds that there is a demonstrated nexus to require the applicant to connect a pedestrian or bikeway facility to a nearby destination, including but not limited to a public school, park, shopping center, multifamily residence, mixed-use activity centers, or line of transit within available public rights of way.**
  - (i) The cost of the off-site pedestrian or bikeway facilities shall not exceed thirty-five cents (\$0.35) per gross square foot of proposed nonresidential development in the application and three hundred dollars (\$300.00) per unit of proposed residential development in the application, indexed for inflation annually from calendar year 2013.**
  - (ii) For purposes of this Subsection, one-half mile includes all areas within one-half mile measured from the outer limits of the circumference of the smallest circle encompassing all the land area of the subdivision and includes the entire lot line of any property partially included within such distance; and "throughout the subdivision" includes all the land area within such circumference.**
  - (iii) No developer/property owner shall be required to acquire additional land not already owned by that developer/property owner in order to construct adequate pedestrian and bikeway facilities. All adequate pedestrian and bikeway facilities required under this Section shall be constructed within existing public easements and rights-of-way, or within land dedicated (or to be dedicated) by the applicant to public use.**
- (C) The finding of adequate public pedestrian facilities shall, at minimum, include the following criteria:**
  - (i) The degree to which the sidewalks, streetlights, street trees, street furniture, and other streetscape features recommended in the Countywide Master Plan of Transportation and the applicable Area Master Plan or Sector Plan have been constructed or implemented in the area; and**
  - (ii) The presence of elements that make it safer, easier, and more inviting for people to traverse the area.**
- (D) The finding of adequate public bikeway facilities shall, at minimum, include the following criteria:**
  - (i) The degree to which the bike lanes, bikeways, and trails recommended in the Countywide Master Plan of Transportation and the applicable Area Master Plan or Sector Plan have been constructed or implemented in the area;**
  - (ii) The presence of specially marked and striped bike lanes or buffered bike lanes in which people can safely travel by bicycle without unnecessarily conflicting with pedestrians or motorized vehicles;**

- (iii) The degree to which protected bicycle lanes, on-street vehicle parking, medians, or other physical buffers exist to make it safer or more inviting for people to traverse the area by bicycle; and
  - (iv) The availability of safe, accessible, and adequate bicycle parking at transit stops, commercial areas, employment centers, multifamily residential buildings, mixed-use activity centers, and other places where vehicle parking, visitors, and/or patrons are normally anticipated.
- (E) Examples of pedestrian and bikeway facilities that a developer/property owner may be required to construct shall include, but not be limited to (in descending order of preference):
- (i) Installing or improving sidewalks, including curbs and gutters, and increasing safe pedestrian crossing opportunities at all intersections;
  - (ii) Installing protected bicycle facilities, using on-street parking or medians to separate bicycle traffic from motor vehicle traffic;
  - (iii) Installing or improving streetlights;
  - (iv) Building paved multi-use trails, bike paths, and/or pedestrian pathways and crossings;
  - (v) Building “bulb-out” curb extensions, pedestrian refuge medians, and pedestrian crossing signals at intersections;
  - (vi) Installing a bicycle share station that is operated by the Department of Public Works and Transportation or a municipality;
  - (vii) Installing covered bicycle parking;
  - (viii) Installing street furniture (benches, trash receptacles, bicycle repair stations, bus shelters, etc.);
  - (ix) Installing street trees and planted medians; and
  - (x) One hundred percent (100%) engineering or design plans for nearby pedestrian or bikeway improvements to be constructed by the Department of Public Works and Transportation or trail projects to be constructed by the Department of Parks and Recreation or a municipality.
- (F) The design of facilities for bicyclists and pedestrians shall be in accordance with generally recognized and commonly used transportation engineering and planning standards and practices, including but not limited to, those found in relevant guidance from the Maryland Department of Transportation (MDOT), the National Association of City Transportation Officials (NACTO) Urban Street Design Guide, the NACTO Urban Bikeway Design Guide, and the American Planning Association's and National Complete Streets Coalition's Complete Streets: Best Policy and Implementation Practices.
- (G) If a detailed site plan (minor or major) approval is required for any development within the subdivision, the developer/property owner shall include, in addition to all other required information in the site plan, a pedestrian and bikeway facilities plan showing the exact location, size, dimensions, type, and description of all existing and proposed easements and rights-of-way and the appurtenant existing and proposed pedestrian and bikeway facilities throughout the subdivision and within the designated

walking or biking distance of the subdivision specified in this section, along with the location, types, and description of improvements, property/lot lines, and owners that are within 50 feet of the subject easements and rights-of-way.

- (H) Prior to the issuance of any building permit for development within the subdivision, the developer/property owner shall show that all required adequate pedestrian and bikeway facilities have full financial assurances, have been permitted for construction through the applicable operating agency's access permit process, and have an agreed-upon timetable for construction and completion with the appropriate operating agency.
- (I) Nothing contained within this Subsection shall be deemed to inhibit in any way the authority of the Planning Director to require a developer/property owner to construct pedestrian and bikeway facilities not otherwise listed in this Section, if such facilities relate to the implementation of "complete streets" principles on roadways required to be improved, constructed, or reconstructed to accommodate motor vehicle traffic that would be generated by proposed subdivisions. Any such pedestrian and bikeway facilities constructed off-site, shall be subject to the cost limitations set forth in Section 24-4506(c)(1)(B).

**(d) Availability**

Any pedestrian and bikeway improvements within one-half mile of the proposed subdivision to be counted as available capacity shall be:

- (1) Operational at the time the application for a certificate of adequacy is submitted;  
or
- (2) Included on an adopted and approved Functional Master Plan, Area Master Plan, or Sector Plan and construction scheduled with 100 percent of the construction funds allocated in the adopted County Capital Improvement Program (County CIP) or in the current State Consolidated Transportation Program (State CTP);  
or
- (3) Incorporated in a specific County Public Facilities Financing and Implementation Program, including the County CIP with construction scheduled with 100 percent of the construction funds allocated; or
- (4) Fully funded by the applicant, the County and/or the State government (this includes pedestrian and bikeway facilities that are part of the Surplus Capacity Reimbursement Procedure, as defined in the Transportation Review Guidelines).

**(e) Mitigation**

Pedestrian and bikeway improvements used to gain approval of the pedestrian and bikeways certificate of adequacy shall not contribute to transportation adequacy offsets for transit, bike, and pedestrian facilities otherwise required by Section 24-4505(e).

COMMENT: Filed in conjunction with PPS-2022-014 is a BPIS, prepared by Lenhart Traffic Consulting. Bicycle and Pedestrian facilities are adequate (or will be improved) to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-

4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

#### **24-4507. Parks and Recreation Adequacy**

##### **(a) Applicability**

- (1) A certificate for parks and recreation adequacy shall be reviewed and approved, approved with conditions, or denied in accordance with Section 24-4503, Certificate of Adequacy.**
- (2) To gain approval of the certificate, the applicant shall demonstrate the proposed development complies with the LOS standards of Section 24-4507(b) below, provides adequate mitigation (if appropriate), and complies with all other relevant requirements of this Section.**

##### **(b) Adopted LOS Standard for Public Parks and Recreation**

- (1) The adopted LOS standard for Parks and Recreation is:**
  - (A) Within the Transit Oriented/Activity Center zones, and in the Employment Areas as identified in the General Plan: 2.5 acres of improved public parks per 1,000 residents. These lands shall consist of at least:**
    - (i) 0.5 acres per 1,000 residents for small urban parks, including pocket parks, plazas, commons/ greens, squares, and neighborhood parks; and**
    - (ii) One acre per 1,000 residents for larger urban parks, including parks at schools, community parks, resource parks, and waterfront parks; and**
    - (iii) One acre per 1,000 residents for greenways, linear parks, and special facilities.**
  - (B) Fifteen acres of improved public parks per 1,000 residents in all other areas.**
- (2) The Department of Parks and Recreation, in consultation with the Planning Department, shall develop Park and Recreation Facilities Guidelines, approved by Resolution of the Council, that establish:**
  - (A) A methodology for computing the number of residents or equivalent dwelling units for applications subject to this Subsection;**
  - (B) A methodology for computing the Impact Areas of park facilities based upon anticipated walking distances and drive times; and**
  - (C) Park facility typologies, including natural areas, community centers, and urban civic spaces consistent with Formula 2040. The typologies may assign credits to public parks and recreation facilities based upon their community value, anticipated development expenses, and proximity to new development.**

##### **(c) Availability and Mitigation**

**If existing public parks and recreation facilities are not sufficient to meet the adopted LOS standard, the Planning Director may find that adequate mitigation is being provided if:**

- (1) For proposed residential development/uses, mandatory dedication of parkland is provided by the applicant pursuant to Section 24-4601, Mandatory Dedication of Parkland;
- (2) Adequate improved public park lands are available and programed to serve the residents of the proposed development with 100 percent of the expenditures for the construction of the facility within the adopted County CIP as determined under the Park and Recreation Facility Guidelines;
- (3) That improvements participated in or funded by the applicant (either on or off-site), including pro rata participation in a specific Public Facilities Financing and Implementation Program, will alleviate any inadequacy as determined under the Park and Recreation Facility Guidelines; or
- (4) The applicant provides payment of an in-lieu fee for the purpose of providing monies for the provision of park and recreation facilities (either on or off-site) necessary to ensure the proposed development will served by adequate park and recreation facilities.

COMMENT: Not applicable. PPS-2022-014 does not propose any residential development.

#### **24-4508. Police Facility Adequacy**

##### **(a) Applicability**

- (1) A certificate for police facilities shall be reviewed and approved, approved with conditions, or denied in accordance with Section 24-4503, Certificate of Adequacy.
- (2) To gain approval of a certificate for police facilities, the applicant shall demonstrate the proposed subdivision complies with the adopted LOS standards of Section 24-4508(b) below, provides adequate mitigation (if appropriate), and complies with all other requirements of this Section.

##### **(b) Adopted LOS Standard-Police**

- (1) The population generated by the proposed subdivision, at each stage, shall not exceed the service capacity of existing police stations, in accordance with the Public Safety Guidelines, approved by Resolution of the Council.
- (2) To demonstrate compliance with this LOS standard, the Chief of Police shall submit the following information, on an annual basis, to the Planning Director:
  - (A) A statement reflecting adequate equipment pursuant to studies and regulations used by the County, or the Public Safety Master Plan for police stations in the vicinity of the area of the proposed subdivision; and
  - (B) A statement by the Police Chief that the rolling 12-month average, adjusted monthly, for response times in the vicinity of the proposed subdivision is a maximum of 25 minutes total for non-emergency calls and a maximum of 10 minutes total for emergency calls for service. For the purposes of this Subsection, response time means the length of time from the call for service until the arrival of Police personnel on-scene or other police response, as appropriate.

- (3) Section 24-4508(b)(2) above, does not apply to commercial or industrial applications for preliminary plans.

**(c) Availability and Mitigation**

If facilities and personnel at existing police stations are not adequate to meet the adopted LOS standard for Police Facilities, the Planning Director shall find that:

- (1) The population generated by the proposed subdivision at each stage of the proposed subdivision will not exceed the service capacity of existing police stations as determined by the Planning Board in the "Guidelines for the Mitigation of Adequate Public Facilities: Public Safety Infrastructure" as may be amended from time to time;
- (2) Adequate police facilities available to serve the population generated by the proposed subdivision are programmed with 100 percent of the expenditures for the construction of the facility in the adopted County CIP in accordance with the Public Safety Guidelines; or
- (3) That adequate police facilities and improvements are participated in or funded by the applicant on a pro-rata basis, including participation in a specific Public Facilities Financing and Implementation Program (as defined in Subtitle 27) that will alleviate any inadequacy in accordance with the Public Safety Guidelines.

COMMENT: All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

**24-4509. Fire and Rescue Adequacy**

**(a) Applicability**

A certificate for fire and rescue facilities shall be approved in accordance with Section 24-4503, Certificate of Adequacy. To gain approval of the certificate, the applicant shall demonstrate the proposed subdivision complies with the LOS standards of Section 24-4509(b), below, provides adequate mitigation (if appropriate), and complies with all other requirements of this Section.

**(b) Adopted LOS Standard for Fire and Rescue**

- (1) The population and/or employees generated by the proposed subdivision, at each stage of the proposed subdivision, will be within the adequate coverage area of the nearest fire and rescue station(s) in accordance with the Public Safety Guidelines.
- (2) The Fire Chief shall submit to the County Office of Audits and Investigations, County Office of Management and Budget, and the Planning Director:
  - (A) A statement reflecting adequate equipment in accordance with studies and regulations used by the County, or the Public Safety Master Plan for fire stations in the vicinity of the area where the subdivision is proposed to be located; and



- (B) A statement by the Fire Chief that the response time for the first due fires and rescue station in the vicinity of the proposed subdivision is a maximum of seven minutes travel time. The Fire Chief shall submit monthly reports chronicling actual response times for calls for service during the preceding month.
- (3) Subsection (b)(2), above, does not apply to commercial or industrial applications.

**(c) Availability and Mitigation**

- (1) If existing fire and rescue stations are not sufficient to meet the adopted LOS standard, the Planning Director shall find that:
  - (A) The population and/or employees generated by the proposed subdivision at each stage of the proposed subdivision will not exceed the service capacity of existing police stations as determined by the Planning Board in the "Guidelines for the Mitigation of Adequate Public Facilities: Public Safety Infrastructure" as may be amended from time to time;
  - (B) A fire and rescue station(s) that can adequately serve the population and/or employees at the proposed subdivision is programmed with 100 percent of the expenditures for the construction of the facility in the adopted County CIP in accordance with the Public Safety Guidelines. However, if construction of the improvements does not commence within 9 years after the first year the fire and rescue station(s) project is fully funded in an adopted County CIP, the preliminary plan for subdivision (minor or major) may not be considered and approved until the facilities are actually constructed;
  - (C) That improvements participated in or funded by the applicant, including participation in a specific public facilities financing and implementation program, will alleviate any inadequacy in accordance with the Public Safety Guidelines; or
  - (D) Should nonresidential development not meet the response time test, the applicant may provide mitigation through:
    - (i) The installation and maintenance of a sprinkler system that complies with NFPA 13 Standards for the Installation of Sprinkler Systems. The installation of sprinklers shall not be waived by any party; and
    - (ii) The installation and maintenance of automated external defibrillators (AEDs) in accordance with COMAR 30.06.01-05, including a requirement for a sufficient number of AEDs to be installed so that no employee is more than 500 feet from an AED.
- (2) Before any preliminary plan for subdivision (minor or major) may be approved, if the location of the property proposed for subdivision is outside the appropriate service area of the Ten Year Water and Sewerage Plan or is in an Rural and Agricultural zone, the Planning Director shall require the applicant to provide water storage tanks, make water tanker trucks available, or ensure there will be other appropriate sources of water for fire extinguishing purposes.

COMMENT: All public facilities are adequate to serve the proposed development. A Certificate of Adequacy will be issued in accordance with Section 24-4503 of the Subdivision Regulations

prior to the approval of PPS-2022-014. The proposed development has been assigned ADQ-2022-041.

## **24-4510. Schools Adequacy**

### **(a) Applicability**

- (1) Unless exempted in accordance with Section 24-4510(a)(3) below, a certificate for schools adequacy shall be reviewed and approved, approved with conditions, or denied in accordance with Section 24-4503, Certificate of Adequacy.**
- (2) To gain approval of the certificate for schools adequacy, the applicant shall demonstrate the proposed development complies with the LOS standards of Section 24-4510(b) below or provides adequate mitigation (if appropriate), and complies with all other relevant requirements of this Section.**
- (3) The following are exempt from the requirements of this Section:**
  - (A) A preliminary plan for subdivision (minor or major) which is a redevelopment project that replaces existing dwelling units;**
  - (B) A preliminary plan for subdivision (minor or major) for elderly housing operated in accordance with the State and Federal Fair Housing laws;**
  - (C) A preliminary plan for subdivision (minor or major) that consists of no more than three lots on less than five gross acres of land, whose lots, except for one to be retained by grantor, are to be conveyed to a son or daughter or lineal descendant of the grantor; and**
  - (D) A preliminary plan for subdivision (minor or major) located in the Transit-Oriented/Activity Center base or PD zones.**

### **(b) Adopted LOS Standard for Schools**

- (1) The adopted LOS standard for schools is based on school clusters, which are groupings of elementary, middle, and high schools that are impacted by the preliminary plan for subdivision (minor or major).**
- (2) The adopted LOS standard is that the number of students generated by the proposed subdivision at each stage of development will not exceed 105 percent of the state rated capacity, as adjusted by the School Regulations, of the affected elementary, middle, and high school clusters.**
- (3) The number of elementary, middle, and high school students generated by the proposed subdivision shall be determined in accordance with the pupil yield factors for each dwelling unit type as determined by the Planning Director from historical information provided by the Superintendent of the Prince George's County Public Schools.**
- (4) The Planning Director shall determine:**
  - (A) The school cluster or clusters impacted by the proposed preliminary plan for subdivision (minor or major).**
  - (B) The actual enrollment, which is the number of elementary, middle, and high school students, as reported by the Superintendent of the Prince George's County Public Schools as of September 30 of the prior year, and as calculated**

by the Planning Director that is effective in January of each year for use in that calendar year.

- (C) The completion enrollment, which is the total number of elementary, middle, and high school students to be generated by the estimated number of residential completions, for each school cluster.
  - (i) Residential completions are estimated from the total of all substantially completed dwelling units added to the County's assessable tax base in the two previous calendar years.
  - (ii) In determining completion enrollment, the estimated number of residential completions in a given school cluster will not exceed the number of dwelling units shown on:
    - (aa) An approved preliminary plan of subdivision (minor or major) with no waiting period, or with a waiting period less than 24 months as of September 30 of each calendar year; and
    - (bb) All recorded plats not subject to an adequate public facilities test for schools at time of building permit issuance.
- (D) The subdivision enrollment, which is the anticipated number of elementary, middle, and high school students to be generated by all dwelling units shown on the proposed preliminary plan of subdivision (minor or major), multiplied by the pupil yield factor.
- (E) The cumulative enrollment, which is the total of all subdivision enrollments resulting from approved preliminary plans of subdivision (minor or major) in each school cluster for the calendar year in which an adequate public facilities test is being applied.
- (F) The Planning Director shall determine the subdivision's cluster enrollment by adding: the actual number of students in the cluster as of September 30; the number of students anticipated from residential completions in the cluster; the number anticipated from the subdivision; and the number of students anticipated from subdivisions already approved in the cluster within the calendar year. The Planning Director shall then determine the percent capacity by dividing the cluster enrollment by the state rated capacity (adjusted by the School Regulations) of schools in the cluster.

**(c) Mitigation**

When conditioned upon payment of the schools facility surcharge, or when otherwise exempt from the schools facility surcharge pursuant to Section 10-192.01, School Facilities Surcharge, of the County Code, the subdivision may be approved regardless of actual or projected school capacity.

COMMENT: Not applicable. PPS-2022-014 does not propose any residential development.

**SECTION 24-4600 – PARKLANDS AND RECREATION FACILITIES**

**24-4601. Mandatory Dedication of Parkland**

**(a) Purpose**

The purpose of this Section is to establish standards for new subdivisions including residential uses to provide adequate land to meet the park and recreation needs of the residents of the subdivision.

**(b) Applicability**

**(1) General**

Unless exempted in accordance with Section 24-4601(b)(2) below, all subdivisions which include residential uses shall plat and convey to the M-NCPPC or to a municipality located within the County (but which is not within the Maryland-Washington Metropolitan District) upon the request of such municipality, adequate land to meet the park and recreation needs of the residents of the subdivision, or pay a fee in-lieu, or provide park and recreation facilities as otherwise provided in this Section.

**(2) Exemptions**

The following are exempted from the standards of this Section:

- (A) Any lot that was legally created by deed prior to April 24, 1970;**
- (B) Any lot being created by the subdivision of land upon which a dwelling legally exists at the time of subdivision; and**
- (C) Any re-subdivision of land for which land was previously dedicated for park and recreation needs, or a fee in-lieu paid, to the extent that land dedication or fees in-lieu are sufficient to accommodate the residents of the subdivision (if lots are added as part of the resubdivision, land shall be dedicated or an in-lieu fee paid in accordance with this Section to meet the park and recreation needs of the residents of the new lots).**

**(3) Amount of Park and Recreation Land Required**

The amount of land to be dedicated shall be:

- (A) Five percent of land on which a density of one to four dwelling units per net acre is the maximum density allowed in Subtitle 27: Zoning Ordinance;**
- (B) Seven and one-half percent of land on which a density of four to seven and one-half dwelling units per net acre is permissible;**
- (C) Ten percent of land on which a density of seven and one-half to 12 dwelling units per net acre is permissible; and**
- (D) Fifteen percent of land on which a density exceeding 12 dwelling units per net acre is permissible.**

**(4) Compliance Alternatives**

As an alternative to the dedication of land in accordance with Section 24-4601(b)(3), Amount of Park and Recreation Land Required, above, any of the following, either singly or in combination, shall satisfy the requirements of this Section.

**(A) Active and/or Passive Recreation Land**

- (i) The dedication of land identified for preservation as part of a stream valley park on a Functional Master Plan, Area Master Plan, or Sector Plan, with a finding there is reasonable active recreation in the general area, and that any trails shown on the plans are provided and dedicated.**

- (ii) The location of on-site detention and/or retention ponds may be credited toward lands required for dedication, regardless of ownership, if it is determined that such area will provide active or passive recreation because of specific access provisions, recreational facilities, or visual amenities, and appropriate maintenance agreements have been, or will be, made to ensure compliance with this requirement.

**(B) Fees in-Lieu**

- (i) If it is determined that the dedication of park and recreation land is unsuitable or impractical due to size, topography, drainage, physical characteristics, or similar circumstances, the subdivider shall provide a fee in-lieu of dedication in the amount of five percent of the total new market value of the land as stated on the final assessment notice issued by the State Department of Assessments and Taxation.
- (ii) The in-lieu fee shall be used for the sole purpose of purchasing or improving land to meet the park and recreation needs of, and benefit, the residents of the subdivision.

**(C) Recreational Facilities**

Recreational facilities may be provided instead of land or in-lieu fees in any Residential zone, provided that a plan for such recreational facilities is approved by the Planning Board after determining that:

- (i) Such facilities will be equivalent or superior in value, to the land, improvements, or facilities that would have been provided under this Section; and
- (ii) The facilities will be properly developed and maintained to the benefit of future residents of the subdivision through covenants, a recreational maintenance agreement, or other appropriate means, and that such instrument is legally binding upon the subdivider and the subdivider's heirs, successors, and assigns, and that such instrument is enforceable; and
- (iii) No permit for construction or occupancy of dwellings shall be issued unless the Planning Board is satisfied that the facilities have been, or will be, provided at the appropriate state of development.

COMMENT: Not applicable. PPS-2022-014 does not propose any residential development.

**SECTION 24-4700 – CONSERVATION SUBDIVISION STANDARDS**

COMMENT: This section does not apply since the property is not located in a zone that permits a conservation subdivision, and the applicant is not proposing a conservation subdivision.

**V. REQUIREMENTS FOR CONSOLIDATED STORAGE**

Section 27-5102(f)(4)(A) provides the specific use requirements for a consolidated storage facility.

**(A) Consolidated Storage**

- (i) The subject property shall front on and have direct vehicular access to an existing street with sufficient capacity to accommodate the type and amount of traffic expected to be generated by the use.**

COMMENT: The consolidated storage use is a low traffic generating use and there is sufficient capacity on the roads serving the site to accommodate the vehicle trips generated. This is supported by the fact that the Transportation Planning staff did not require the preparation of a Transportation Impact Study. Staff did require that counts be conducted at the intersection of Grenville Lane and MD 450, and that intersection was found to have sufficient capacity to accommodate the vehicle trips generated by this facility.

- (ii) The exterior and architectural façade of the building shall be compatible with the prevailing architecture and appearance of other development in the surrounding neighborhood.**

COMMENT: Acknowledged. This will be evaluated further with the review of DET-2022-012.

- (iii) No entrances to individual consolidated storage units shall be visible from a street or from adjoining land in any Rural and Agricultural or Residential base zone, Transit-Oriented/Activity Center base or PD zone, or the CN, CS, or CGO zones, or from land approved for a residential or commercial use.**

COMMENT: All entrances are interior to the building. This will be further evaluated with the review of DET-2022-012.

- (iv) Entrances to individual consolidated storage units shall be either oriented toward the interior of the development or completely screened from view by a solid wall, with landscaping along the outside thereof.**

COMMENT: All entrances are interior to the building. This will be further evaluated with the review of DET-2022-012.

- (v) For consolidated storage units having direct access to areas outside the building, there shall be provided driveways and areas between buildings for vehicular access, loading, and unloading. Sufficient width shall be provided to permit a moving vehicle to safely and efficiently pass a vehicle parked adjacent to an individual consolidated storage unit. In no case shall a width of more than 25 feet be required.**

COMMENT: Acknowledged. The consolidated storage units will not have direct access to outside areas. This will be further evaluated with the review of DET-2022-012.

- (vi) **In the IE Zone, the expansion of an existing consolidated storage use within a building shall be limited to a maximum of 50 additional individual units and shall not be located within one-half mile of another consolidated storage use in the IE Zone. However, this Subsection shall not apply to a consolidated storage use expansion constructed pursuant to an approved preliminary plan of subdivision, final plat, and detailed site plan, where the consolidated storage use is buffered from view from any public right-of-way. The required Technical Staff Report prepared and submitted to the administrative record for the detailed site plan application shall include a current, countywide inventory of the locations, dates of approval, and any conditions of approval for consolidated storage uses located on property within one-half mile of the boundaries of the property on which the proposed consolidated storage use will be located.**

COMMENT: Not applicable as the property is located in the CGO Zone.

- (vii) **In the CGO Zone, the property owner shall set aside of minimum of 1,500 square feet of gross floor area of commercial/retail/office space at ground level or above ground level at zero base rent to be leased as a business incubator or Community Non-Profit Space, as defined in Section 27-2500 of this Code, subject to the following:**
  - (aa) **If the Community Non-Profit Space is located above ground level, the property owner shall ensure that space is handicapped accessible, and shall provide adequate signage so that the public can locate the space.**
  - (bb) **Occupancy and use of the Community Non-Profit Space shall be subject to a Community Benefit Agreement executed by the property owner and Community Non-Profit Organization, as approved by the District Council. Said Community Benefit Agreement shall be binding on all successors, heirs, and assigns of the property.**

COMMENT: Acknowledged, although the applicant questions the legality of such a requirement as an unconstitutional taking, the consolidated storage building has been designed to provide a minimum of 1,500 square feet for Community Non-Profit Space. This will be further evaluated with the review of DET-2022-012.

## VI. PART 27-6 COMPLIANCE

This application for a preliminary plan of subdivision, as applicable complies with Part 27-6 of the Zoning Ordinance as follows:

### **27-6201. Purpose and Intent**

**The purpose of this Section is to ensure that developments are served by a coordinated multimodal transportation system that permits the safe and efficient movement of motor vehicles, emergency vehicles, transit, bicyclists, and pedestrians within the development and between the development and external transportation systems, neighboring development, and local destination points such as places of employment, schools, parks, and shopping areas. Such a multimodal transportation system is intended to:**

- a. Provide transportation options;**
- b. Increase the effectiveness of local service delivery;**
- c. Reduce emergency response times;**
- d. Promote healthy walking and bicycling;**  
**Facilitate use of public transportation;**
- e. Contribute to the attractiveness of the development and community;**
- f. Connect neighborhoods and increase opportunities for interaction between neighbors;**
- g. Reduce vehicle miles of travel and travel times;**
- h. Reduce greenhouse gas emissions;**
- i. Improve air quality;**
- j. Minimize congestion and traffic conflicts; and**
- k. Preserve the safety and capacity of County transportation systems.**

COMMENT: As will be demonstrated below, as applicable, the proposed development complies with the purposes set forth in 27-6201. Further/additional analysis of all Part 27-6 regulations will occur with the future review of the detailed site plan (DET-2022-112).

### **27-6202. Consistency with Plans**

**The design and construction of access and circulation systems associated with a development shall be consistent with the transportation goals, objectives, and actions in the County's General Plan, the Approved Countywide Master Plan of Transportation, the applicable Area Master Plan or Sector Plan, and other County-adopted plans addressing transportation.**

COMMENT: The subject property is located in Planning Area 71B which is included in the 2022 *Bowie Mitchellville and Vicinity Approved Master Plan*. The SMA associated with the Master Plan is currently under review by the District Council, but has been endorsed by the Planning Board. The property was rezoned to the CGO Zone as part of the CMA, which took effect on April 1, 2022. The endorsed SMA recommends retaining the subject property in the CGO Zone. The redevelopment of the subject property with a consolidated storage facility is consistent with this zoning category as well as the Master Plan recommendation for the MD 450 corridor. (*See supra*). In addition to the above, subject to approval by the operating agency, the applicant



proposes to construct the master planned bicycle lane along Old Annapolis Road (P-308) across the property frontage. There is an existing side path along the north side of MD 450, and nothing further appears to be master planned. Although there is a master planned side path for the south side of Old Annapolis Road, this proposed development is on the north side of Old Annapolis Road and does not impact the south side. Thus, the applicant does not plan on constructing said side path. Notwithstanding, the proposed development is consistent with the applicable Master Plan.

#### **27-6203. Multimodal Transportation System**

**Access and circulation systems associated with a development shall provide for multiple travel modes (pedestrian, transit, bicycle, and vehicular), based on the development's size, character, the zone in which it is located, and its relationship to existing and planned transportation systems. Pedestrian, transit, bicycle, and vehicular access and circulation systems shall be coordinated and integrated as necessary to offer the development's occupants and visitors improved transportation choices while enhancing safe and efficient mobility throughout the development and the community.**

COMMENT: Access to the site will be from Old Annapolis Road. The site has frontage on and access to Old Annapolis Road via full access driveway. Bicycle and pedestrian access and circulation are coordinated with vehicular access and circulation for safe and efficient movement of all modalities throughout the site.

#### **27-6204. Circulation Plan or Site Plan Required**

**Development applications shall include a circulation plan (unless a site plan meeting the requirements of this Section is submitted) that demonstrates how the development follows the requirements of Sections 27-6205 through 27-6208. A circulation plan may be combined with the parking plan required in Section 27-6303, Parking Plan or Site Plan Required**

COMMENT: The applicant will submit a site plan as part of the DET process.

#### **27-6205. Developer Responsible for On-Site Street Improvements**

**If a street is proposed within a development site, the developer shall bond, construct and maintain road, street, bikeway, sidewalk, and other access and circulation improvements in accordance with the standards for design and construction defined in Subtitle 23: Roads and Sidewalks, SHA design standards (if applicable), or those of the applicable municipalities having jurisdiction, and shall dedicate any required rights-of-way or easements, as required by the Subdivision Regulations and shown on an approved preliminary plan of subdivision.**

COMMENT: Not applicable. The PPS does not propose any streets within the development site. Notwithstanding, as it relates to the streets external to development site, pursuant to conversations with the State Highway Administration (“SHA”), SHA will only require the master planned bike lane along Old Annapolis Road (P-308). SHA will not require acceleration/deceleration lanes or sidewalks along the frontage of either MD 450 or MD 4501.

## **27-6206. Vehicular Access and Circulation**

### **(a) Definition of Street Functional Classification**

**All public streets will be classified by the County according to the system of functional classification defined in the Prince George’s County Specifications and Standards for Roadways and Bridges, authorized in Subtitle 23: Roads and Sidewalks as the County’s official standards for street design and construction. Within the Transit-Oriented/Activity Center base and Planned Development (PD) zones, the Prince George’s County Urban Street Design Standards shall apply.**

### **(b) Vehicular Accessway Classifications**

**As a basis for application of many of the vehicular access and circulation standards in this Section, proposed and existing vehicular accessways shall be classified in accordance with the following classifications, which reflect the accessway’s relative functions in providing access to and from principal origin and destination points and accommodating travel mobility. These do not supersede or replace classifications used in the Prince George’s County Specifications and Standards for Roadways and Bridges.**

#### **(1) Driveways**

**Driveways are accessways that function solely to provide direct and immediate vehicular access between an alley or street and the principal origin and destination points within an abutting development, or part of a large development. They generally handle low vehicular travel speeds and traffic volumes but may handle higher vehicular traffic volumes within large commercial and mixed-use developments (e.g., driveways within mixed-use developments or shopping center parking areas). Driveways are generally not located in the public right-of-way for their principal length, or along building frontages in the Transit-Oriented/Activity Center base and Planned Development (PD) zones and are not considered streets.**

#### **(2) Alleys**

- (A) Alleys make up a specialized classification of accessway that primarily functions to provide secondary vehicular access and/or service and delivery vehicle access between a street and the rear or sides of lots or buildings. Alleys may provide primary vehicular access for dwellings designed to have no driveway**

access from the fronting street, or access may be provided through a combination of an alley and a driveway from a fronting street. Alleys may not provide primary vehicular access for dwellings that do not have a fronting street.

- (B) Within the CN, NAC, LTO, RTO-L, RTO-H, LTO-PD, and RTO-PD zones, alleys shall comply with standards established in the Prince George's County Urban Street Design Standards. In all other areas of the County, alleys shall comply with the standards established in Subtitle 23: Roads and Sidewalks, and Subtitle 24: Subdivision Regulations, of the County Code, and the Prince George's County Specifications and Standards for Roadways and Bridges.

### **(3) Connectivity**

The accessways defined in Sections 27-6206(b)(1) and 27-6206(b)(2) shall connect to public or private streets, which shall follow standards of design and construction as defined in the Prince George's County Specifications and Standards for Roadways and Bridges and in Subtitle 23: Roads and Sidewalks, SHA design standards (if applicable), or those of the applicable municipalities having jurisdiction,

#### **(c) Required Vehicular Access and Circulation**

A new development shall be served by a system of vehicular accessways and internal circulation (including driveways, and alleys connecting from public or private streets, as well as any required fire lanes, parking lot drive aisles, and any circulation associated with parking, loading, or drive-through service windows) that are designed to accommodate appropriate circulation of firefighting and other emergency vehicles, public transit, school buses, garbage trucks, delivery vehicles, service vehicles, and passenger motor vehicles within the development, as defined by the standards in Subtitle 23: Roads and Sidewalks.

COMMENT: The PPS has been designed to conform to these standards and provides adequate access and circulation for vehicles normally accessing a consolidated storage facility as well and fire trucks and other emergency vehicles. Further consideration of these standards will occur with the review of the future detailed site plan (DET-2022-012).

#### **(d) Vehicular Access Management**

##### **(1) Limitation on Direct Access Along Arterial and Collector Streets**

Proposed direct driveway access to a development's principal origin or destination points (including individual lots in a subdivision) may be provided directly from an arterial or collector street only if:

- (A) No alternative direct vehicular access from a lower-classified accessway (e.g., local street, driveway, or alley) is available or feasible to provide;**
- (B) Only one two-way driveway, or one pair of one-way driveways, is allowed onto lots with 200 or less feet of lot frontage on the arterial or collector street, and no more than one additional two-way driveway or pair of one-way driveways per additional 200 feet of frontage; and**
- (C) The development(s) served by the driveway is expected to generate an average daily traffic (ADT) count of 1,000 trips or less, or it is determined that the origin or destination points accessed by the driveway will generate sufficiently low traffic volumes, and the adjacent arterial or collector street has sufficiently low travel speeds and traffic volumes, to allow safe driveway access while preserving the safety and efficiency of travel on the arterial or collector street.**

COMMENT: This standard is not applicable as the applicant is not proposing access to a roadway with a master planned classification of arterial or collector.

## **(2) Limitation on Direct Driveway Access along Other Streets**

**The following standards shall apply to vehicular access along a street other than an arterial street.**

- (A) For single-family detached dwellings, two-family dwellings, and three-family dwellings, one direct driveway access point is allowed if only the frontage of the lot abuts the street's right-of-way. If the street is on a corner lot of two non-arterial or non-collector streets and abuts the right-of-way of two intersecting streets, two direct driveway access points are allowed (one to each street).**
- (B) For townhouse and multifamily dwellings, and for uses in the Public, Civic, and Institutional; Commercial; and Industrial Use Categories, the number of vehicular access points along a public street shall follow State, County, or municipal access standards, as applicable, to protect the function, safety, and efficiency of travel on the street and any associated bikeways and sidewalks.**
- (C) Where a through lot or corner lot fronts on roadways of different classifications, direct driveway access to the lot shall be provided only from the lower-classified fronting street, to the maximum extent practicable.**

COMMENT: The applicant is proposing an access driveway to the site which complies with these standards. Further consideration of these standard will occur with the review of the future detailed site plan (DET-2022-012).

### **(3) Shared Driveways**

- (A) Driveway access shared between adjoining lots is encouraged and, in the case of County or State access spacing requirements that do not allow individual lot frontages to be served individually, may be required to limit direct vehicular access along streets.**
- (B) Easements allowing cross-access to and from lands served by a shared driveway, along with agreements defining maintenance responsibilities of landowners, shall be recorded with the Land Records of Prince George's County before issuance of a building permit for the development proposing the shared driveway access. Such easements shall clearly limit parking of each property owners' vehicles to their side of the driveway, and stipulate that both owners shall share in the costs and responsibility of maintaining the driveway.**

COMMENT: The applicant is not proposing shared driveways.

### **(e) Cross-Access**

#### **(1) Purpose**

**The purpose of the following vehicular connectivity standards is to enhance safe and convenient mobility within and between neighborhoods and developments that helps integrate and connect neighborhoods, allow residents to conveniently visit neighbors and nearby activity centers without compromising the capacity of the County's streets to accommodate through-traffic, improve opportunities for comprehensive and convenient transit service, enhance efficient provision of public services, and improve the speed and effectiveness with which emergency services and police and fire protection can be provided to County residents and lands.**

#### **(2) Cross-Access Between Adjoining Developments**

**To encourage shared parking and minimize access points along streets, new development, other than industrial development, in the Transit-Oriented/Activity Center base and PD zones and Nonresidential base zones shall comply with the following standards:**

- (A) The internal vehicular circulation system shall be designed and constructed to provide vehicular cross-access between the development's vehicular use areas and those on adjoining parcels containing a nonresidential or mixed-use development, or to the boundary of adjoining vacant land in a Transit-Oriented/Activity Center base or PD zone or a Nonresidential zone (see Figure 27-6206(e)(2): Cross-Access Between Parking Areas of Adjoining Developments).**
- (B) Cross-accessways shall provide for two-way vehicular traffic between the vehicular use areas on the adjoining lots through the use of a single**

driveway or drive aisle that is at least 22 feet wide or through two one-way driveways or aisles that are each at least 14 feet wide.

(C) The Planning Director or review body deciding a parent application may waive or modify the requirement for vehicular cross-access if the applicant clearly demonstrates that such cross-access is impractical or undesirable due to the presence of topographic conditions, natural features, or safety factors.

(D) Easements allowing cross-access to and from lands served by a vehicular cross-access, along with agreements defining maintenance responsibilities of landowners, shall be recorded in the Land Records of Prince George's County before record plat or prior to the issuance of a building permit for the development.

COMMENT: This is not applicable since the development consists of a consolidated storage facility, which is considered in the Zoning Ordinance as an industrial development – notwithstanding it is a permitted use in the CGO Zone pursuant to Section 3 of CB-011-2023. Moreover, the subject property is bounded by state highway right-of-way on the north, west and south sides. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). None of these are likely to be developed in a manner that allows for cross-access, and any cross-access to these properties is impractical and undesirable.

#### **(f) Connectivity Standards for Single-Family (Attached and Detached) Residential Development**

COMMENT: Not applicable as the applicant is not proposing single-family development.

#### **(g) Pedestrian Connections**

(1) A right-of-way (at least ten feet wide) shall be provided for pedestrian and bicycle access between a cul-de-sac head or street turnaround and the sidewalk system of the closest street or pedestrian path (as shown in Figure 27-6206(g): Pedestrian Connections), if the cul-de-sac head or street turnaround:

(A) Is within a half-mile of significant pedestrian generators or destinations such as transit stops, schools, parks, public trails, greenways, employment centers, mixed use development, retail centers, or similar features; and

(B) Can be connected to an existing or proposed sidewalk, trail, greenway or other type of pedestrian connection.

(2) Vacant adjacent land that could be developed in the foreseeable future with sidewalks, trails, greenways, or other types of pedestrian connections to which the pedestrian and bicycle access can be connected.

(3) These pedestrian connections shall count as links for the purpose of calculating the connectivity index.

**(4) These pedestrian connections may require public use easements in accordance with Subtitle 24: Subdivision Regulations of the County Code.**

COMMENT: There are no existing sidewalks on any adjacent parcels. MD 450 does not have a sidewalk on the south side and is built out to its ultimate master-planned width, so sidewalks are not planned for the future. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA.

**(h) External Street Connectivity**

COMMENT: This standard is not applicable to this application, as the applicant is not proposing to create any new streets as part of the development.

**(i) Continuation of Adjacent Streets**

COMMENT: This standard is not applicable to this application, as the applicant is not proposing to create any new streets as part of this development.

**(j) Traffic-Calming Measures for Private Streets**

COMMENT: This standard is not applicable, as the applicant is not creating private streets with this development. It should be noted, however, that, currently, there exists one driveway and one very large expansive open section off MD 4501 into the property, which is unsafe. The proposed infill redevelopment of the subject property will facility a modern development – the access of which will be designed in accordance with all applicable SHA design standards, which will improve safety.

**(k) Block Design**

COMMENT: This standard is not applicable, as the applicant is not proposing any new blocks with this development.

**(l) Driveway Layout and Design**

**(1) Driveway Width**

**All driveways serving development, except single-family detached dwellings, two-family dwellings, and three-family dwellings, shall comply with the following minimum width standards:**

**(A) One-way driveways shall be at least 11 feet wide, as measured between the edges of paving in a typical tangent section that does not include corner radii.**

**(B) Two-way driveways shall be at least 22 feet wide, as measured between the edges of paving in a typical tangent section that does not include corner radii.**

## **(2) Dead-End Driveway Length**

**Driveways that do not connect back to a street shall be no longer than 150 feet unless they include adequate provision for fire trucks to turn around, as approved by the Fire Chief.**

## **(3) Driveway Intersections**

**Driveway intersections shall also comply with the following standards:**

### **(A) Alignment**

**To the maximum extent practicable, driveway intersections along a street shall line up with existing or approved driveway, parking lot drive aisle, or roadway intersections on the opposite side of the street.**

### **(B) Proximity to Adjoining Land**

**Except for shared driveways provided in accordance with Section 27-6206(d)(3), Shared Driveways, driveway intersections shall be spaced from an adjoining property line by at least two feet or such greater distance as is needed to avoid encroachment of the driveway radius onto the adjacent property or interference with safe use of a driveway on the adjoining property.**

### **(C) Medians in Driveway Entrances**

**Medians may be incorporated at driveway entrances provided:**

**(A) No signage is included within the median other than traffic signs and a single monument sign;**

**(B) Planted material within the median is limited to minor shade trees, shrubs, ground cover, and grass; and**

**(C) The minimum driveway width is maintained for each travel and turning lane.**

COMMENT: As will be demonstrated on the Detailed Site Plan (DET-2022-012), the proposed driveway entrance to the site complies will be designed pursuant to all applicable regulatory design standards. It should be noted that, currently, there exists one driveway and one very large expansive open section off MD 4501 into the property, which is unsafe condition. The proposed infill redevelopment of the subject property will facilitate a modern development – the access of which will be designed in accordance with all applicable SHA design standards, which will improve safety.

## **(m) Vehicle Stacking Space**

### **(1) For Drive-through and Related Uses**

#### **(A) Required Number of Stacking Spaces**

**In addition to meeting the off-street parking standards in Table 27-6305(a): Minimum Number of Off-Street Parking Spaces, uses with drive-through facilities and other auto-oriented uses where vehicles queue up to access a service**



**facility shall provide at least the minimum number of stacking spaces established in Table 27-6206(m)(1)(A): Minimum Stacking Spaces for Drive-Through Facilities and Related Uses.**

Table 27-6206(m)(1)(A): Minimum Stacking Spaces for Drive-Through Facilities and Related Uses

| Use or Activity (1)                                                                                                                       | Minimum Number of Stacking Spaces                                                                                                                                    | Measured From                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <u>Bank</u> or financial Institution, with drive-through service or with <u>automated teller machine (ATM)</u> as an <u>accessory use</u> | 3 per lane                                                                                                                                                           | Teller window or teller machine                                                               |
| <u>Gas station</u>                                                                                                                        | 1                                                                                                                                                                    | Each end of the outermost gas pump island                                                     |
| Gated driveway (for any <u>principal use</u> )                                                                                            | 3                                                                                                                                                                    | Gate                                                                                          |
| <u>Nursing</u> or care home                                                                                                               | 3                                                                                                                                                                    | Building entrance                                                                             |
| <u>Recycling collection center</u>                                                                                                        | 3 per bay                                                                                                                                                            | Bay entrance                                                                                  |
| <u>Personal Vehicle Repair and Maintenance</u> , specifically with <u>car wash</u> and auto detailing, automatic                          | 6 per bay                                                                                                                                                            | Bay entrance                                                                                  |
| Personal Vehicle Repair and Maintenance, specifically with car wash and auto detailing, self-service                                      | 2 per bay                                                                                                                                                            | Bay entrance                                                                                  |
| <u>Consumer goods establishment</u> , with drive-through service                                                                          | 4 per lane                                                                                                                                                           | Window                                                                                        |
| All personal service uses with drive-through service                                                                                      | 4 per lane                                                                                                                                                           | Window                                                                                        |
| Personal Vehicle Repair and Maintenance, specifically with oil change/lubrication shop                                                    | 3 per bay                                                                                                                                                            | Bay entrance                                                                                  |
| <u>Restaurant, quick-service</u> , with drive-through service (2)                                                                         | 6                                                                                                                                                                    | Order box                                                                                     |
| School, private not located in the RTO-H, RTO-L, RTO-PD, LTO, LTO-PD, TAC, TAC-PD, NAC, or NAC-PD zones                                   | 6 spaces                                                                                                                                                             | Primary Building entrance, if this is the primary location for student pick-up/drop-off       |
|                                                                                                                                           | 8 spaces                                                                                                                                                             | Designated student waiting area, if this is the primary location for student pick-up/drop-off |
| Other                                                                                                                                     | Uses not specifically listed are determined by the Planning Director based on standards for comparable uses, or alternatively based on a <u>parking demand study</u> |                                                                                               |

### (B) Design and Layout

**Required stacking spaces are subject to the following design and layout standards:**

- (i) Stacking spaces shall be a minimum of 10 feet wide and 20 feet long;
- (ii) Stacking spaces shall not impede on-site or off-site vehicular traffic movements or movements into or out of off-street parking spaces;
- (iii) Stacking spaces shall not impede onsite or offsite bicycle or pedestrian traffic movements; and
- (iv) Stacking spaces shall be separated from other internal driveways by raised medians if the DPIE Director (for public streets) or Planning Director (for private streets) determine the medians to be necessary for traffic movement and safety.

**(2) For Vehicular Parking Area (Parking Lot) Entrance Driveways**

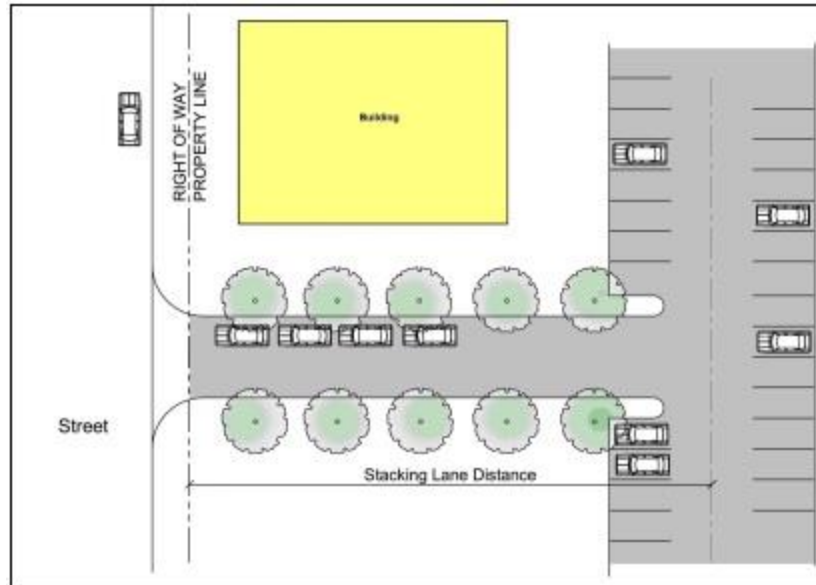
Nonresidential and mixed-use development (excluding industrial uses) shall provide stacking lanes between the edge of the street right-of-way and entrances into off-street parking areas in accordance with the minimum stacking lane distance established in Table 27-6206(m)(2).a: Minimum Stacking Lane Distance for Vehicular Parking Area Entrance Driveway (see Figure 27-6206(m)(2).b: Measurement of Stacking Lane Distance for Vehicular Parking Area Entrance Driveway). In the event the number of parking spaces requires a stacking lane distance of 150 feet or greater, this requirement will supersede that of Section 27-6206(l)(2), Dead-End Driveway Length.

| Table 27-6206(m)(2).a: Minimum Stacking Lane Distance for Vehicular Parking Area Entrance Driveway |                                                       |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Number of Off-Street Parking Spaces (1)                                                            | Minimum Stacking Lane Distance (ft) (2)               |
| 1 - 49                                                                                             | 25                                                    |
| 50 – 249                                                                                           | 50                                                    |
| 250 – 499                                                                                          | 100                                                   |
| 500 or more                                                                                        | 100 + 15 ft for every additional 50 spaces beyond 500 |

**NOTES:**

- (1) Entrances into parking structures may be credited towards the stacking lane distance standard provided the parking structure entrance is accessed from a development driveway and not a primary drive aisle.
- (2) Stacking lane distance is measured from the intersection of the driveway with the street right-of-way, along the centerline of the stacking lane, to its intersection with the centerline of the first entrance into a parking area or other internal intersecting driveway.

**Figure 27-6206(m)(2).b: Measurement of Stacking Lane Distance for Vehicular Parking Area Entrance Driveway**



COMMENT: Not applicable to industrial development. Nevertheless, during the review of the future detailed site plan (DET-2022-012), the design of the driveway access and parking will be analyzed.

## 27-6207. Pedestrian Access and Circulation

### (a) Required Pedestrian Access

#### (1) General Pedestrian Access

All new development subject to this Section shall be served by an internal pedestrian circulation system (including sidewalks, pedestrian paths, and/or trails) that permits safe, convenient, efficient, and orderly movement of pedestrians among the following origin and destination points within the development, as well as between the adjoining parts of an existing or planned external, community-wide pedestrian circulation system and any adjoining transit stops, bus stops, public parks, greenways, schools, community centers, and shopping areas:

- (A) The primary entrance(s) of principal buildings (or the buildable area of lots, for subdivisions);
- (B) Off-street parking bays;
- (C) Any designated or planned transit stations or bus stops and shelters (on-site or on an adjacent street); and
- (D) Recreation facilities and other common use areas and amenities.

#### (2) Sidewalks Required

- (A) All new development subject to this Section, except for development fronting a rural road, or single-family subdivisions where the density is

**1 dwelling unit per 2 acres or less, shall install sidewalks on both sides of all streets having curb and gutter construction within the development site and along the entire frontage of the development site with an existing street (unless an existing sidewalk meeting County standards is already in place).**

**(B) Where a development site fronts an existing street with insufficient right-of-way width to accommodate installation of a required sidewalk along the frontage, the developer shall install a sidewalk on the development site within a dedicated widening of the right-of-way or dedicated public easement running parallel and adjacent to the public street.**

**(C) The Planning Director may waive or modify the requirement for sidewalks where the applicant clearly demonstrates that such sidewalks are impractical or infeasible due to the presence of topographic conditions or natural features, such as steep grades that do not allow connections to be made without stairs.**

COMMENT: It is infeasible and impractical to provide this, as the subject property is bounded by state highway right-of-way on the north, west and south sides. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). These properties cannot be redeveloped and should not accommodate cross-access. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA.

#### **(b) Pedestrian Connectivity**

**All new multifamily, townhouse, nonresidential, and mixed-use development shall comply with the following standards:**

COMMENT: The applicant is not proposing a residential or mixed-use development and therefore is not subject to this standard

### **27-6208. Bicycle Access and Circulation**

#### **(a) Required Bicycle Access**

##### **(1) Internal and Adjoining Bicycle Access**

**All new development subject to this Section shall provide for internal bicycle circulation such that bicycle access to the development's primary use is safe, convenient and intuitive, specifically by providing the following, in coordination with**

**the Department of Public Works and Transportation, State Highway Administration, or a municipality with jurisdiction over the streets.**

- (A) Bicycle parking facilities required by Section 27-6309, Bicycle Parking Standards, in areas near the primary entrance(s) of principal buildings (or the buildable area of lots, for subdivisions) for bicycle storage;**
- (B) Connections to any adjacent existing or planned (identified in the applicable Area Master Plan or Sector Plan, or in the Countywide Master Plan of Transportation) on-street or off-street bicycle facilities outside the development, or internal bicycle systems in adjacent developments.**
- (C) Connections to any designated or planned rail transit or bus stops and shelters (on-site or on an adjacent street); and**
- (D) Connections to any recreational amenities internal to the development, such as open space.**

**(2) Required Bikeway Network Improvements**

- (A) All new development subject to this Section shall be required to install bike lanes, bike paths, or other bicycle improvements. Additional bikeway network improvements are encouraged where appropriate, such as within large development sites and to provide additional connections to nearby bicycle routes. The facilities shall be established in part, through an agreement and/or easements which include assurances for their maintenance.**
- (B) The Planning Director may, for private streets or, when advised by the permitting agency, for public streets, waive or modify the requirement for bike lanes, bike paths, or other bicycle improvements where the applicant clearly demonstrates that the facilities are impractical or infeasible due to topographic conditions, natural features, or visual obstructions that create hazards.**
- (C) Where a development site fronts an existing street with insufficient right-of-way width to accommodate installation of a required bike path along the frontage, the applicant may install a bike path on the development site, within a public easement running parallel and nearby the public street. Such bicycle paths shall not be restricted from public use and shall allow physical passage at all times.**

COMMENT: The applicant is providing two (2) bicycle racks near the entrance to the facility, which will be provided on the future detailed site plan (DET-2022-012). Additionally, subject to approval by the operating agency, the applicant proposes to construct the master planned bicycle lane along Old Annapolis Road (P-308) across the property frontage. There is an existing side path along the north side of MD 450, and nothing further appears to be master planned. Although there is a master planned side path for the south side of Old Annapolis Road, this proposed development is on the north side of Old Annapolis Road and does not impact the south side. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA.

Beyond this, it is infeasible and impractical to provide additional access, as the subject property is bounded by state highway right-of-way on the north, west and south sides. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). These properties cannot be redeveloped and should not accommodate cross-access. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA.

#### **(b) Bicycle Connectivity Between Developments**

**All new multifamily, townhouse, nonresidential, and mixed-use development shall comply with the following standards:**

COMMENT: The applicant is not proposing a new multifamily, townhouse, or a mixed-use development, and therefore, this standard is not applicable. Notwithstanding, it is infeasible and impractical to provide this connection, as the subject property is bounded by state highway right-of-way on the north, west and south sides. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). These properties cannot be redeveloped and should not accommodate cross-access.

#### **(c) General Bikeway Layout and Design**

##### **(1) Off-Street Bicycle Facilities**

**Required bicycle paths shall:**

- (A) Allow two-way bicycle circulation;**
- (B) Be at least ten (10) feet wide and surfaced with a smooth-surface (such as hot-mix asphalt), durable, and dustless material;**
- (C) Be distinguishable from vehicular traffic lanes they cross by painted markings, a change in pavement material or color, raised paving height, decorative bollards, and/or flashing caution signals; and**
- (D) Provide lighting similar to the lighting standards for residential streets established in the Prince George's County Specifications and Standards for Roadways and Bridges or other standards in Subtitle 23 of the County Code.**

##### **(2) On-Street Bicycle Facilities**

**Required bike lanes shall be designed and provided in accordance with the cross-section, paving, and other standards applicable to the roadways of which they are a part.**

COMMENT: The applicant is not proposing any new roads as part of this development, and therefore, these standards are not applicable. Notwithstanding, subject to approval by the

operating agency, the applicant proposes to construct the master planned bicycle lane along Old Annapolis Road (P-308) across the property frontage.

#### **27-6301. Purpose and Intent**

**The purpose of this Section is to ensure provision of off-street parking and loading facilities in proportion to the generalized parking and loading demand of the different zones and different uses allowed by this Ordinance. The standards in this Section are intended to provide for adequate off-street parking and loading while supporting transit-oriented development and walkable areas in appropriate locations, and allowing the flexibility needed to accommodate alternative parking solutions. The standards are also intended to achieve County policies of supporting redevelopment of commercial corridors, accommodating appropriate infill development, and avoiding excessive paved surface areas.**

COMMENT: As will be demonstrated below, the proposed development will comply with the purpose and intent of 27-6301.

#### **27-6302. Applicability**

**In addition to projects that may be subject to this Section pursuant to Section 27-6104, Applicability of Development Standards, existing development is subject to the following. In the event of conflict, the following provisions supersede:**

##### **(a) Change in Use**

- (1) In addition, and except as identified in Section 27-6302(a)(2) below, any change in use of existing development shall be accompanied by provision of any additional off-street parking and loading spaces required for the changed use by this Section.**
- (2) A change in use in the Transit-Oriented/Activity Center base and PD zones and the Commercial base zones inside the Capital Beltway, where the change in use would increase the amount of required off-street parking by no more than 50 percent of that required for the original use or 40 spaces, whichever is greater, is exempted from the off-street parking requirements of this Section.**

##### **(b) Expansion**

**If an existing structure or use is expanded or enlarged (in terms of the number of dwelling units, floor area, or seating capacity), any additional off-street parking and loading spaces that may be required shall be provided in accordance with the requirements of this Section as applied only to the expanded or enlarged part of the structure or use.**

##### **(c) Upgrading of Nonconforming Parking**

**Nonconforming parking facilities on the site of an enlarged, expanded, or altered structure or use area shall comply with the requirements of this Section in accordance**



**with the standards of PART 27-7, Nonconforming Buildings, Structures, Uses, Lots, and Signs.**

COMMENT: Acknowledged.

### **27-6303. Parking Plan or Site Plan Required**

**All development applications subject to review for compliance with the standards of this Section shall include a parking plan, unless a site plan meeting the requirements of this Section is submitted. A parking plan may be combined with the circulation plan required in Section 27-6204, Circulation Plan or Site Plan Required, for developments meeting the threshold required in that Section. A parking plan may also be combined with the alternative parking plan required by Section 27-6307(a), General; Alternative Parking Plan, should the applicant wish to seek off-street parking alternatives. The parking plan or site plan shall accurately designate the number and location of required parking spaces, access aisles, and driveways, and the relation of the off-street parking facilities to the development they are designed to serve, including how the parking facilities coordinate with the pedestrian, bicycle, transit, and vehicular circulation systems for the development. In addition, the parking plan or site plan shall accurately designate the location and design of sidewalks, bike paths, pedestrian or bicycle pavement striping, and any other pedestrian or bicycle pathways.**

COMMENT: The applicant will submit a detailed site plan (DET-2022-012) that demonstrates conformance to these standards, as applicable.

### **27-6304. General Standards for Off-Street Parking and Loading Areas**

#### **(a) Use of Parking and Loading Areas**

##### **(1) General**

**Off-street parking areas required by this Section shall be used solely for the parking of licensed motorized vehicles in operating condition. Required parking spaces and loading berths may not be used for the display of goods for sale (except for food truck hubs operating pursuant to Subtitle 5 of the County Code, farmers' markets, and flea markets), or the sale, lease, storage, dismantling, or service of any vehicles, boats, motor homes, campers, mobile homes, building materials, equipment, or supplies.**

##### **(2) Identified as to Purpose and Location**

**Except for single-family dwellings, off-street parking areas and off-street loading areas shall include painted lines, wheel stops, or other methods of identifying individual parking spaces and loading berths and distinguishing such spaces or berths from aisles. Specific dimensional and marking standards are defined in Section 27-6304(d), Markings.**

#### **(b) Surfacing**

**(1) General**

- (A)** Except as provided for in Section 27-6304(b)(1)(B) and Section 27-6304(b)(2) below, all off-street parking and loading areas shall be surfaced with asphalt, concrete, brick, stone, pavers, or an equivalent hard, dustless, and bonded surface material. Use of surfacing that includes recycled materials (e.g., glass, rubber, used asphalt, brick, block, and concrete) is encouraged. These surfaces shall be maintained in a smooth, well-graded, clean, orderly, and dust-free condition.
- (B)** Parking for uses in the Rural and Agricultural base zones may be allowed on non-engineered surfaces of grass, gravel, dirt or similar materials, provided, the following uses shall comply with Section 27-6304(b)(1)(A) above:
  - (i)** Agricultural research facilities;
  - (ii)** Farm supply sales or farm machinery/implement sales, rental, or repair; and
  - (iii)** Cemeteries.

**(2) Pervious or Semi-pervious Surfacing**

The use of pervious or semi-pervious parking lot surfacing materials—including, but not limited to—pervious asphalt and concrete, open-joint pavers, and reinforced grass/gravel/shell grids, is encouraged. Any pervious or semi-pervious surfacing used for aisles within or driveways to parking and loading areas shall be certified as capable of accommodating anticipated traffic loading stresses and maintenance impacts. Where possible, such materials should be used in areas proximate to and in combination with on-site stormwater control devices (see Figure 27-6304(b)(2): Use of Pervious Materials in a Parking Lot).

**(c) Location and Arrangement**

**(1) Safe and Convenient Access**

- (A)** Off-street parking and loading areas shall be arranged for convenient access between an adjacent street and all parking spaces and loading berths to facilitate ease of mobility, ample clearance, and safety of vehicles and pedestrians. Each off-street parking space and loading berth shall have adequate, unobstructed means for the ingress and egress of vehicles, and connect to a public street.
- (B)** Except for off-street parking areas serving single-family detached, two-family, and three-family dwellings, off-street parking areas shall be arranged so no parking or maneuvering incidental to parking shall occur on a public street or sidewalk.
- (C)** Except for off-street parking areas serving single-family detached, two-family, and three-family dwellings, off-street parking areas shall be arranged so an automobile may be parked or un-parked without having to move another automobile, unless within an automated or

**mechanical parking deck or garage, or part of valet or tandem parking in accordance with Section 27-6307, Off-Street Parking Alternatives.**

**(D) Off-street loading areas shall be arranged so no loading berth extends into the required aisle of a parking lot.**

COMMENT: As will be demonstrated on the detailed site plan (DET-2022-012), the proposed parking area will comply with these standards, as applicable.

**(2) Backing onto Streets Prohibited**

**Except for parking areas serving single-family detached, townhouse, two-family, and three-family dwellings, all off-street parking and loading areas shall be arranged so that no vehicle is required to back out from such areas directly onto a street.**

COMMENT: As will be demonstrated on the detailed site plan (DET-2022-012), the proposed parking area will comply with this standard, as applicable.

**(d) Markings**

**(1) Each required off-street parking area and space, and each off-street loading area and berth, shall be identified by surface markings that are arranged to provide for orderly and safe loading, unloading, and parking of vehicles. Such markings—including striping, directional arrows, lettering on signs and in disabled-designated areas, and labeling of the pavement—shall be maintained so as to be readily visible at all times. The following uses are exempt from the requirements to mark parking and loading areas:**

**(A) Single-family detached dwellings;**

**(B) Two-family dwellings;**

**(C) Three-family dwellings; and**

**(D) Uses in the Rural and Agricultural base zones, other than agricultural research facilities; farm supply sales or farm machinery/implement sales, rental, or repair; and cemeteries.**

**(2) One-way and two-way accesses into parking facilities shall be identified by directional arrows. Any two-way access where parking is located at any angle other than 90 degrees to a street shall be marked with a traffic separation stripe running the length of the access. This requirement does not apply to parking lot drive aisles.**

COMMENT: As will be demonstrated on the detailed site plan (DET-2022-012), the proposed parking area will comply with these standards, as applicable.

**(e) Exterior Lighting**

**Lighted off-street parking and loading areas shall comply with the standards of Section 27-6700, Exterior Lighting.**

**(f) Wheel Stop Requirements**

**(1) Off-street parking areas, except for below-grade or completely enclosed garages, shall comply with the landscaping standards of the Landscape Manual.**

**(2) Any parking space in a gravel, crushed stone, or similar material lot, at the edge of a parking lot where the parking surface is adjacent to a downward slope of more than five percent, or at the edge of a parking lot where the parking surface ends at a concrete curb or vertical divider, shall include a permanently anchored wheel stop installed at the end of the parking space opposite the drive aisle.**

**(3) Wheel stops, when used, shall be made of concrete, metal, or other material of comparable durability, and shall be at least six feet long and at least six inches high.**

**(g) Accessible Parking for Persons with Physical Disabilities**

**Development providing off-street parking spaces shall ensure that a portion of the total number of off-street parking spaces shall be specifically designated, located, and reserved for use by persons with physical disabilities, in accordance with the standards in the Federal Americans with Disabilities Act Accessibility Guidelines.**

COMMENT: As will be demonstrated on the detailed site plan (DET-2022-012), the proposed parking area will comply with these standards, as applicable.

**(h) Maintained In Good Repair**

**(1) Maintained at All Times**

**All off-street parking and loading areas shall be maintained in safe condition and good repair at all times so as not to constitute a hazard to public safety or a visual or aesthetic nuisance to surrounding land.**

COMMENT: Acknowledged.

**(i) Large Vehicular Use Areas (300 or More Spaces)**

**Vehicular use areas containing 300 or more parking spaces, whether developed at one time or in phases, shall be configured in accordance with the following standards:**

COMMENT: Not applicable. The applicant is not proposing a large vehicular use area, and the proposed parking will not be anywhere close to triggering this regulation.

## **27-6305. Off-Street Parking Space Standards**

### **(a) Minimum Number of Off-Street Parking Spaces**

**Except as otherwise provided for multiple use developments (see Section 27-6305(c) below), new development or a change in use or expansion shall provide the minimum number of off-street parking spaces in accordance with Table 27-6305(a), Minimum Number of Off-Street Parking Spaces, based on the principal use(s) involved and the extent of development. Interpretation of the off-street parking space standards for uses with variable parking demands or unlisted uses is provided in Section 27-6305(b), Unlisted Uses.**

### **(b) Unlisted Uses**

COMMENT: The parking schedule will be included on the detailed site plan (DET-2022-012), in accordance with the required parking for a consolidated storage facility.

### **(c) Mixed-Use Developments and Shared Parking**

COMMENT: Not applicable. The applicant is not proposing a mixed-use development.

### **(d) Maximum Number of Off-Street Parking Spaces**

**The maximum number of off-street parking spaces allowed is listed in Table 27-6305(d): Maximum Number of Off-Street Parking Spaces. Existing parking areas in excess of this maximum shall not be required to remove excess parking.**

COMMENT: The parking schedule will be included on the detailed site plan (DET-2022-012), in accordance with the required parking for a consolidated storage facility

### **(e) Electric Vehicle (EV) Charging Stations**

**Parking spaces used as EV charging stations shall consist as one or more group(s) of contiguous spaces located where they can be readily identified by drivers of EV vehicles (e.g., through directional signage), but where their use by non-electric vehicles is discouraged. EV charging for commercial purposes is prohibited at an EV charging station located at a residential development.**

COMMENT: The applicant is not proposing any EV charging stations.

### **(f) Driveways Used to Satisfy Standards**

**For single-family detached dwellings, two-family dwellings, and three-family dwellings, driveways may be used to satisfy minimum off-street parking space standards, provided a minimum of 19 feet of driveway length is available outside a street right-of-way or sidewalk to store the length of a general purpose vehicle and satisfy the standards of this Section and this Ordinance.**

COMMENT: Not applicable. Notwithstanding, the parking requirements are satisfied as demonstrated on the preliminary plan of subdivision site plan. Further evaluation of the parking standards will occur with the review DET-2022-012.

**(g) Visitor Parking**

**Visitor parking spaces shall be provided for all residential and mixed-use development of at least 20 dwelling units. Such visitor parking spaces shall be provided at a minimum ratio of 1 visitor parking space for every 20 dwelling units or fraction thereof, rounded up.**

COMMENT: Not applicable. The applicant is not proposing a residential or mixed-use development.

**(h) Parking of Vehicles Owned or Used by the Occupants of the Premises or Their Bona Fide Guests**

**(1) Private passenger vehicles shall be permitted in all zones.**

**(2) The parking of the following vehicles shall be permitted in the ROS, AG, AR, RE, RR, RSF-65, RSF-95, and RMH Zones subject to the provisions of this Subsection:**

**(A) Boats;**

**(B) Boat trailers;**

**(C) Camping trailer (unoccupied), not to exceed one per lot or parcel; and/or**

**(D) Not more than 1 commercial vehicle:**

**(i) If parked on the premises, having a maximum manufacturer's gross vehicle weight specification of up to 8,500 pounds, no advertising (other than a firm name or similar designation not exceeding 4 inches high), and excluding vehicles exceeding 300 cubic feet of load space, stake platform trucks, dump trucks, crane or tow trucks, and vehicles with dual rear axles; or**

**(ii) The commercial vehicle does not exceed a maximum manufacturer's gross vehicle weight specification of 17,000 pounds, and which may include unlimited advertising on the**

side of the vehicle, and shall be parked within a wholly enclosed private parking garage.

COMMENT: This standard is not applicable to the proposed use.

#### **27-6306. Dimensional Standards for Parking Spaces and Aisles**

##### **(a) General**

Except as otherwise provided in Section 27-6306(b) below, standard vehicle parking spaces and parking lot aisles shall comply with the minimum dimensional standards established in Table 27-6306(a), Minimum Dimensional Standards for Parking Spaces and Aisles. See Figure 27-6306(a).2: Measurement of Parking Space and Aisle Dimension.

##### **(b) Smaller Parking Spaces for Tandem Parking and Certain Uses**

The dimensions of off-street parking stalls may be reduced to a width of eight feet and a depth/length of 18 feet per vehicle where the parking stalls are:

- (1) Used for tandem parking (see Section 27-6307(g), Valet and Tandem Parking);  
or
- (2) Located within a development containing exclusively industrial services uses, manufacturing and production uses, or warehouse and freight movement uses.

##### **(c) Vertical Clearance**

All off-street parking spaces shall have a minimum overhead clearance of 7 feet for vehicle parking, with a minimum overhead clearance of 8.5 feet for van-accessible parking.

##### **(d) Compact Parking Spaces**

- (1) Up to one-half (1/2) of the required number of parking spaces in any parking lot may be compact car spaces. Any parking spaces provided in any lot, in excess of the number required, may also be compact car spaces.
- (2) All compact car spaces shall be marked as such.

COMMENT: As will be demonstrated in the parking schedule contained on the detailed site plan (DET-2022-012), the proposed parking will comply with these standards, as applicable.

#### **27-6307. Off-Street Parking Alternatives**

COMMENT: The applicant is not proposing any alternatives to the off-street parking requirements. All parking design standards will be evaluated further during the review of DET-2022-012.

#### **27-6308. Reduced Parking Standards for Parking Demand Reduction Strategies**

COMMENT: The applicant is not proposing any reduction to the parking requirements, and all parking is intended to be in conformance with Section 27-6305, as applicable. All parking design standards will be evaluated further during the review of DET-2022-012.

## **27-6309. Bicycle Parking Standards**

COMMENT: The applicant is proposing to provide 2 bike racks for a total of 4 bike parking.

## **27-6310. Loading Area Standards**

### **(a) Minimum Number of Off-Street Loading Berths**

Any new development involving the routine vehicular delivery or shipping of goods, supplies, or equipment to or from the development shall provide a sufficient number of off-street loading berths to accommodate the delivery and shipping operations of the development's uses in a safe and convenient manner. Table 27-6310(a): Minimum Number of Off-Street Loading Berths, sets forth the minimum number of loading berths for the different principal uses. For proposed uses not listed in Table 27-6310(a): Minimum Number of Off-Street Loading Berths, the requirement for a use most similar to the proposed use shall apply.

### **(b) Dimensional Standards for Loading Areas**

Each loading berth shall be of sufficient size to accommodate the types of vehicles likely to use the loading area. The minimum loading berth size that presumptively satisfies loading berth needs is least 12 feet wide and 45 feet long in general industrial, distribution, or warehousing uses. For all other uses, a berth as short as 33 feet may be allowed. The Planning Director may require a larger loading berth or allow a smaller loading berth on determining that the characteristics of the particular development warrant such increase or reduction and the general standard is met.

### **(c) Location of Loading Areas**

- (1) To the maximum extent practicable, loading areas shall be placed away from a public street and screened from view in accordance with the Landscape Manual (see Figure 27-6310(c): Loading Area Configuration).**
- (2) Loading areas shall be located adjacent to the building's loading doors, in an area that promotes their practical use.**
- (3) Loading areas shall be located and designed so vehicles using them can maneuver safely and conveniently to them from a public street and complete loading without obstructing or interfering with any public rights-of-way, parking spaces, parking lot aisles, or pedestrian pathways.**
- (4) Loading areas shall be set back a minimum of 50 feet from any residential use or vacant land in a Residential or Rural and Agricultural zone.**

COMMENT: Compliance with the loading space standards will be demonstrated and evaluated during the review of the detailed site plan (DET-2022-012), as applicable.



## **Section 27-6400. Open Space Set-Aside.**

### **27-6401. Purpose and Intent**

Open space set-asides are intended for the use and enjoyment of a development's residents, employees, or users. Open space set-asides serve numerous purposes, including preserving natural, historical, and archeological resources, ensuring resident access to open areas and active recreation (incorporating land dedicated as parkland in accordance with Subtitle 24: Subdivision Regulations, Section 24-4600, Parklands and Recreation Facilities, as open space set-asides), reducing the heat island effect of developed areas, providing civic and meeting spaces, enhancing storm water management, and providing other public health benefits.

### **27-6402. Applicability**

(a) In addition to the exemptions specified in Section 27-6103, General Exemptions, the following development shall be exempted from the standards in this Section:

- (1) Uses in the Agriculture/Forestry Uses, Agriculture/Forestry Related Uses, and Open Space Uses principal use categories; and
- (2) Any individual single-family detached dwelling or two-family dwelling on a single lot.

COMMENT: The applicant is required to provide open space. Please refer to Open Space Set-Aside Exhibit submitted in conjunction with PPS-2022-014, which will be evaluated further with the review of DET-2022-2012

### **27-6403. Amount of Open Space Set-Asides Required**

Development subject to the standards in this Section shall provide the minimum amounts of open space set-asides identified in Table 27-6403: Required Open Space Set-Asides, based on the use classification. Open space set-aside requirements shall not replace requirements for open spaces, mandatory dedication of parkland, stormwater management, or other similar requirements imposed by any other Subtitle of the County Code. However, such requirements may be counted toward open-space set asides pursuant to Section 27-6404(b), below.

### **27-6404. Areas Counted as Open Space Set-Asides**

- (a) The features and areas identified in Table 27-6404(a): Open Space Set-Aside Features, shall be credited towards compliance with the open space set-aside standards of this Section for development in the areas indicated
- (b) Open spaces required by any other section in the County Code, such as, but not limited to, mandatory dedication of parkland, may be credited toward compliance with the open space set aside standards in Table 27-6403: Required Open Space Set-Asides, if they are located and designed in accordance with the standards in this Section.

## **27-6405. Areas Not Counted as Open Space Set-Asides**

**The following areas shall not be counted as open space set-asides:**

- (a) Private yards not subject to an open space or conservation easement;**
- (b) Street rights-of-way or private access easements, including sidewalks located within those rights-of-way or easements;**
- (c) Vehicular parking areas or lots (excluding the landscaped areas);**
- (d) Driveways for dwellings;**
- (e) Land covered by structures not designated for active recreational uses;**
- (f) Designated outdoor storage areas; and**
- (g) Stormwater management facilities and ponds, unless located and designed as a site amenity (e.g., with low fencing, vegetative landscaping, gentle slopes, fountain or other visible water-circulation device, and pedestrian access or seating).**

## **27-6406. Design Standards for Open Space Set-Asides**

**Land used as an open space set-aside shall comply with the following design standards**

### **(a) Location**

**Open space shall be located so as to be readily accessible and useable by occupants and users of the development. Where possible, a portion of the open space set-aside should provide focal points for the development through prominent placement or easy visual access from streets.**

### **(b) Configuration**

- (1) Open space set-asides shall be compact and contiguous unless a different configuration is needed to continue an existing trail or accommodate preservation of natural, historical, and archeological resources.**
- (2) If the development site is adjacent to existing or planned public trails, parks, or other public open space area land, the open space set-aside shall, to the maximum extent practicable, be located to adjoin, extend, and enlarge the trail, park, or other public land (see Figure 27-6406(b).1: Example Open Space Set-Aside Configuration; Figure 27-6406(b).2: Example Open Space Set-Aside Configuration, Townhouse Development; and Figure 27-6406(b).3: Example Open Space Set Aside Configuration, Commercial Development).**

### **(c) Orientation of Adjacent Buildings**

**To the maximum extent possible, buildings adjacent to the required open space set-asides shall have at least one entrance facing the open space set-aside.**

### **(d) Prioritization of Open Space Set-Aside**

- (1) Except in the Transit-Oriented/Activity Center base and Planned Development (PD) zones, and to the maximum extent practicable, open space set-asides shall be located and organized to include, protect, and enhance as**

many of the following open areas and features as possible, in the following general order of priority:

- (A) Natural features such as riparian areas, riparian buffers, shorelines, flood hazard areas, floodplains, wetlands, steep slopes, and wildlife habitat and woodland areas;
  - (B) Water features such as rivers, bays, lakes, creeks, canals, natural ponds, and retention and detention ponds;
  - (C) Protected trees and other mature trees;
  - (D) Parks and trails (regardless of public or private ownership);
  - (E) Lands with active agricultural uses and activities;
  - (F) Perimeter buffers or visual transitions between different types or intensities of uses;
  - (G) Areas that accommodate multiple compatible open space set-aside uses rather than a single use; and
  - (H) Historic and archeological features.
- (2) In the Transit-Oriented/Activity Center base and Planned Development (PD) zones, and to the maximum extent practicable, open space set-asides shall be located and organized to include, protect, or enhance the open areas and features identified in Section 27-6406(d)(1) above, except that the establishment of squares, plazas, forecourts, civic greens, and similar urban open space amenities shall have the highest priority.

COMMENT: As depicted on the Open Space Set-Aside Exhibit submitted in conjunction with PPS-2022-014, the applicant is required to provide 5% (or 1,837 square feet), and is proposing to provide 22.5% (or 8,256 square feet).

#### **(e ) Open Space Set-Asides on Property in the Industrial, Heavy (IH) Zone**

COMMENT: Not applicable. The subject property is not located in the IH Zone.

#### **27-6407. Development in Open Space Set-Asides**

Development within open space set-asides shall be limited to that appropriate to the purposes of the type(s) of open space set-asides. Where appropriate, such development may include, but is not limited to, walking, jogging, and biking paths or trails; benches or other seating areas; meeting areas; tables, shelters, grills, trash receptacles, and other picnic facilities; docks and other facilities for fishing; environmental education guides and exhibits; historic interpretive signage; gazebos and other decorative structures; fountains or other water features; play structures for children; gardens or seasonal planting areas; pools; athletic fields and courts; and associated clubhouses.

## **27-6408. Ownership, Management, and Maintenance of Open Space Set-Asides**

- (a) Open space set-asides required by this Ordinance or by Subtitle 24: Subdivision Regulations, shall be managed and maintained in compliance with all applicable provisions of Maryland law. To the extent not inconsistent with Maryland law, such open space set-asides shall be managed and maintained as permanent open space through one or more of the following options:
- (1) Conveyance of open space set-aside areas to a property owners' or homeowners' association that holds the land in common ownership;
  - (2) Conveyance of open space set-aside areas to a third party beneficiary such as an environmental, historical, or civic organization, a municipality, or M-NCPPC, that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land;
  - (3) Establishment of easements or covenants; or
  - (4) If public stormwater management facilities are treated as site amenities, through stormwater management easements.
- (b) All options involving private ownership of open space set-aside areas shall include deed restrictions, covenants, or other legal instruments that ensure continued use of the land for its intended open space purposes, in perpetuity, and provide for the continued and effective management, operation, and maintenance of the land and facilities.
- (c) Responsibility for managing and maintaining open space set-asides rests with the owner of the land of the open space set-asides. Failure to maintain open space set-asides in accordance with this Section and the development approval or permit shall be a violation of this Ordinance.

COMMENT: Acknowledged.

## **27-6500 Landscaping**

**All development shall comply with the requirements of the Prince George's County Landscape Manual, which is incorporated herein by reference, and made a part of this Ordinance with the same force and effect as the regulations set forth herein.**

COMMENT: As will be demonstrated on the landscape plan during the review of DET-2022-12, the proposed development complies with the Landscape Manual, as applicable. At this time, the applicant does not anticipate it will need to seek alternative compliance.

## **27-6600 Fences and Walls**

COMMENT: The applicant is not proposing any retaining walls as part of this proposal. The applicant is proposing an ornamental fence along MD-450 to meet landscape manual Section 4.2 requirements. The details of which will be reviewed with the DET.

## **27-6601. Applicability**

### **(a) General**

Unless exempted in accordance with Section 27-6601(b) below, the standards in this Section shall apply to all construction, reconstruction, or replacement of fences or walls.

### **(b) Exemptions**

In addition to the exemptions specified in Section 27-6103, General Exemptions, the following fences and walls are exempt from the standards of this Section:

- (1) Fences and walls required for the physical support of a principal or accessory structure;**
- (2) Fences and barricades around construction sites;**
- (3) Replacement in-kind of an existing residential fence associated with a live/work, single-family detached, three-family, townhouse, or two-family dwelling;**
- (4) Fences for wireless telecommunications towers, which shall instead follow the requirements of Section 27-5102(d)(1)(A);**
- (5) Fences for outdoor storage (as a principal use), which shall instead follow the requirements of Section 27-5102(f)(4)(B);**
- (6) Fences for junkyards or vehicle salvage yards, which shall instead follow the requirements of Section 27-5402(ii), Junk Yard.**
- (7) Fences for tree protection (temporary and permanent);**
- (8) Noise attenuation walls installed by a public agency within the right-of-way of a public roadway**
- (9) Fences and walls necessary for soil erosion and control;  
Retaining walls, except for the standards of Section 27-6609, Retaining Walls;  
Fences at parks and schools, where such uses are owned by public agencies or are subject to the County's Mandatory Referral process;**
- (10) Specialized fences used for protecting livestock or for other similar agricultural functions if part of a use in the Rural and Agricultural Uses use classification; and**
- (11) Fencing required or provided for medical cannabis uses.**

COMMENT: The applicant is not proposing any retaining walls as part of this proposal. The applicant is proposing an ornamental fence along MD-450 to meet landscape manual Section 4.2 requirements. The details of which will be reviewed with the DET.

## **27-6602. General Standards**

### **(a) General**

- (1) Fences and walls shall be located outside of the public right-of-way.**
- (2) Fences and walls are allowed on the property line between two or more parcels of land held in private ownership.**
- (3) Fences and walls may be located within any required yard.**

- (4) Nothing in this Section shall be construed to prevent the installation of temporary fencing to protect existing trees, limit sedimentation, or control erosion.

**(b) In Utility Easements**

Fences located within utility easements shall receive written authorization from the easement holder or the County, as appropriate. The County shall not be responsible for damage to, or the repair or replacement of, fences that must be removed to access utility easements or facilities.

**(c) Within Required Landscaping Areas**

Fences and walls may be installed within required landscaping areas, subject to an approved landscaping plan.

**(d) Avoidance of Traffic Hazards**

Notwithstanding other provisions of this Subsection, fences and walls shall not be allowed within the triangle formed by the intersection of the street lines and points on the street lines 25 feet from the intersection, or in a location that is determined by an agency will create a traffic hazard.

**27-6603. Height Standards**

(a) General Unless otherwise stated in Section 27-6600, Fences and Walls, fences and walls shall comply with the standards in Table 27-6603(a): Fence and Wall Height.

COMMENT:.. The applicant is not proposing any retaining walls as part of this proposal. The applicant is proposing an ornamental fence along MD-450 to meet landscape manual Section 4.2 requirements. The details of which will be reviewed with the DET.

**27-6604. Materials**

(a) General Unless otherwise specified in Section 27-6604(b) below, fences and walls shall be constructed of any one or more of the following materials:

- (1) Masonry, concrete, or stone;
- (2) Ornamental metal, except that fencing shall not incorporate spiked tops within a residential zone without approval of a security exemption plan in accordance with Section 27-6610, Security Exemption Plan;
- (3) Painted wood, pressure treated wood, or rot-resistant wood such as cedar, cypress, or teak;
- (4) Composite materials designed to appear as wood, metal, or masonry;
- (5) Metal (wrought iron, welded steel; and/or electro-statically plated black aluminum, except chain-link fencing);
- (6) Vinyl;

- (7) Walls clad with substrate material intended to support living vegetation; and**
- (8) Any material demonstrated by the applicant to have a similar or equal appearance and durability as a material listed in Subsections (1) through (7) above, as determined by the Planning Director (or decision-maker if the fence or wall is associated with a parent application).**

COMMENT: The applicant is not proposing any retaining walls as part of this proposal. The applicant is proposing an ornamental fence along MD-450 to meet landscape manual Section 4.2 requirements. The details of which will be reviewed with the DET.

#### **(b) Transit-Oriented/Activity Center Zones**

COMMENT: The property is not located in a Transit-Oriented/Activity Zone.

#### **27-6605. Perimeter Fences and Walls Abutting Street Right-of-Way**

COMMENT: The applicant is not proposing any retaining walls as part of this proposal. The applicant is proposing an ornamental fence along MD-450 to meet landscape manual Section 4.2 requirements. The details of which will be reviewed with the DET.

#### **27-6607. Fence and Wall Construction**

**Fences and walls shall comply with all applicable Building Code requirements.**

COMMENT: The applicant is proposing an ornamental fence along MD-450 to meet landscape manual Section 4.2 requirements. The details of which will be reviewed with the DET.

#### **27-6608. Gates**

**Gates shall comply with the following standards:**

- (a) All gates shall have hardware to secure the gate in a closed position.**
- (b) All unattended gates and gates opening onto a public sidewalk area shall be self-closing, self-latching, and locked when not in use.**

COMMENT: No gates are proposed with the development.

#### **27-6609. Retaining Walls**

**Retaining walls are to be used in appropriate locations to reduce the steepness of slopes and to provide planting pockets conducive to revegetation. They shall comply with the following standards:**

- (a) A retaining wall may be permitted to support steep slopes but should not exceed six feet in height from the finished grade, except for:
  - (1) A structure's foundation wall, or
  - (2) As necessary to construct a driveway from the street to a garage or parking area, or
  - (3) As otherwise expressly allowed by this Ordinance.
- (b) In all exceptions identified in Subsection (a) above, a retaining wall shall not exceed ten feet in height.
- (c) Retaining walls greater than six feet in height shall comply with the building setbacks in the zone which they are located, unless it is constructed because grades are lower on the site where it is located.
- (d) The width of any terrace between any two six-foot vertical retaining walls should be at least three feet. Retaining walls higher than six feet should be separated from any other retaining wall by a minimum of five horizontal feet. Terraces created between retaining walls shall be permanently landscaped or revegetated with native vegetation.
- (e) Retaining walls used to support existing road cuts may exceed the height limits and other requirements in Subsections (a), (b), and (c) above.
- (f) Retaining walls shall be faced with stone, brick, or earth-colored materials similar to the surrounding natural landscape.
- (g) All retaining walls shall comply with the Building Code.

COMMENT: The applicant is not proposing a retaining wall.

#### **27-6610. Security Exemption Plan**

COMMENT: The applicant is not proposing a wall or fence that exceed 6 feet in height.

#### **27-6700 Exterior Lighting**

##### **27-6701. Purpose and Intent**

The purpose and intent of this Section is to regulate exterior lighting to:

- (a) Ensure all exterior lighting is designed and installed to maintain adequate lighting levels on site;
- (b) Assure that excessive light spillage and glare are not directed at adjacent lands, neighboring areas, and motorists;
- (c) Curtail light pollution, reduce skyglow, and preserve the nighttime environment;
- (d) Conserve energy and resources to the greatest extent possible; and
- (e) Provide security for persons and land.



## **27-6702. Exemptions**

**In addition to the exemptions specified in Section 27-6103, General Exemptions, the following types of lighting are exempted from the standards of this Section:**

- (a) Lighting exempt under State or Federal law;**
- (b) FAA-mandated lighting associated with a utility tower or airport;**
- (c) Lighting for public monuments and statuary;**
- (d) Lighting solely for signage (see Section 27-61500, Signage);**
- (e) Outdoor lighting fixtures that are necessary for worker safety at farms and other agricultural uses, but not including lighting of residential buildings or parking areas associated with a farm or agricultural use;**
- (f) Lighting for outdoor recreational uses such as ball diamonds, playing fields, tennis courts and similar uses, provided that:**
  - (1) Maximum illumination at the property line is not brighter than two foot-candles; and**
  - (2) Exterior lighting is extinguished no later than 11:00 p.m. except to complete an activity that is in progress prior to 11:00 p.m.**
- (g) Temporary lighting for circuses, fairs, carnivals, theatrical and other performance areas, provided such lighting is discontinued upon completion of the activity;**
- (h) Temporary lighting of construction sites, provided such lighting is discontinued upon completion of the construction activity;**
- (i) Temporary lighting for emergency situations, provided such lighting is discontinued upon abatement of the emergency situation;**
- (j) Security lighting controlled and activated by motion sensor devices for a duration of 15 minutes or less;**
- (k) Underwater lighting in swimming pools, fountains, and other water features;**
- (l) Holiday or festive lighting-provided such lighting does not create unsafe glare on street rights-of-way;**
- (m) Lighting provided by the Federal, State, or a local government (including but not limited to the County and a municipality); and**
- (n) Outdoor lighting fixtures that do not comply with provisions of this Section on April 1, 2022, provided they are brought into compliance with this Section when they become unrepairable and must be replaced.**

## **27-6703. Lighting Plan**

**To ensure compliance with the standards of this Section, a lighting plan demonstrating how exterior lighting will comply with the standards of this Section shall be included as part of a development application for a site plan or building permit, as appropriate.**

COMMENT: The applicant will submit a photometric plan as part of the detailed site plan application package (DET-2022-12).

#### **27-6704. Prohibited Lighting**

The following exterior lighting is prohibited:

- (a) Light fixtures that imitate an official highway or traffic control light or sign;
- (b) Light fixtures that have a flashing or intermittent pattern of illumination, except signage with an intermittent pattern of illumination allowed in accordance with Sec. 27-61500, Signage.
- (c) Privately-owned light fixtures located in the public right-of-way;
- (d) Searchlights, except when used by Federal, State, or local authorities, or where they are used to illuminate alleys, parking garages, and working (maintenance) areas, so long as they are shielded and aimed so that they do not result in lighting on any adjacent lot or public right-of-way exceeding two foot-candles; and
- (e) Light types of limited spectral emission, such as low-pressure sodium or mercury vapor lights. Light sources shall be color-correct types such as Halogen, LED, or metal halide.

COMMENT: Acknowledged, if applicable.

#### **27-6705. Private Street Lighting**

- (a) All private street lights shall be located inside full cut-off fixtures mounted on non-corrosive poles served by underground wiring.
- (b) The light fixture and light color of private street lights in an individual subdivision or development shall be consistent throughout the subdivision or development.
- (c) Correlated color temperature (CCT) of street lights shall not exceed 3000K

COMMENT: The applicant is not proposing any private streets.

#### **27-6706. General Standards for Exterior Lighting**

Development subject to this Section shall comply with the following standards:

##### **(a) Hours of Illumination**

Public, civic, and institutional uses, commercial uses, mixed-uses, and industrial uses that are adjacent to existing residential development shall extinguish all exterior lighting by 11:00 P.M. or within one hour of the closing of the establishment open latest, whichever occurs last. Lighting necessary for outdoor recreational uses such as ball diamonds, playing fields, tennis courts, and similar uses; lighting necessary for security as listed in Subsections 27-6702(e) and 27-6702(j) and Section 27-6709; or

lighting necessary for emergency situations as listed in Subsection 27-6702(i), shall be exempt from this requirement. For the purposes of this paragraph, lighting "necessary for security" shall be construed to mean the amount of exterior lighting necessary to provide an average of 2.5 foot-candles of light, with a maximum of 3 foot-candles of light at any point, in the following areas: possible points of entry or exit into a structure, illumination of exterior walkways, or illumination of outdoor storage areas. Lighting activated by motion sensor devices is strongly encouraged.

**(b) Shielding with Full Cut-off Fixtures**

All exterior luminaries, including security lighting, shall be full cut-off fixtures that are directed downward, consistent with Figure 27-6706(b).1: Full Cut-off Fixtures. In no case shall lighting be directed above a horizontal plane through the lighting fixture (see Section 27-6706(b).2: Examples of Fully-Shielded Light Fixtures).

**(c) Maximum Illumination Levels**

(1) Except for private street lighting (see Section 27-6705, Private Street Lighting), all exterior lighting and indoor lighting visible from outside shall be designed and located so that the maximum illumination measured in foot-candles at ground level at a lot line shall not exceed the standards in Table 27-6706(c).1: Maximum Illumination Levels. See Figure 27-6706(c).2: Maximum Illumination Levels.

(2) All exterior light fixtures shall generate at least 80 lumens per watt of energy consumed, as shown on the manufacturers specifications for the fixture.

**(d) Maximum Height**

Except for athletic field lighting fixtures, which shall not exceed 95 feet in height, and private street lighting (see Section 27-6705, Private Street Lighting), the height of exterior light fixtures, whether mounted on poles, walls, or by other means, shall comply with the standards in Table 27-6706(d): Maximum Height for Exterior Lighting.

COMMENT: As will be demonstrated on the photometric plan included in the detailed site plan (DET-2022-012), the proposed exterior lighting will comply with the applicable standards set forth in Section 27-6700, and the applicant acknowledges the hours of illumination contained in Section 27-6706(b).

**27-6707. Lighting Design Standards for Specific Uses and Site Features**

In addition to complying with all applicable standards in Section 27-6706, General Standards for Exterior Lighting, the specific uses and site features identified in this Section shall comply with the standards established for that type of use or site feature.

**(a) Awnings**

Awnings used for building accents over doors and windows shall not be internally illuminated (i.e., from underneath or behind the awning) unless the awning material is entirely opaque.

**(b) Canopies**

Lighting under a canopy shall be designed so as not to create glare off-site. Acceptable methods to address this include one or both of the following:

- (1) A recessed fixture incorporating a lens cover that is either recessed or flush with the bottom surface (ceiling) of the canopy that provides full cutoff or fully-shielded light distribution; or
- (2) A surface-mounted fixture incorporating a flat glass that provides a full cutoff or fully-shielded light distribution.

**(c) Sports and Performance Venues**

Lighting fixtures for outdoor sports areas, athletic fields, and performance areas shall be equipped with a glare control package (e.g., louvers, shields, or similar devices) and aimed so that their beams are directed and fall within the primary playing or performance area.

**(d) Wall Pack Lights**

Wall packs on the exterior of the building shall be fully shielded (e.g., true cut-off type bulb or light source not visible from off-site) to direct the light vertically downward and be of low wattage (100 watts or lower).

**(e) Pedestrian Lighting**

Pedestrian light fixtures shall comply with the following:

- (1) Light fixtures for sidewalks, walkways, trails, and bicycle paths shall provide at least 1.2 foot candles of illumination, but not exceed 2.0 foot candles.
- (2) Pedestrian bollard lamps shall be mounted no higher than four feet above grade and shall not exceed 900 lumens for any single lamp (see Figure 27-6707(e): Examples of Pedestrian Bollard Lamps)

**(f) Decorative Landscaping and Lighting**

Outdoor light fixtures used for decorative effects shall comply with the following standards.

- (1) Decorative lighting intended to enhance the appearance of a building and/or landscaping shall cast all light downward (rather than upward) against the building surface or onto a landscape feature, or shall be calibrated to illuminate features of the building or landscaping such that light spill-over and skyglow are avoided.
- (2) Decorative lighting shall not exceed 100 watts of incandescent illuminance or the equivalent.

COMMENT: Acknowledged, if applicable.

## **27-6708. Measurement**

Light-level measurements shall be made at the lot line of the land upon which light to be measured is being generated. If measurement on private property is not possible or practical, light level measurements may be made at the boundary of the public street right-of-way that adjoins the land. Measurements shall be made at finished grade (ground level), with the light-registering portion of the meter held parallel to the ground pointing up. The meter shall have cosine and color correction and have an accuracy tolerance of no greater than plus or minus five percent. Upon installation, the applicant shall demonstrate compliance with this Section by submitting measurements taken with a light meter to the Planning Director. The light meter shall have been calibrated within the prior two years.

COMMENT: Acknowledged, if applicable.

## **27-6709. Security Exemption Plan**

COMMENT: The proposed lighting will comply with these standards and the applicant is not proposing to request a waiver.

## **27-6800 Environmental Protection and Noise Control**

### **27-6801. Purpose and Intent**

The purpose of this Section is to ensure that development complies with County environmental protection regulations referenced in Sections 27-6802 through 27-6809 and the noise control standards of Section 27-6810, Noise Control, below.

### **27-6802. Natural Resource Inventory (NRI)**

An approved NRI, in conformance with the Environmental Technical Manual, is required for applications for Subtitle 32, Division 2, Erosion and Sediment Control; Subtitle 32, Division 3, Stormwater Management; Subtitle 25, Division 2, Woodland and Wildlife Habitat Conservation; Subtitle 5B, Chesapeake Bay Critical Area; Planned Development (PD) Zoning Map Amendment applications (Section 27-3602); special exception applications (Section 27-3604); detailed site plan applications (Section 27-3605); and preliminary plan of subdivision (minor or major) applications (Subtitle 24: Subdivision Regulations)

COMMENT: See NRI-184-2022.

### **27-6803. Trees and Vegetation**

As described in the applicability sections of Subtitle 25: Trees and Vegetation, development shall comply with the requirements of Subtitle 25, Division 1, General; Subtitle 25, Division 2, Woodland and Wildlife Habitat Conservation Ordinance;

**and Subtitle 25, Division 3, Tree Canopy Coverage Ordinance, of the Prince George's County Code.**

COMMENT: See S-155-2022.

#### **27-6804. Floodplain Management**

**As described in the applicability sections of Subtitle 32: Water Resources Protection and Grading Code, development shall comply with the requirements for floodplain management in accordance with Subtitle 32, Division 4, Floodplain Ordinance, of the Prince George's County Code**

COMMENT: Not applicable. See NRI-184-2022.

#### **27-6805. Erosion and Sedimentation Control**

**An approved Grading, Erosion, and Sediment Control Plan is required as described in the applicability sections of Subtitle 32: Water Resources Protection and Grading Code. Development shall comply with the requirements for sedimentation and erosion control in accordance with Subtitle 32, Division 2, Grading, Drainage and Erosion and Sedimentation Control, of the Prince George's County Code.**

COMMENT: Acknowledged. An approved Concept Grading, Erosion, and Sediment Control Plan is included with this submittal.

#### **27-6806. Stormwater Management**

**As described in the applicability sections of Subtitle 32: Water Resources Protection and Grading Code, development shall comply with the requirements for stormwater management in accordance with Subtitle 32, Division 3, Stormwater Management, of the Prince George's County Code.**

COMMENT: See Stormwater Management Concept Approval (02-0823-208NE12).

#### **27-6807. Chesapeake Bay Critical Area**

**For all land within the CBCAO Zone, see Section 27-3601, Zoning Map Amendment (ZMA), Section 27-3603, Chesapeake Bay Critical Area Overlay (CBCAO) Zoning Map Amendment, Section 27-4402(a), Chesapeake Bay Critical Area Overlay (CBCAO) Zones, and Subtitle 5B: Chesapeake Bay Critical Area, of the County Code, for applicable regulations and submittal requirements.**

COMMENT: Not applicable.

#### **27-6808. Regulated Environmental Features**

**All land located outside the CBCAO Zone is subject to the requirements of Section 24-4300, Environmental Standards, of Subtitle 24: Subdivision Regulations.**

COMMENT: Not applicable.

#### **27-6809. Unsafe Lands**

**All applications shall conform to the requirements pertaining to unsafe land in Section 24-4300, Environmental Standards, of Subtitle 24: Subdivision Regulations.**

COMMENT: *See supra.*

#### **27-6810. Noise Control**

COMMENT: Section 27-6810 is not applicable to this application. (*See supra.*)

#### **27-61100 Industrial Design and Form Standards**

##### **27-61101. Purpose and Intent**

**The purpose and intent of these industrial form and design standards are to ensure a minimum quality of form and design for all types of industrial development in a way that results in greater predictability during the development review process.**

##### **27-61102. Industrial Form and Design Standards**

**Development subject to this Section shall comply with the following standards.**

###### **(a) Building Orientation**

###### **(1) Single-Building Development**

**An industrial development composed of a single building shall orient the building façade containing its primary patron entrance to face the street from which the building derives its street address.**

###### **(2) Multi-Building Development**

**A development composed of multiple buildings should locate and configure the buildings to conceal operations and loading areas from off-site views, to the maximum extent practicable.**

###### **(3) Accessory Uses and Structures**

**Accessory uses and structures shall not front a street and shall be located in a manner that minimizes their impacts on adjacent development.**

COMMENT: The subject property is not in an industrial zone. Nevertheless, the building entrance will face Old Annapolis Road. As applicable, these standards will be reviewed with DET-2022-012.

###### **(b) Façade Articulation**

**Each street-facing building façade shall be horizontally and/or vertically articulated to avoid long, blank wall planes, by meeting at least two of the following standards:**

**(1) Wall Plane Horizontal Articulation**

**Each façade greater than 100 feet in width shall be articulated with wall offsets (e.g., projections or recesses in the façade plane), changes in façade color or material, or similar features that visually interrupt the wall plane horizontally such that the width of uninterrupted façade does not exceed 60 feet (see Figure 27-61102(b): Example of Façade Articulation for Industrial Building).**

**(2) Vertical Articulation**

**Each façade greater than 30 feet in height shall incorporate a change in the wall surface plane or in façade color or material that visually interrupts the wall plane vertically such that the height of the uninterrupted façade does not exceed 30 feet.**

**(3) Roof Line Variation**

**The façade shall include variations in roof planes and/or in the height of a parapet at least every 100 feet of roofline length along the façade**

COMMENT: As will be demonstrated on the elevations submitted in conjunction with the detailed site plan (DET-2022-012), the proposed building complies with the wall plane horizontal articulation, the vertical articulation, and the roof line variation standards set forth above, as applicable.

**(c) Entrance**

**(1) Each principal building shall have clearly defined, highly visible primary entrances for occupants and patrons that incorporate at least two of the following design features to emphasize the importance of the entrance:**

**(A) Canopy or portico;**

**(B) Roof overhang;**

**(C) Horizontal recess or projection;**

**(D) Arcade or arch;**

**(E) Peaked roof form;**

**(F) Outside patio;**

**(G) Display window;**

**(H) Architectural tile work or moldings integrated into the design of the building façade;**

**(I) Integrated planters or wing walls that incorporate landscaped area or seating areas; or**

**(J) Similar architectural features not found on the remainder of the building façade.**



**(2) Street-facing façades of the ground level floor shall not include overhead doors, sliding glass doors, removable panels, or similar type of doors.**

COMMENT: As will be demonstrated on the elevations submitted in conjunction with the detailed site plan (DET-2022-012), the entrance is protected by a canopy and is associated with two display windows.

**(d) Building Façade Materials**

**The use of corrugated metal siding or any other similar metal siding, unfinished or untreated tilt-up concrete panels, or standard single- or double-tee concrete systems as a primary exterior façade material shall be limited to those portions of rear and side building façades that are not visible from the public right-of-way or an adjacent residential, public, civic, or institutional, or commercial use.**

COMMENT: As will be demonstrated on the elevations submitted in conjunction with the detailed site plan (DET-2022-012), the building façade material complies with this standard.

**(e) Location of Loading and Service Areas**

**Loading and service areas shall be separated from patron parking, pedestrian areas, and main drive aisles, and shall be located a minimum of 200 feet from any abutting single-family detached dwellings, two-family dwellings, or vacant lands in a residential single-family zone (the RE, RR, RSF-95, and RSF-65 zones).**

**(f) Off-Street Parking Location**

**No more than 60 percent of the off-street parking spaces may be located in surface parking lots between the front building façade and the street it faces.**

COMMENT: Acknowledged, if applicable.

**27-61200 Neighborhood Compatibility Standards**

COMMENT: If applicable, this development will comply with the Neighborhood Compatibility Standards. This will be further evaluated during the review of DET-2022-012.

**27-61300 Agriculture Compatibility Standards**

COMMENT: This development is not subject to the Agriculture Compatibility Standards.

**27-61400 Urban Agriculture Compatibility Standards**

COMMENT: This development is not subject to the Urban Agriculture Compatibility Standards.

## **27-61500 Signage**

### **27-61502. Applicability**

#### **(a) General**

- (1) Unless exempted in accordance with Subsection 27-61502(b) below or in Subsection 27-61502(c), Exemptions from Sign Permits, no sign shall be erected, installed, constructed, altered, or moved except in accordance with the requirements of this Section and approval of a Sign Permit (Section 27-3606).**
- (2) Any sign authorized by this Section may contain noncommercial copy, whether or not it is related to the subject property, or commercial copy as long as the sign complies with the requirements of this Section. The placement of noncommercial copy on an authorized sign does not make the sign an outdoor advertising sign.**

COMMENT: Signage will be evaluated during the review of DET-2022-012.

### **27-61504. General Standards**

#### **(a) Illumination**

##### **(1) Static Illumination**

**Static illumination of signs is allowed in all zones except the Rural and Agricultural base zones, for all sign types except canopy signs, provided any external light source shall be directed toward the sign and shall not cast direct light or create glare upon adjacent lands or streets.**

##### **(2) Animated Illumination**

**(A) Animated sign illumination is prohibited, except in accordance with Subsection 27-61504(a)(2)(B) below.**

**(B) Signs on which the only copy that changes is the electronic indication of time, temperature, stock market, or similar information are permitted in all districts except the Rural and Agricultural and Residential base zones and the R-PD Zone. Changes in copy shall be spaced at least eight seconds apart and shall be accomplished without the use of animation, movement, or scrolling.**

COMMENT: The proposed building mounted signs will comply with Section 27-61504(a)(1). Signage will be evaluated during the review of DET-2022-012.

#### **(b) Materials**

**Permanent signs shall not be made of plywood, corrugated plastic sheets, cardboard, paper, cloth, vinyl banners, or other similar materials.**

COMMENT: Signage will be evaluated during the review of DET-2022-012

**(c) Digital Display**

**Digital displays shall comply with the standards in this Subsection.**

**(1) Location and Sign Type**

- (A) In the Rural and Agricultural and Residential base zones and the R-PD Zone, digital displays shall be permitted only on freestanding signs for uses in the Community Service Uses and Educational Uses Principal Use Categories.**
- (B) In the Transit-Oriented/Activity Center base and PD zones, digital displays shall be permitted only on building wall or roof signs.**
- (C) In all other base and PD zones, digital displays shall be permitted only on building wall or roof signs or freestanding signs.**

**(2) Standards**

- (A) A digital display shall contain static messages only, and shall not have animation, movement, or the appearance or optical illusion of movement, of any part of the sign or its supporting structure. Each static message shall not include flashing or the varying of light intensity.**
- (B) Automatic changes in display are permitted for digital displays, provided such changes shall be:**
  - (i) Spaced at least 8 seconds apart;**
  - (ii) Accomplished in 0.25 seconds or less; and**
  - (iii) Accomplished without the use of animation, movement, or scrolling.**
- (C) Except when part of a digital billboard (see Subsection 27-61506(g)), the luminance of a digital display during daylight hours shall be no greater than 1500 nits. At all other times, luminance shall be no greater than 150 nits. Automatic dimming is required to maintain the appropriate illumination levels at all times.**

COMMENT: The applicant is not proposing signage that utilizes digital display. Signage will be evaluated during the review of DET-2022-012.

**(d) Signs Within Proposed Right-of-Way**

- (1) Sign permits may be issued for signs on land located within the right-of-way, property, or acquisition lines of a proposed street, rapid transit route, or rapid transit facility, or proposed relocation or widening of an existing street, rapid transit route, or rapid transit facility as shown on the General Plan or other County plans (e.g., Area Master Plans, Sector Plans, or Functional Master Plans) only if such signs are placed on:

(A) Land which:

(i) Was in reservation but is now not in reservation; and

(ii) Has not been acquired and is not being acquired; or

- (B) Land which was subdivided after the adoption of the General Plan or other County plans (e.g., Area Master Plans, Sector Plans, or Functional Master Plans), but was not reserved or required to be dedicated for a street or rapid transit route or facility shown on the General Plan or other County plan.

COMMENT: The applicant is not proposing to install signage within a proposed right-of-way. Signage will be evaluated during the review of DET-2022-012.

#### **27-61505. Standards for Specific Sign Types**

Unless exempted in accordance with Section 27-61502(b), Exemptions, all signs except special purpose signs (see Section 27-61506, Standards for Special Purpose Signs) and temporary signs (see Section 27-61507, Standards for Temporary Signs) shall comply with the standards in Table 27-61505: Standards for Specific Sign Types, based on the zone in which the sign is located.

COMMENT: The applicant is currently proposing 199.34 square feet of building mounted signage while 400 square feet is permitted. Signage will be evaluated during the review of DET-2022-012.

#### **27-61506. Standards for Special Purpose Signs**

COMMENT: The applicant is not proposing a special purpose sign.

#### **27-61600 Green Building Techniques**

##### **27-61601. Purpose and Intent**

The purpose of this Section is to ensure development in the County includes a minimum degree of green building features as a means of protecting and conserving resources, supporting a healthy lifestyle for citizens, reducing greenhouse gas emissions, and ensuring

a high quality of life for County residents. Specifically, this Section is intended to ensure development practices:

- (a) Support walkable areas in appropriate places;
- (b) Support multiple modes of mobility;
- (c) Conserve energy;
- (d) Promote the use of alternative energy;
- (e) Conserve water resources;
- (f) Protect water quality;
- (g) Promote a healthy landscape;
- (h) Support urban agriculture;
- (i) Encourage innovation in green building practices;
- (j) Reduce landfill wastes; and
- (k) Promote healthy and safe lifestyles.

#### **27-61602. Exemptions**

In addition to the exemptions specified in Section 27-6103, General Exemptions, the following development is exempt from the standards of this Section:

- (1) New residential development that contains less than 10 dwelling units;
- (2) New non-residential development with a gross floor area of less than 25,000 square feet;
- (3) New buildings that have achieved requirements necessary to receive certification from the U.S. Green Building Council at the LEED® gold level or above or an equivalent level of sustainable development performance under an alternative rating system such as the National Green Building Standard™/NGBS Green or the International Code Council's *International Green Construction Code*, as determined by the Planning Director;
- (4) Expansion of vehicular parking lots where it is the only development or redevelopment occurring; and
- (5) Changes or addition of landscaping where it is the only development or redevelopment occurring

#### **27-61603. Green Building Standards**

##### **(a) Minimum Amount of Points Required**

Development subject to the standards of this Section shall achieve the following minimum number of points from the menu of options shown in Table 27-61603(b): Green Building Point System.

- (1) Minimum Requirements for Residential Development
  - (A) 10 to 25 units: 3 points.

**(B) 25 or more units: 4 points.**

**(2) Minimum Requirements for Non-Residential Development**

**(A) 25,000 to 75,000 square feet: 3 points.**

**(B) More than 75,000 square feet: 4 points.**

**(b) Green Building Point System**

**Development subject to the standards of this Section shall use Table 27-61603(b): Green Building Point System, to determine compliance with this Section.**

**(c) Documentation Required**

**Applicants shall provide documentation of techniques that will be used to satisfy the green building standards of this Section at the time of submittal of a development application.**

COMMENT: These elements will be analyzed during the review of DET-2022-012.

**V. COMPLIANCE WITH PRIOR APPROVALS**

Although the subject property is subject to prior approvals (to wit: DSP-12008 and Plat Book 68 and Page 65), PPS-2022-014 and DET-2022-12 will supersede these, and a new plat will be recorded. Consequently, no prior conditions of approval are applicable. That said, some prior findings in DSP-12008 may prove useful in the analysis of this application.

**VI. CONCLUSION**

The applicant is proposing to develop the site with a consolidated storage facility. The applicant believes that the application for a preliminary plan meets or exceeds each of the requirements set for the in the Subdivision Regulations and will demonstrate compliance with the development standards during the detailed site plan review process. The applicant therefore requests the approval of this Preliminary Plan of Subdivision.

Respectfully submitted,

MCNAMEE HOSEA, P.A.



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Matthew C. Tedesco  
Attorney for the owner/applicant

Date: ~~January 3, 2024~~  
~~(Third Submittal)~~  
~~February 1, 2024~~  
~~(Supplemental Third Submittal)~~  
February 29, 2024  
SDRC Submission



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Detailed Site Plan DET-2022-012, Premier A-2 Consolidated Storage Facility

**DATE:** 03/14/2024

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Please see attached staff report and attachments

**ATTACHMENTS:**

1. 20240318 - City Council Staff Report DET-2022-012
2. 20240318 - Statement of Justification, Premier A-2 Bowie, DET-2022-012



## LAND USE PETITION IN THE BOWIE PLANNING AREA

Maryland - National Capital Park and Planning Commission ID: Detailed Site Plan DET-2022-012

Premier A-2 Consolidated Storage

Bowie Advisory Planning Board #22-06

Date: March 14, 2024

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

- ☐ (a) of a zoning type case involving the specific use of land;  
☐ (b) of a conceptual site plan;  
☐ (c) to subdivide property into building lots and obtain adequate public facilities approval;

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

### GENERAL DATA:

1. **Nature of Petition:** Detailed Site Plan
2. **Petitioner:** Premier A-2 Bowie, LLC
3. **Represented by:** Mr. Matthew Tedesco
4. **Location of Petitioned Property:** North side of Old Annapolis Road, approximately 320 feet west of Grenville Lane at 13600 and 13604 Old Annapolis Road
5. **Proposed Use of Petitioned Property:** A 80,652 square foot consolidated storage facility
6. **Size/Zone of Petitioned Property:** 0.84 acres/Zoned: CGO (Commercial General Office)
7. **Date of Hearing before BAPB:** Tuesday, March 12, 2024 at 7:00 P.M.
8. **Date of Hearing before City Council:** Monday, March 18, 2024 at 8:00 P.M.
9. **Date of Hearing before M-NCPPC:**
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:   | 2/26/2024 | 195                     |
| Notice sent to Parties of Record: | N/A       |                         |
| Date Signs Posted:                | 2/26/2024 | 3                       |
| Date Legal Sent:                  | N/A       |                         |
| Date Legal Appeared:              | N/A       |                         |

### RECOMMENDATIONS:

12. **Department of Planning and Sustainability Recommendation:**  
The Department of Planning and Sustainability staff recommends **APPROVAL** with one condition.
13. **Bowie Advisory Planning Board Recommendation:**  
The Bowie Advisory Planning Board recommends **APPROVAL** per the staff recommendation.



# City of Bowie

15901 Fred Robinson Way  
Bowie, Maryland 20716

## MEMORANDUM

**TO:** City Council

**FROM:** Bowie Advisory Planning Board  
Robert W. Day, Sr., Chairman

**SUBJECT:** Detailed Site Plan DET-2022-012  
Preliminary Plan PPS-2022-014  
Premier A-2 Consolidated Storage

**DATE:** March 14, 2024

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The Bowie Advisory Planning Board (BAPB) met on Tuesday, March 12<sup>th</sup>, to review the Detailed Site Plan and Preliminary Plan of subdivision for the Premier A-2 consolidated storage facility at 13600 and 13604 Old Annapolis Road. The property is located on the north side of Old Annapolis Road, approximately 320 feet west of Grenville Lane, contains 0.84 acres and is zoned Commercial General Office (CGO). 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 of each with one condition attached to each agenda item. Regarding the Detailed Site Plan, staff recommends a condition that 100% of the plant species used in the Landscape Plan be native plants. For the Preliminary Plan of subdivision, Planning Director Meinert explained that staff's original recommendation regarding installation of a sidewalk on the west side of Grenville Lane could not be fulfilled because its cost would exceed the maximum allowed under the County's Bicycle and Pedestrian Impact Statement (BPIS) rules. As an alternative, staff recommends accepting the applicant's proposed BPIS improvements, which include adding a sidewalk along the south side of MD 450, east of Church Road, and adding crosswalks at the intersections of Church Road and Sweet Emily Drive and Church Road and Woodmore North Boulevard. Staff recommends that this be substituted as the single condition of approval of PPS-2022-014.

Attorney Matthew Tedesco, representing Premier A-2, LLC, addressed the BAPB. He introduced the owner, Mr. Scott Cooper, the engineer, Ms. Emily Gallagher, the planner from his office, Ms. Holly Simmons, and the traffic engineer, Mr. Mike Lenhart. Mr. Tedesco showed a PowerPoint presentation and discussed the architecture and site development plan. He noted that the size of the building was reduced from the original 95,000 square feet and the architecture was also revised to add more features in response to concerns from M-NCPPC and City staff. This is an infill site that is entirely impervious. The new plan will include stormwater facilities and landscaping and green (pervious) area that does not currently exist. The DSP and PPS meet all the requirements of the County Code. The applicant agrees with the staff recommendations in both staff reports.

**MAYOR** Timothy J. Adams

**MAYOR PRO TEM** Dufour Woolfley

**COUNCIL** Dennis Brady • Michael P. Estève • Roxy Ndebumadu • Wanda Rogers • Clinton Truesdale, Sr. **CITY MANAGER** Alfred D. Lott  
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB [www.cityofbowie.org](http://www.cityofbowie.org)

### **Questions by BAPB Members**

Questions by BAPB members included:

- Mr. Ron Skotz asked why the agenda order included the Detailed Site Plan before the Preliminary Plan. Planning Director Joe Meinert replied that if the cases were reviewed individually, it made sense to staff to have the Detailed Site Plan discussed first, because it relates to the physical improvements on the site which would be of more interest to participants in the hearing than the Preliminary Plan, which is more abstract. Since both applications are being considered simultaneously in a single hearing, however, this does not matter.
- Mr. Jim Golato asked staff to further define “thermoplastic crosswalks”. Planning Director Joe Meinert indicated that this is a process where the pavement markings are not painted but are made with a process that involves heating the plastic marking material and embedding it in the asphalt. This type of approach is commonly used for pavement marking and one example would be the Stop bars that are installed at many Stop sign controlled intersections.
- Mr. Ron Skotz asked about the topics that came up at the Stakeholders Meeting and whether those concerns were addressed. Mr. Matthew Tedesco advised that the questions were answered sufficiently at the meeting. Mr. Skotz asked if there was any outdoor storage proposed. Mr. Tedesco replied that there will be no outdoor storage. Mr. Skotz asked if the applicant agreed with all the staff conditions. Mr. Tedesco replied that the applicant accepts the staff conditions for both applications.
- Mr. Jim Golato asked if the project is just storage, or is it a multi-use building? Mr. Tedesco explained that the applicant is required to provide 1,500 square feet of non-profit meeting space under the Zoning Ordinance. However, the building is not a mixed-use project. It is consolidated storage but includes a minor amount of space for meeting space for non-profit community groups.
- Mr. Golato asked how many units there will be. The owner, Mr. Scott Cooper, stated that there will be 600 units. Mr. Golato observed that there are many storage facilities in Bowie, including 3,582 units. He asked if there is steady or increasing demand for this type of product. Mr. Tedesco noted that many of the units are older units that are not state-of-the-art, climate-controlled units and are not comparable. Mr. Golato observed that the other storage places have deep discounts and incentives to try to lease their space. The applicant did not have pricing information at this point.
- Vice-Chair Carl Schuettler asked about thermoplastic crosswalks. Mr. Tedesco agreed with staff’s explanation and further explained that from a maintenance perspective, durability perspective and safety perspective, these crosswalks are superior to painted ones.
- Chair Robert Day asked about the approach to outreach for these applications. Mr. Tedesco described the wide range of outreach using the County’s civic association registration list and the work that GS Proctor had done to try to reach nearby communities, including multiple times with Highbridge Park. He added that no one attended the two Pre-Application Neighborhood Meetings, and the applicant has addressed all the concerns that came up at the Stakeholders Meeting.

- Mr. Golato asked about the corporate name of “Extra Space” and wondered if there were other businesses in the County. His recollection was that the company was bought by another company. Mr. Scott Cooper, one of the owners, stated that Extra Space was hired to be their third-party manager. That company just bought Life Storage and are now the largest storage company in the world. Public Storage tried to buy Life Storage, but Extra Space beat them to it.

### **Public Hearing**

1. Ms. Leslie Jefferson, 6113 Gothic Lane, in Highbridge Park addressed the BAPB. She stated that there are five storage facilities after you get off US 50 and MD 197. She does not understand why Bowie is becoming a center for storage units. There is a cluster of storage facilities within walking distance of this site. The building will have an impact on residents of Highbridge Park. She can see the traffic signal that exists at MD 450/Grenville and will now have to look at this building. She is vehemently opposed and would rather see small businesses coming in rather than storage.

2. Ms. Dawn Eberly, 13107 Martha’s Choice Circle, in Red Willow stated that she had not heard anything about this proposal but saw the public notice signs. Her community is only about 79 homes, but that was the only way they found out about this. Ms. Eberly noted the locations of several other storage facilities, saying that there are five in a three-and-a-half-mile radius. The building is five stories but is not compatible with the commercial development across the street, which is two stories. Ms. Eberly is concerned if we set a precedent for a five-story building in an area that does not exist now. There are only single-family units and some townhouses in this area. She likes the idea of native plants but said if you drive a mile or two in either direction you will not see the type of development that is now proposed. She hopes we are planning and would like to see a longer-range plan that shows what type of development is envisioned for the future. Does this type of facility really benefit the community and do something for its youth to recreate and have fun or provide for small, local businesses to take hold? She wants to see a plan for what it will look like in 10-20 years.

3. Mr. Leslie Kaunitz, 25100 Rambling Lane, looked at existing facilities on the Internet and saw that there are a lot of facilities in Bowie. Mr. Kaunitz observed that many of the facilities have discounts or incentives which indicate that there is an oversupply of storage units. Some of the projects will fold if they cannot rent the space.

Attorney Matthew Tedesco concluded by stating that there is no requirement in the Code that requires a demonstration of need. There is a demand, which the applicant has recognized by investing in this project at this location. The new Zoning Ordinance has very high standards for site development, which they are complying with. Mr. Tedesco agreed to assist community members to ensure they are registered on the County’s notification list. He noted that Red Willow is not in the immediate area and located beyond the distance for written notice required by the County Code. He acknowledged that there is a new Master Plan for Bowie, and that plan has policies for development in the MD 450 corridor. It is a Master Plan consistency analysis rather than a conformance finding that applies to these applications. The applicant believes the plan is consistent with those policies. With respect to building height, this property is in a commercial corridor and the zoning permits the height. The setbacks, buffers and reductions in height required by the Zoning Ordinance are meant to address the issues of impact discussed tonight. In addition, the owner is providing 6.75 Green Building points (the minimum is 4 points). The reality is that the plan conforms to the law, the Master Plan, and all the applicable development standards. He asked the BAPB for their approval recommendation on both applications.

Mr. Ron Skotz asked about the signage proposed. Mr. Tedesco described the signage. Planning Director Joe Meinert pointed out that the Statement of Justification included a description of the signage. He further indicated that staff had reviewed the signage drawings included in the Detailed Site Plan and the proposed signage is understated and very low profile in comparison to what could be constructed. Mr. Skotz offered his opinion that the owner appears to be doing everything he can to be a good neighbor. Mr. Tedesco stated that the amount of signage is below what the Code allows, and the building itself is designed to have an attractive appearance.

Mr. Jim Golato stated that BAPB should not approve the signage if it was not shown to the Board. Planning Director Joe Meinert read the detailed description of the signage from the Statement of Justification and repeated that he reviewed the proposed signage as part of the DSP drawings.

### **BAPB Motion**

Vice-Chair Carl Schuettler moved to recommend **APPROVAL** of Preliminary Plan PPS-2022-014 per the staff recommendation. Mr. Ron Skotz seconded, and the motion passed by a vote of 3-1 (Golato against).

Vice-Chair Carl Schuettler moved to recommend **APPROVAL** of Detailed Site Plan DET-2022-012 in accordance with the staff recommendation. The motion was seconded by Mr. Ron Skotz and passed 3-1 (Golato 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 DET-2022-012  
Premier A-2 Bowie Consolidated Storage Facility

**DATE:** March 14, 2024

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### **I. Background and Proposal**

Premier A-2 Bowie, LLC is seeking approval of a new proposal to build a multi-story, 80,652 square foot consolidated storage facility on the vacant land located at a consolidated storage facility at 13600 and 13604 Old Annapolis Road in the Commercial-General-Office (CGO) Zone. (see Attachments #1 and #2).

The proposed use was listed as a permitted use in the CGO zone, until passage of CB-11-2023, which prohibited consolidated storage in the CGO zone. However, because the applicant held a Pre-Application Neighborhood Meeting in August, 2022, prior to the April 1, 2023 cutoff date for grandfathering, the proposal may move forward under the Zoning Ordinance provisions that existed prior to enactment of CB-11-2023. A Preliminary Plan of Subdivision (PPS-2022-014) is a companion application to this proposal. In November 2021, the Countywide Map Amendment rezoned the subject property from C-S-C (Commercial Shopping Center) to the CGO (Commercial-General-Office) zone.

A Statement of Justification was submitted for this application. The document is 72 pages. This Detailed Site Plan is being reviewed under the new County Zoning Ordinance.

### **II. Stakeholders Meeting**

A Virtual Stakeholders Meeting was held on December 12, 2023 for the consolidated storage facility proposed at 13600 and 13604 Old Annapolis Road, between Grenville Lane and the Lidl grocery store. Two companion applications for the 80,652 square foot, five-story storage building have been filed: a Preliminary Plan of subdivision (PPS-2022-014) and a Detailed Site Plan (DET-2022-012). A total of six stakeholders attended the meeting. Questions covered topics such as traffic, parking, building height, neighborhood compatibility, the need for additional storage facilities, green building features, and property tax revenue. The developer held a second Pre-Application Neighborhood Meeting on January 18th at Bowie High School. No one attended this neighborhood meeting. No one attended the first neighborhood meeting held on August 29, 2022.

**MAYOR** Timothy J. Adams

**MAYOR PRO TEM** Dufour Woolfley

**COUNCIL** Dennis Brady • Michael P. Estève • Roxy Ndebumadu • Wanda Rogers • Clinton Truesdale, Sr. **CITY MANAGER** Alfred D. Lott  
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB [www.cityofbowie.org](http://www.cityofbowie.org)

### III. **Analysis of Detailed Site Plan DET-2022-012**

Detailed Site Plan Decision Standards are found in Zoning Ordinance Section 27-3605 (e). A Detailed Site Plan may only be approved upon a finding that all applicable standards are met. The primary decision standard that applies to all Detailed Site Plans is identified below:

- (1) The proposed development represents a reasonable alternative for satisfying the applicable standards of this Subtitle, without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for its intended use.

Development standards are set forth in Part 27-6 of the Zoning Ordinance and include:

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| Section 27-6200  | Roadway Access, Mobility and Circulation                           |
| Section 27-6300  | Off-Street Parking and Loading                                     |
| Section 27-6400  | Open Space Set-Asides                                              |
| Section 27-6500  | Landscaping                                                        |
| Section 27-6600  | Fences and Walls                                                   |
| Section 27-6700  | Exterior Lighting                                                  |
| Section 27-6800  | Environmental Protection and Noise Controls                        |
| Section 27-6900  | Multi-Family, Townhouse and Three-Family Form and Design Standards |
| Section 27-61000 | Nonresidential and Mixed-Use Form and Design Standards             |
| Section 27-61100 | Industrial Form and Design Standards                               |
| Section 27-61200 | Neighborhood Compatibility                                         |
| Section 27-61300 | Agricultural Compatibility Standards                               |
| Section 27-61400 | Urban Agriculture Compatibility Standards                          |
| Section 27-61500 | Signage                                                            |
| Section 27-61600 | Green Building Standards                                           |

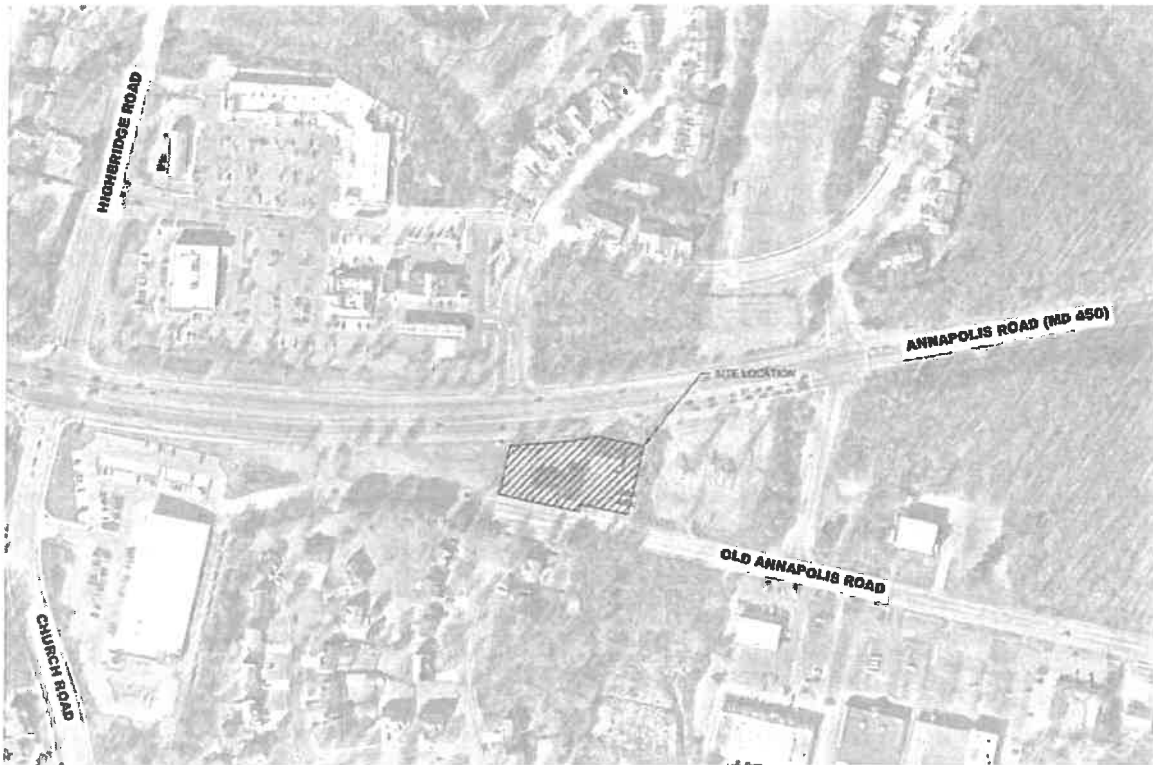
The applicant's Statement of Justification addresses the Detailed Site Plan's compliance with the development standards. Staff concurs with the Statement of Justification, with one exception. The Landscape Plan's Plant Schedule includes some vegetation that is not native. The Schedule should be revised to substitute all non-native plant species with native species.

### IV. **Outstanding Issues**

None

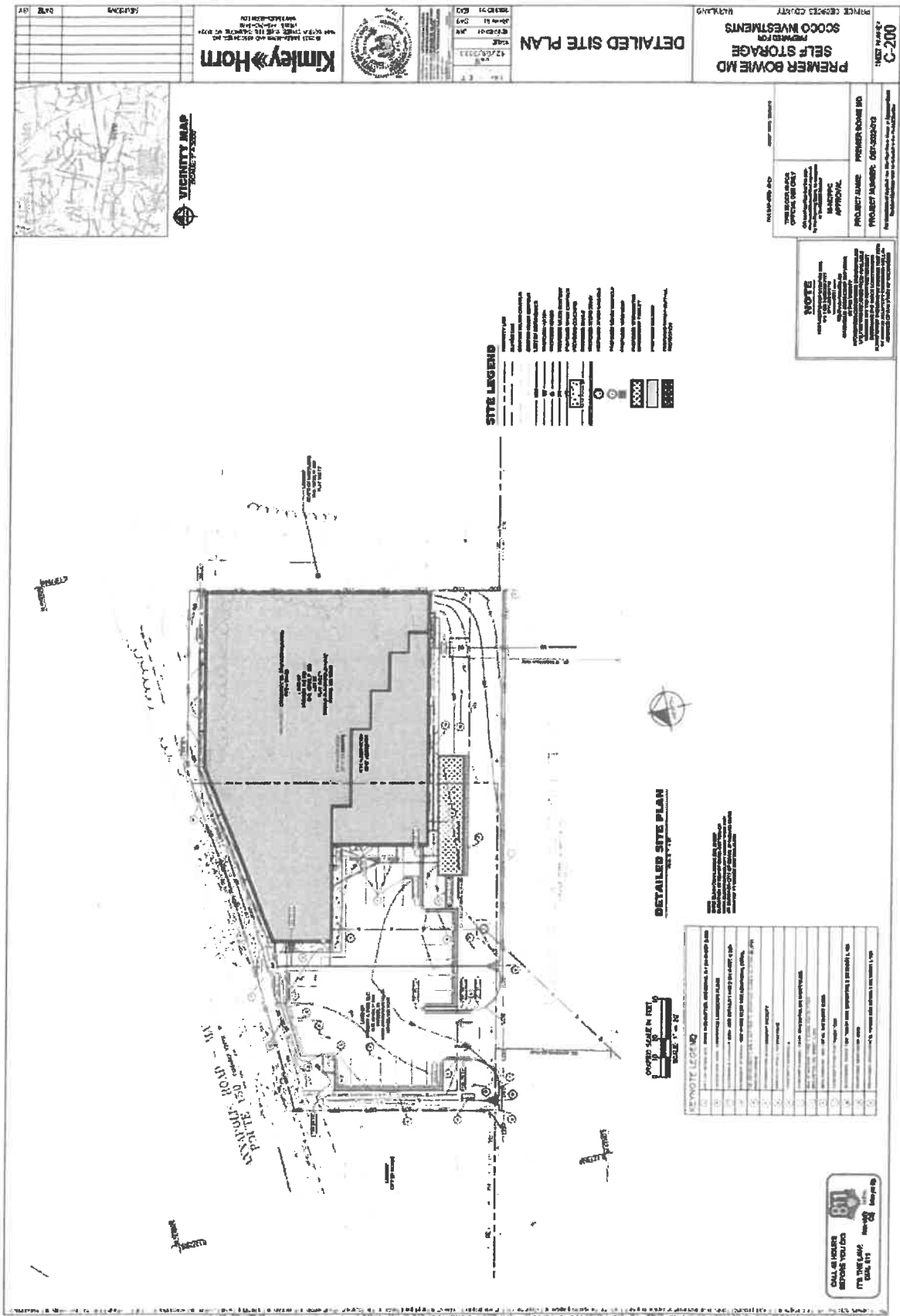
### V. **Recommendation**

Because 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 staff recommends **APPROVAL** of Detailed Site Plan DET-2022-012, with the condition that the Plant Schedule be revised to substitute all non-native plant species with native species.



**Bowie Self Storage**  
**13600 – 13604 Old Annapolis Road**  
**Premier A-2 Bowie, LLC**







## PLANT SCHEDULE

| <u>TREES</u>         |     | <u>BOTANICAL NAME</u>                                 | <u>COMMON NAME</u>                                  | <u>SPACING</u>             | <u>SIZE</u>                        | <u>ROOT</u>          | <u>NATIVE</u> |
|----------------------|-----|-------------------------------------------------------|-----------------------------------------------------|----------------------------|------------------------------------|----------------------|---------------|
| Ac                   | 4   | ACER CAMPESTRE                                        | HEDGE MAPLE                                         | AS SHOWN                   | 2.5' GAL. MIN.                     | B&B                  | NO            |
| Cv                   | 2   | CHIONANTHUS VIRGINICUS                                | WHITE FRINGETREE                                    | AS SHOWN                   | 1.5' GAL. MIN.                     | B&B                  | YES           |
| Gi                   | 10  | GLEDITSIA TRIACANTHOS INERMIS                         | THORNLESS HONEY LOCUST                              | AS SHOWN                   | 2' GAL. MIN.                       | B&B                  | YES           |
| Ns                   | 10  | NYSSA SYLVATICA                                       | TUPELO                                              | AS SHOWN                   | 2.5' GAL. MIN.                     | B&B                  | YES           |
| <u>SHRUBS</u>        |     |                                                       |                                                     |                            |                                    |                      |               |
| Ab                   | 26  | <u>BOTANICAL NAME</u><br>ARONIA ARBUTIFOLIA           | <u>COMMON NAME</u><br>RED CHOKEBERRY                | <u>SPACING</u><br>AS SHOWN | <u>SIZE</u><br>3 GAL. 24" MIN. HT. | <u>ROOT</u><br>CONT. | NO            |
| Ca2                  | 24  | CALLICARPA AMERICANA                                  | AMERICAN BEAUTYBERRY                                | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | YES           |
| Ca                   | 24  | CLETHRA ALNIFOLIA                                     | SUMMERSWEET                                         | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | YES           |
| Ch                   | 24  | CORNUS ALBA 'BAIL-HALO'                               | IVORY HALO® TATARIAN DOGWOOD                        | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | NO            |
| Cr                   | 21  | CORNUS SERICEA                                        | RED TWIG DOGWOOD                                    | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | YES           |
| Dg                   | 20  | DEUTZIA GRACILIS                                      | SLENDER DEUTZIA                                     | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | NO            |
| Ha                   | 26  | HYDRANGEA ARBORESCENS                                 | WILD HYDRANGEA                                      | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | YES           |
| Iv                   | 20  | ITEA VIRGINICA                                        | VIRGINIA SWEETSPICE                                 | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | YES           |
| Po                   | 28  | PRUNUS LAUROCERASUS 'OTTO LUYKEN'                     | OTTO LUYKEN ENGLISH LAUREL                          | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | NO            |
| Rg                   | 30  | RHUS AROMATICA 'GRO-LOW'                              | GRO-LOW FRAGRANT SUMAC                              | AS SHOWN                   | 3 GAL. 24" MIN. HT.                | CONT.                | YES           |
| <u>GROUND COVERS</u> |     |                                                       |                                                     |                            |                                    |                      |               |
| Hm2                  | 225 | <u>BOTANICAL NAME</u><br>HAKONECHLOA MACRA 'AUROEOLA' | <u>COMMON NAME</u><br>GOLDEN VARIEGATED HAKONECHLOA | <u>SPACING</u><br>18" O.C. | <u>SIZE</u><br>1 GAL.              | <u>ROOT</u><br>CONT. | NO            |

## **STATEMENT OF JUSTIFICATION**

### **Premier A-2 Bowie DET-2022-012**

APPLICANT: Premier A-2 Bowie MD, LLC  
530 Oak Court Drive, Suite 155  
Memphis, Tennessee 38117

OWNER: Same as Applicant  
ATTORNEY/  
CORRESPONDENT: Matthew C. Tedesco  
McNamee Hosea, P.A.  
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ARCHITECT Michael Parker Studios, PLLC  
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jbryan@mparkstudios.com

TRAFFIC ENGINEER: Lenhart Traffic Consulting, Inc.  
Michael Lenhart, P.E., PTOE  
645 Baltimore Annapolis Boulevard, Ste. 214  
Severna Park, Maryland 21146  
(410) 216-3333 Voice  
mlenhart@lenharttraffic.com

REQUEST: Detailed site plan (DET) to accommodate the development  
of an approximately 80,189 square foot consolidated storage

facility in the CGO Zone, consisting of one (1) building.

=====

I. DESCRIPTION OF PROPERTY

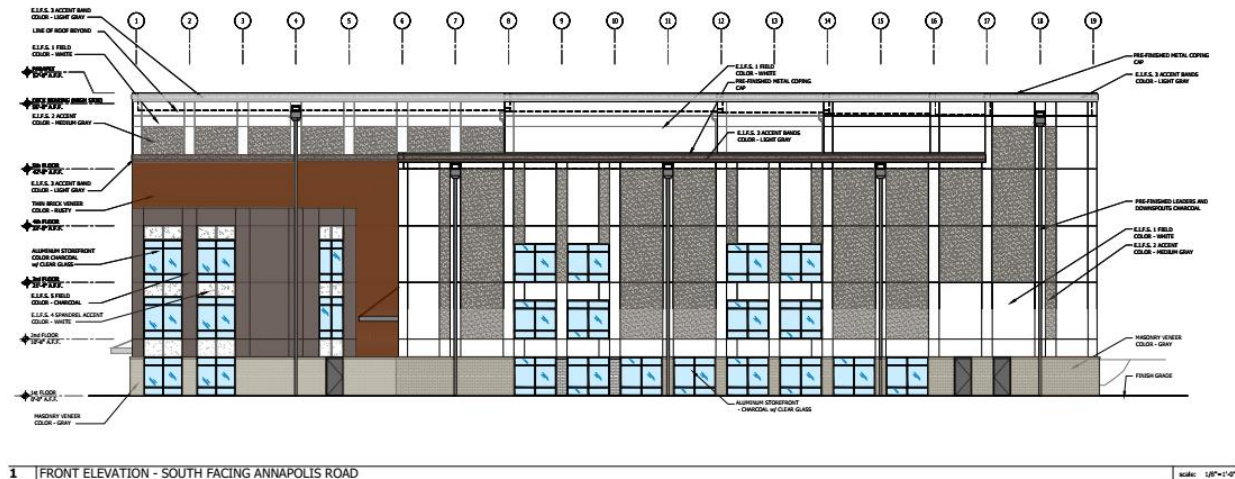
1. Address –13600 and 13604 Old Annapolis Road, Bowie, Maryland 20720.
2. Located on the north side of Old Annapolis Road approximately 320 feet west of its intersection with Grenville Lane.
3. Proposed Use – Consolidated Storage.
4. Incorporated Area – Bowie.
5. Election District – 14.
6. Councilmanic District – 4.
7. Lot/Parcel –Lot 1 (Plat Book WWW 68 at Page 65) and Parcel 51.
8. Total Area – 0.843 Acres.
9. Tax Map Grid –46, Grid C1.
10. Zoned – CGO Zone (formerly C-S-C Zone).
11. Zoning Map – 208NE12

II. APPLICANT’S PROPOSAL

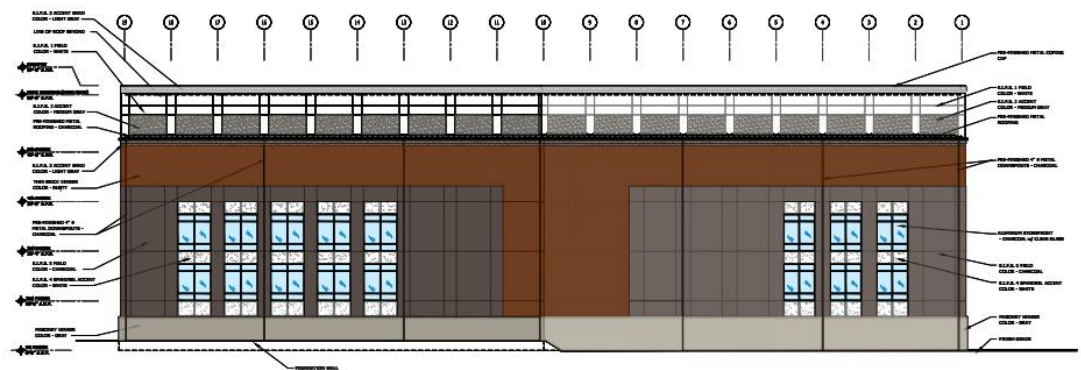
Premier A-2 Bowie MD, LLC (hereinafter the “Applicant”) is requesting the approval of a Detailed Site Plan (DET-2022-012). The Applicant is proposing an infill redevelop of the subject property to accommodate the construction of a consolidated storage facility consisting of approximately 80,189 square feet. The subject property is located at 13600 and 13604 Old Annapolis Road, Bowie, Maryland. The property is located on the north side of Old Annapolis Road (P-308) in Bowie, approximately 320 feet west of its intersection with Grenville Lane. On the north side of the property is Annapolis Road (MD 450) (A-23), to the west is state right-of-way, on the east is sliver of property (Parcel U) owned by the State, and beyond is property owned by PEPCO (P. 336) and improved with a high-tension power line. The property is located in the CGO Zone. A consolidated storage facility is a permitted use in the CGO Zone under certain circumstances. That is, under the provisions of Section 3 of CB-011-2023, which amended the Zoning Ordinance to prohibit Consolidated Storage uses in the CGO Zone, applications that had

conducted a Pre-Application Neighborhood Meeting (“PANM”) prior to April 1, 2023, may continue to be reviewed under the use regulations in effect prior to the adoption of CB-011-2023. The use regulations in effect prior to the adoption of CB-011-2023 permitted a Consolidated Storage in the CGO Zone as a matter of right. In this case, the PANM for this application and the companion preliminary plan of subdivision (PPS-2022-014) was held on August 29, 2022. The applicant held a second PANM on January 18, 2024. Since Section 3 of CB-011-2023 specifically provides that “any proposed development of a consolidated storage use located outside I-95/I-495 (the ‘Capital Beltway’) that has completed a Pre-Application Neighborhood Meeting for a Special Exception or a Detailed Site Plan pursuant to Section 27-3402, prior to April 1, 2023, may be reviewed and decided in accordance with the use regulations in effect prior to the effective date of this [bill].” (Emphasis added). In this instance, and again, the PANM, pursuant to Section 27-3402, was held prior to April 1, 2023, and although subpart (b)(4) includes a provision that contemplates more than one PANM should the application not be accepted within a year, the fact remains that “a” PANM was held prior to April 1, 2023, in satisfaction of Section 3 of CB-011-2023. Consequently, this application may continue to be reviewed under the use regulations (i.e., Section 27-5101(d)) in effect prior to the adoption of CB-011-2023, which permitted consolidated storage uses in the CGO Zone.

The proposed building is an approximately 80,200 square foot climate-controlled storage facility providing 58,538 square feet of rentable storage space. At its maximum height, the building is proposed to be five stories, with a step-down to four stories to ensure compatibility with adjacent single-family dwellings. The storage use is accessed from the interior, with no exterior storage proposed. As illustrated in the color elevations/renderings submitted with DET-2022-012, the façade is comprised of a combination of masonry, exterior insulation finish system (EIFS), aluminum storefront, and glass windows. The base portion consists of a light-gray brick veneer. The upper levels include sections of rust color brick veneer coupled with a dark color EIFS field. A pattern of white and light gray EIFS accents creates a regular, vertical pattern to complement the brick and dark EIFS fields. Dark color aluminum storefront, roof canopies and accent metals provide additional accents. Clear glazing, strategically located, provides visual access into the building. The 500-square foot sales office is surrounded by glass, and its prominent front corner location offers a clear visual entrance marker for visitors from the street. Overall, the design presents a contemporary form that complements the function of the interior spaces. This building would be considered to be a modern style whose features rely less on classicized building elements, and more on existing transitional and contemporary elements in the surrounding area.



1 FRONT ELEVATION - SOUTH FACING ANNAPOLIS ROAD scale: 1/8"=1'-0"



REAR ELEVATION - NORTH FACING OLD ANNAPOLIS ROAD

Statically illuminated branded wall-mount signage is proposed on the southern façade facing Old Annapolis Road (MD 4501) and on the northern façade facing Annapolis Road (MD 450). In the area of the signage, the northern façade is slightly angled, running roughly parallel to Annapolis Road; as such, signage on the northern façade will be visible from both the north and the west. Oversize parking spaces, whose function is to provide interior access, are turned away from the street to minimize their visual impact. Additionally, the consolidated storage building has been designed to provide a minimum of 1,500 square feet for Community Non-Profit Space as required by Section 27-5102(f)(4)(A)(vii), although the applicant questions the legality of such a requirement as an unconstitutional taking.

The site will be screened in accordance with applicable Landscape Manual requirements and improved to treat stormwater management quantity and quality in conformance with City of Bowie requirements. It must be noted that currently, there are no stormwater management facilities on the subject property with the majority of the property being impervious. Access to the site will be via a full access drive from Old Annapolis Road. As mentioned, the applicant also filed a companion Preliminary Plan of Subdivision (PPS-2022-014) application, to consolidate the

property into one (1) parcel. PPS-2022-014 is currently under review; as such no conditions of approval are available. However, this DET will be required to conform to any applicable PPS conditions of approval.

### III. COMMUNITY

The subject property is in Planning Area 71B, and Councilmanic District 4. More specifically, the site is located on the north side of Old Annapolis Road approximately 320 feet west of Grenville Lane. The property is located in the Commercial, General and Office (“CGO”) Zone. The property is within the area of the 2022 *Approved Bowie-Mitchellville and Vicinity Master Plan* (“Master Plan”).

The subject property is surrounded by the following uses:

*North:* Maryland Route 450 and beyond, vacant land, various commercial uses and single-family attached residential use in the LCD Zone;

*East:* Vacant land and PEPCO Transmission lines in the LCD, RR and AG Zones;

*South:* Old Annapolis Road and beyond, single family homes and PEPCO Transmission lines in the RR Zone;

*West:* Intersection of Maryland Route 450 and Old Annapolis Road and beyond, single family homes, Lidl Grocery Store and various commercial uses in the RR, CGO, and LCD Zones.

### IV. GENERAL CRITERIA FOR DET APPROVAL

Pursuant to County Council Bill CB-13-2018, the Prince George’s County Council adopted a new Zoning Ordinance (Subtitle 27 of the County Code), which was to become effective upon the approval of the Countywide Sectional Map Amendment (CMA). Pursuant to Council Resolution CR-136-2021, the new Zoning Ordinance became effective on April 1, 2022. As a result, the subject property was rezoned from the C-S-C Zone to the CGO Zone.

#### **Section 27-3605. Detailed Site Plan.**

**(e) Detailed Site Plan Decision Standards.**

**A detailed site plan may only be approved upon a finding that all of the following standards are met:**

- (1) The proposed development represents a reasonable alternative for satisfying the applicable standards of this Subtitle, without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for its intended use;**



COMMENT: Based on the points and reasons provided herein, in addition to the evidence filed in conjunction with this application (or any other previously approved applications as incorporated herein, as needed), the applicant contends that DET-2022-012 represents the most reasonable alternative for satisfying the applicable standards of this Subtitle without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for the intended uses.

- (2) The proposed development complies with all conditions of approval in any development approvals and permits to which the detailed site plan is subject;**

COMMENT: Although the subject property is subject to prior approvals (to wit: DSP-12008 and Plat Book 68 and Page 65), PPS-2022-014 (currently accepted and under review) and DET-2022-12 will supersede these, and a new plat will be recorded. Consequently, no prior conditions of approval are applicable – saving that PPS-2022-014 once approved may have conditions in which this DET will address, as applicable. That said, some prior findings in DSP-12008 may prove useful in the analysis of this detailed site plan.

- (3) The proposed development demonstrates the preservation and/or restoration of the regulated environmental features in a natural state, to the fullest extent possible, in accordance with the requirements of Section 24-4303(D)(5) of Subtitle 24: Subdivision Regulations;**

COMMENT: No regulated environmental features are present on site. *See* NRI-184-2022.

- (4) Proposed development located within a Planned Development (PD) zone shall be in conformance with the PD Basic Plan and PD Conditions of Approval that apply to that development;**

COMMENT: Not applicable. The subject property is located in the CGO Zone and not within a Planned Development (PD) Zone.

- (5) The proposed development conforms to an approved Tree Conservation Plan, if applicable;**

COMMENT: The subject property is also the subject of WCO-EX S-155-2022, which was approved on August 19, 2022, and is currently valid.

- (6) The development in the detailed site plan (minor and major) shall be consistent with the General Plan and shall conform to the relevant goals, policies, and strategies of the Area Master Plan or Sector Plan, applicable Functional Master Plans, and the Growth Policy Map as it relates to centers in the 2014 General Plan, Plan Prince George's 2035,**

**for the subject property and its surrounding area (unless the subject property has been rezoned pursuant to a Zoning Map Amendment subsequent to the adoption of the relevant Area Master Plan, Sector Plan, or Functional Master Plan). (CB-003-2023).**

COMMENT: The subject property is located in Planning Area 71B which is included in the 2022 *Bowie Mitchellville and Vicinity Approved Master Plan* (“Master Plan”). The Sectional Map Amendment (“SMA”) associated with the Master Plan is currently under review by the District Council but has been endorsed by the Planning Board. On November 29, 2021, the Prince George’s County Council, sitting as the District Council, approved Prince George’s County Council Resolution CR-136-2021, the Countywide Sectional Map Amendment, which reclassified the subject property from the C-S-C Zone to the CGO Zone effective April 1, 2022. The endorsed SMA recommends retaining the subject property in the CGO Zone. The redevelopment of the subject property with a consolidated storage facility is consistent with this zoning category, pursuant to Section 3 of CB-011-2023.

The property is within the Plan 2035’s Established Communities growth policy area. Plan 2035’s vision for the Established Communities area is to create the most appropriate context-sensitive infill and low- to medium-density development. (Page 22). DET-2022-012 proposes context-sensitive infill redevelopment that will be consistent with and that will not be detrimental to nearby commercial or residential development. The proposed building is designed in a contemporary style intended to integrate into the existing fabric of the larger neighborhood. To further reflect the neighborhood context, the building will also be constructed of the predominant materials seen in the surrounding commercial structures. (*See infra* – regarding Section 27-5102(f)(4)(A)).

The subject site is currently vacant and underutilized, and is located within the MD 450 Corridor of the Master Plan. (Page 42). Most of the area directly surrounding the MD 450 (Annapolis Road) corridor is zoned for low- and very-low residential use (*Ibid.*); however, the Master Plan places the site in the “Commercial” future land use category, as shown on Map 16: Future Land Use. (Page 50). In Table 3: Future Land Use Map Categories, the intent of the “Commercial” land use is described as “[r]etail and business areas, including employment areas, such as office and services. A range of services are provided at the neighborhood to regional level. New commercial areas have access to multimodal transportation options. These areas are intended to remain predominantly or entirely commercial.” (Page 49). Notwithstanding consolidated storage is classified as an industrial use pursuant to Section 27-5100, the zoning ordinance recognizes the use as compatible with other commercial uses, as it is permitted in the Commercial-General-Office (CGO) Zone pursuant to CB-011-2023. The Master Plan’s Commercial future land use description also incorporates a level of flexibility for compatible land uses, such as those proposed on the subject use, in that it states the Commercial areas are “intended to remain *predominantly or* entirely commercial” (emphasis added) as opposed to stating the areas are intended to remain *entirely* commercial. Additionally, consistent with the Commercial future land use description, the proposed use will provide a necessary service and have access to multimodal transportation options. Indeed, as described below, the proposed development will increase and enhance multimodal transportation options.

The Master Plan includes recommendations to “creat[e] strategic opportunities for infill housing and commercial land uses within Established Communities, served by existing infrastructure” (Page 55), and, more specifically, to “creat[e] strategic opportunities for infill commercial land uses along MD 450, served by existing infrastructure.” (Page 76). The infill redevelopment will further be served by existing infrastructure (as recommended in the Master Plan) and further improve the site with a modern building, reduced impervious surfaces, active transportation facilities, stormwater management facilities, and landscaping.

The Master Plan also notes as one of its Key Policies for the Rural and Agricultural Area that it seeks to, “Reinforce the eastern boundary of US301 as the County’s Growth Boundary, directing growth away from the Rural and Agricultural Area and into the Established Communities.” (Page 6). The subject property is also located inside the Plan 2035 Growth Boundary, and development in this location will reinforce and support this Key Policy. Siting the infill redevelopment in this location allows the plan area to strengthen its economic competitiveness and expand its market position.

The development further conforms to goals, policies, and strategies of the Master Plan. It provides a use that appropriately serves the needs of community residents and is compatible with the proposed location. Although the proposed use is industrial and not commercial, the ultimate building design and use as a consolidated storage facility is compatible with, and does not detract from, the surrounding businesses. The Master Plan also recommends to “[p]romote sustainable, green neighborhoods and construction.” (Page 155). The development will meet and exceed the Green Building standards of set forth in Section 27-61603 by implementing measures to conserve water, proactively encourage active transportation, and conserve energy. (*See infra* – regarding Section 27-61603). Additionally, the proposed development meets the goals of “[i]ntegrat[ing] land use and transportation to encourage multimodal transportation options including transit, bicycling, and walking along MD 450” and “[meeting t]he needs of the population . . . with greater connectivity and a built environment conducive to active transportation.” (Page 46; page 106). This infill redevelopment will implement the master planned bicycle lane along Old Annapolis Road (MD 4501) (P-308). Additionally, as outlined in the BPIS submitted in conjunction with PPS-2022-014, the proposal will include offsite improvements, to wit: bus shelters at the intersection of MD 450 and Church Road/Highbridge Road, or, alternatively, the thermoplastic continental crosswalks at the western legs of two nearby intersections. New bus shelters will increase the comfort and safety of transit riders, while new crosswalks would increase the safety of pedestrians. Finally, the proposal includes two bicycle parking racks to provide parking for four bicycles in conformance with Section 27-6309.

There are no regulated natural features on the subject property, and the proposed development will be in conformance with the Woodland and Wildlife Habitat Conservation Ordinance (“WCO”). No historic sites are on or abut the subject property, and the property buffers will adhere to the scenic road standards of the Landscape Manual. As such, the approval of the subject application will not have an adverse impact on any Functional Master Plans. The Water Resources Functional Master Plan addresses broad regulatory policy and large-scale watershed planning, and as such

makes no recommendations which are directly applicable to the subject application. No proposed sites for Public Safety facilities are in the area affected by the subject application. Since the proposed consolidated storage project is in keeping with the General Plan's broad land use policies for the Established Communities areas, is a permitted use in the CGO Zone (pursuant Section 3 of CB-011-2023), and is generally in harmony with the applicable Functional Master Plans, approval of the subject application will be in harmony with the Ordinance's purpose of implementing those plans, as applicable.

Finally, the Natural Environment section of the Master Plan provides, "[m]ost of this plan area was developed by the 1970s, before the adoption of environmental regulations regarding woodland conservation, stormwater management, or stream, wetland, and floodplain protections." (Page 140). The subject site exemplifies this statement. Based on a review of aerial imagery, by 1977, the site had been cleared of vegetation and improved with the buildings and associated parking areas that exist onsite today and are impervious. No stormwater management facilities or landscaping has before or since been installed on the property. Specifically, The proposed context-sensitive infill redevelopment implements the Master Plan's vision for the natural environment as follows:

**Policy NE1. Ensure that areas of connectivity and ecological functions are maintained, restored, or established during development or redevelopment.**

At a high level, the plan advises, "[u]se the green infrastructure network as a guide to decision-making . . . ." (Page 142). The subject property is located outside of both the regulated areas and the evaluation areas of the County's Green Infrastructure Network as defined in the 2017 Approved Resource Conservation Plan. Although both regulated areas and evaluation areas exist in the vicinity, the subject site is not contiguous to these areas, and instead, is separated by improved roadways (MD 450, MD 4501, and Grenville Lane). By siting the proposed infill redevelopment in this location, the proposal makes use of an underutilized infill site, thereby, avoiding areas included in the Green Infrastructure Network and additionally directing development away from any regulated environmental features, as none exist onsite.

**Policy NE 2. Preserve, in perpetuity, Nontidal Wetlands of Special State Concern (NTWSSC) within Bowie-Mitchellville and Vicinity (see Map 42. Nontidal Wetlands of Special State Concern [NTWSSC]—2017).**

The site does not contain Nontidal Wetlands of Special State Concern. Also, see *supra*.

**Policy NE 3. Proactively address stormwater management in areas where current facilities are inadequate.**

DET-2022-012 will proactively address stormwater management in areas where current facilities are inadequate, and will also "[r]etrofit all surface parking lots using ESD and best stormwater management practices when redevelopment occurs . . . ." (Page 147). The proposed development will improve the site to both reduce impervious surface and treat for stormwater quantity and

quality in conformance with City of Bowie regulations. The site has an approved stormwater management concept plan (#02-0823-208NE12), which was issued on August 28, 2023, and which is valid until August 28, 2026. The existing impervious area onsite is 0.79 acres. This will be reduced by 0.19 acres under the proposed infill redevelopment. One (1) ESD device (micro-bioretenion) is proposed. Indeed, by reducing impervious area and adding stormwater management to this site, the development will help to address the problem of “the nine sub watersheds associated with the Patuxent River exhibit[ing] fair to very poor water quality.” (Page 140).

**Policy NE 4. Support street tree plantings along transportation corridors and streets, reforestation programs, and retention of large tracts of woodland to the fullest extent possible to create a pleasant environment for active transportation users including bicyclists and pedestrians.**

DET-2022-012 will conform to this recommendation, as applicable. The Master Plan also recommends to “[p]lant trees wherever possible to increase tree canopy coverage to shade impervious surfaces, to reduce urban heat island effect, limit thermal heat impacts on receiving streams, and slow stormwater runoff . . .” (Page 147). The detailed site plan demonstrates conformance to Landscape Manual requirements as applicable, installing vegetative buffers and landscape plantings that will serve to increase canopy, shade surfaces, and reduce heat island effects.

**Policy NE 6. Support local actions that mitigate the impact of climate change.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, this policy does not relate to development review.

**Policy NE 7. Continue to expand active transportation opportunities to reduce automobile dependency and carbon emissions.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, this policy does not relate to development review. Notwithstanding, the proposed development will assist in expanding active transportation opportunities to reduce automobile dependency and carbon emissions in the plan area. As required by (or subject to) SHA, the subject development will provide the master planned bike lane along Old Annapolis Road (MD 4501) (P-308). Additionally, as outlined in the BPIS submitted in conjunction with the companion PPS-2022-014, the proposal is intended to install offsite improvements, to wit: bus shelters at the intersection of MD 450 and Church Road/Highbridge Road, or, alternatively, the thermoplastic continental crosswalks at the western legs of two nearby intersections. New bus shelters will increase the comfort and safety of transit riders, while new crosswalks would increase the safety of pedestrians. Finally, the proposal will provide onsite bicycle parking in conformance with Section 27-6309, Bicycle Parking Standards, as applicable.

**Policy NE 8. Continue to support street tree plantings, reforestation programs, and retention**

**of large tracts of woodland to increase forest and tree canopy.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, the site is not in the vicinity of BSU MARC Campus Center.

**Policy NE 9. Proactively address stormwater management in areas where current facilities are inadequate.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, the site is not in the vicinity of BSU MARC Campus Center.

**Policy NE 10. Integrate Primary Management Areas (PMA) into a walkable, mixed-use environment.**

Not applicable. Pursuant to an email from Christian Meoli (Environmental Planning Section) to undersigned counsel, dated January 31, 2024, the site is not in the vicinity of BSU MARC Campus Center.

- (7) The development proposed in a detailed site plan for infrastructure complies with applicable regulations of PART 27-6: Development Standards, 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; and**

COMMENT: Not applicable. DET-2022-012 is not a detailed site plan for infrastructure. Nevertheless, and as provided below in Section VI, the proposed development complies with the applicable development standards.

- (8) Places of worship located on a lot between one (1) and two (2) acres in size shall also meet the following standards:**
  - (A) The minimum setback for all buildings shall be twenty-five (25) feet from each lot line;**
  - (B) When possible, there should be no parking or loading spaces located in the front yard; and**
  - (C) The maximum allowable lot coverage for the zone in which the use is proposed shall not be increased.**

COMMENT: Not applicable. DET-2022-012 does propose the development of a place of worship on a lot between one (1) and two (2) acres in size.

## V. CONFORMANCE WITH REQUIRED FINDINGS WITH THE CGO ZONE

In accordance with the Zoning Ordinance, the Planning Board must make the following findings or approval of a DET in the CGO Zone as follows:

### **Sec. 27-4200. Base Zones**

#### **Sec. 27-4203. Nonresidential Base Zones**

##### **(a) General Purposes of Nonresidential Base Zones**

**The Nonresidential base zones are established for the general purpose of ensuring there are lands in the County that provide a wide range of retail, office, service, employment, light industrial, heavy industrial, and related uses to meet the needs of County residents and the region, and more specifically to:**

- (1) Provide appropriately located lands for the full range of business uses needed by the County's residents, businesses, and workers, consistent with the goals and policies of the General Plan and the applicable Area Master Plan or Sector Plan to support quality economic growth;**
- (2) Strengthen the County's economic base, and provide employment opportunities close to home for County residents;**
- (3) Create suitable environments for various types of businesses, and protect them from the adverse effects of incompatible development;**
- (4) Create suitable environments for various types of mixed-use development, where business, office, retail, and residential development is designed and integrated in compatible ways;**
- (5) Accommodate new infill development and redevelopment that is consistent with the context and the character of the nonresidential zone in which it is located;**
- (6) Ensure nonresidential development is located and designed to protect and preserve the character of existing single-family zones and neighborhoods; and**
- (7) Promote sustainable development that conserves energy and is energy-efficient, reduces the emission of greenhouse gases, provides physical and economic access to nutritious foods, employs sustainably-sourced and recycled materials, and meets similar sustainability goals.**

COMMENT: The proposed development is consistent with the general purposes of nonresidential base zones. The proposal will strengthen the County's economic base by returning currently vacant land (all prior buildings have been razed, what remains are areas of impervious concrete and asphalt) to productive use, thereby increasing the County's tax base. The proposal will not be incompatible with surrounding businesses and residential development, nor will it adversely impact any of the surrounding uses; instead, the proposal constitutes context-sensitive infill

redevelopment that will provide a necessary function for the community. By siting the proposed infill redevelopment in this location along MD 450, the proposal makes use of an underutilized infill site, thereby promoting sustainable development that avoids areas included in the Green Infrastructure Network and additionally directs development away from any regulated environmental features, as none exist onsite.

**(d) Commercial, General and Office (CGO) Zone**

**(1) Purposes**

The purposes of the Commercial, General and Office (CGO) Zone are:

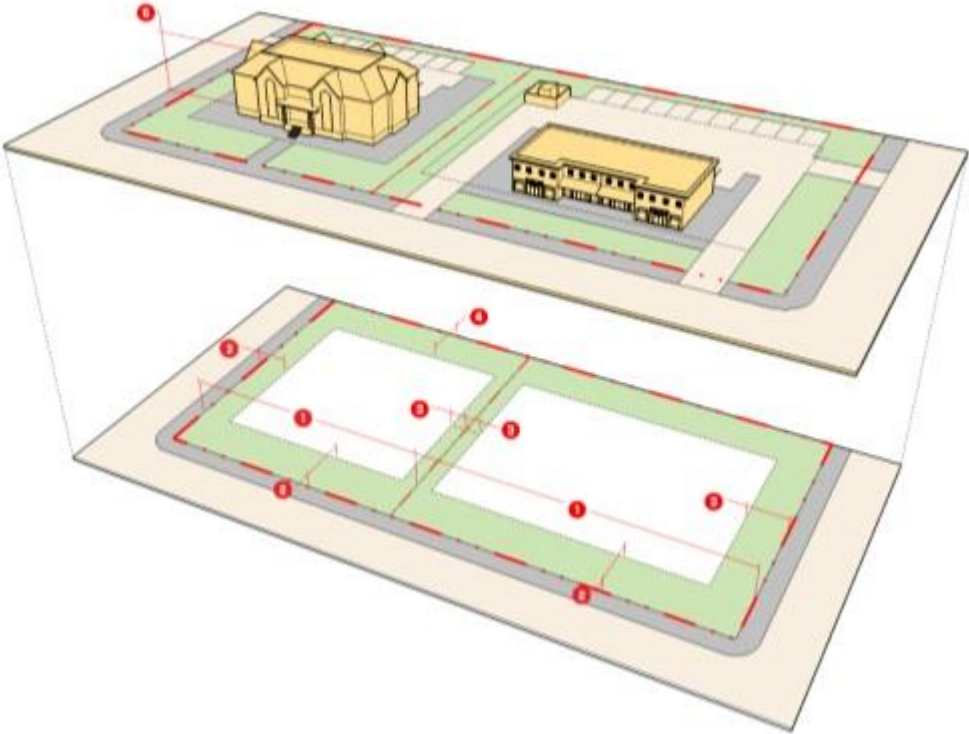
- (A) To provide lands for a diverse range of business, civic, and mixed-use development, typically at or near major intersections where visibility and good access are important, in a form that supports connections and a balance between automobile access and pedestrian-friendliness;
- (B) To incorporate development with multiple uses, shared parking, and coordinated signage and landscaping; and
- (C) To accommodate higher-density residential uses as part of vertically or horizontally mixed-use development.



COMMENT: DET-2022-012 is consistent with the purposes of the CGO zone. The proposed infill redevelopment will deliver a consolidated storage facility at an intersection with visibility and good access, on a site that is currently vacant. Notwithstanding that the proposed development is an industrial use, consolidated storage is a permitted use in the CGO Zone pursuant Section 3 of CB-011-2023. The development will also construct the master planned bicycle facility along Old Annapolis Road (MD 4501). The proposed development will also include a mix of uses in the form of 1,500 square feet of community space that will be utilized by a future community organization or not-for-profit user. Proposed parking for this development will be shared by both the consolidated storage use and the community space use.



| <b>(2) Intensity and Dimensional Standards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |                                                                                  |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------|-------------------|
| <b>Standard (1)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Townhouse Dwelling</b> | <b>Multifamily Dwelling, Artists' Residential Studio, Live-Work Dwelling (2)</b> | <b>Other Uses</b> |
| Density, max. (du/ac of net lot area)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20.00                     | 48.00                                                                            | No requirement    |
| Net lot area, min. (sf)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | No requirement            | 7,500                                                                            | No requirement    |
| ① Lot width, min. (ft)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 20                        | 50                                                                               | No requirement    |
| Lot coverage, max. (% of net lot area)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 65 (3)                    | 70                                                                               | No requirement    |
| ② Front yard depth, min. (ft)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10                        | 10                                                                               | 0                 |
| ③ Side yard depth, min. (ft)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 8 (4)                     | 8                                                                                | 0                 |
| ④ Rear yard depth, min. (ft)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 15                        | 15                                                                               | 0                 |
| ⑤ Principal structure height, max. (ft) (5)<br>(6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 50                        | 86                                                                               | No requirement    |
| <p><b>NOTES:</b> du/ac = dwelling units per acre; sf = square feet; ft = feet</p> <p>(1) See measurement rules and allowed exceptions in Section 27-2200, Measurement and Exceptions of Intensity and Dimensional Standards.</p> <p>(2) The standards in this column apply to multifamily dwellings, artists' residential studios, and live-work dwellings as stand-alone development. Dwelling units above ground-level nonresidential development shall be subject to the maximum density standard in this column, but otherwise to the standards for Other Uses.</p> <p>(3) Applicable to the lot coverage of the development lot as a whole rather than individual lots under townhouse units.</p> <p>(4) Applicable to buildings on the edges of the development lot as a whole. Within the development lot as a whole, a minimum separation of 8 feet is required between buildings.</p> <p>(5) Provided those portions of the structure greater than 50 ft high are set back from the minimum front, side, and rear yard depths an additional 0.5 ft for each 1 ft (or major fraction thereof) the height of the portion exceeds 50 ft.</p> <p>(6) 110 ft for office buildings or mixed-use development consisting primarily of office uses.</p> |                           |                                                                                  |                   |

| (2) Intensity and Dimensional Standards                                                                                               |                    |                                                                           |            |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------|------------|
| Standard (1)                                                                                                                          | Townhouse Dwelling | Multifamily Dwelling, Artists' Residential Studio, Live-Work Dwelling (2) | Other Uses |
| <p><b>Multifamily Dwelling and Other Uses</b></p>  |                    |                                                                           |            |

COMMENT: DET-2022-012 conforms to the intensity and dimensional standards of the CGO zone, as applicable.

## VI. SECTION 27-6 DEVELOPMENT STANDARDS

### Sec. 27-6200 Roadway Access, Mobility, and Circulation

#### 27-6201. Purpose and Intent

The purpose of this Section is to ensure that developments are served by a coordinated multimodal transportation system that permits the safe and efficient movement of motor vehicles, emergency vehicles, transit, bicyclists, and pedestrians within the development and between the development and external transportation systems, neighboring development,

and local destination points such as places of employment, schools, parks, and shopping areas. Such a multimodal transportation system is intended to:

- a. Provide transportation options;
- b. Increase the effectiveness of local service delivery;
- c. Reduce emergency response times;
- d. Promote healthy walking and bicycling;  
Facilitate use of public transportation;
- e. Contribute to the attractiveness of the development and community;
- f. Connect neighborhoods and increase opportunities for interaction between neighbors;
- g. Reduce vehicle miles of travel and travel times;
- h. Reduce greenhouse gas emissions;
- i. Improve air quality;
- j. Minimize congestion and traffic conflicts; and
- k. Preserve the safety and capacity of County transportation systems.

COMMENT: As will be demonstrated below, as applicable, the proposed development complies with the purposes set forth in 27-6201.

#### **27-6202. Consistency with Plans**

**The design and construction of access and circulation systems associated with a development shall be consistent with the transportation goals, objectives, and actions in the County's General Plan, the Approved Countywide Master Plan of Transportation, the applicable Area Master Plan or Sector Plan, and other County-adopted plans addressing transportation.**

COMMENT: The subject property is located in Planning Area 71B which is included in the 2022 *Bowie Mitchellville and Vicinity Approved Master Plan*. The SMA associated with the Master Plan is currently under review by the District Council, but has been endorsed by the Planning Board. The property was rezoned to the CGO Zone as part of the CMA, which took effect on April 1, 2022. The endorsed SMA recommends retaining the subject property in the CGO Zone. The redevelopment of the subject property with a consolidated storage facility is consistent with this zoning category as well as the Master Plan recommendation for the MD 450 corridor. (*See supra*). In addition to the above, subject to approval by the operating agency, the applicant proposes to construct the master planned bicycle lane along Old Annapolis Road (P-308) across the property frontage. There is an existing side path along the north side of MD 450, and nothing further appears to be master planned. Although there is a master planned side path for the south side of Old Annapolis Road, this proposed development is on the north side of Old Annapolis Road and does not impact the south side. Thus, the applicant does not plan on constructing said

side path. Notwithstanding, the proposed development is consistent with the applicable Master Plan.

#### **27-6203. Multimodal Transportation System**

**Access and circulation systems associated with a development shall provide for multiple travel modes (pedestrian, transit, bicycle, and vehicular), based on the development's size, character, the zone in which it is located, and its relationship to existing and planned transportation systems. Pedestrian, transit, bicycle, and vehicular access and circulation systems shall be coordinated and integrated as necessary to offer the development's occupants and visitors improved transportation choices while enhancing safe and efficient mobility throughout the development and the community.**

COMMENT: Access to the site will be from Old Annapolis Road. The site has frontage on and access to Old Annapolis Road via full access driveway. Bicycle and pedestrian access and circulation are coordinated with vehicular access and circulation for safe and efficient movement of all modalities throughout the site. Two (2) bicycle racks providing parking for four (4) bicycles is provided onsite, and sidewalks are provided on all sides of the building with pedestrian access.

#### **27-6204. Circulation Plan or Site Plan Required**

**Development applications shall include a circulation plan (unless a site plan meeting the requirements of this Section is submitted) that demonstrates how the development follows the requirements of Sections 27-6205 through 27-6208. A circulation plan may be combined with the parking plan required in Section 27-6303, Parking Plan or Site Plan Required**

COMMENT: The Detailed Site Plan includes a Circulation & Parking Plan demonstrating conformance to these requirements, as applicable.

#### **27-6205. Developer Responsible for On-Site Street Improvements**

**If a street is proposed within a development site, the developer shall bond, construct and maintain road, street, bikeway, sidewalk, and other access and circulation improvements in accordance with the standards for design and construction defined in Subtitle 23: Roads and Sidewalks, SHA design standards (if applicable), or those of the applicable municipalities having jurisdiction, and shall dedicate any required rights-of-way or easements, as required by the Subdivision Regulations and shown on an approved preliminary plan of subdivision.**

COMMENT: Not applicable. The DET does not propose any streets within the development site. Notwithstanding, as it relates to the streets external to development site, pursuant to conversations with the State Highway Administration ("SHA"), SHA will only require the master planned bike lane along Old Annapolis Road (P-308). SHA will not require acceleration/deceleration lanes or sidewalks along the frontage of either MD 450 or MD 4501.

## **27-6206. Vehicular Access and Circulation**

### **(b) Vehicular Accessway Classifications**

As a basis for application of many of the vehicular access and circulation standards in this Section, proposed and existing vehicular accessways shall be classified in accordance with the following classifications, which reflect the accessway's relative functions in providing access to and from principal origin and destination points and accommodating travel mobility. These do not supersede or replace classifications used in the Prince George's County Specifications and Standards for Roadways and Bridges.

#### **(1) Driveways**

Driveways are accessways that function solely to provide direct and immediate vehicular access between an alley or street and the principal origin and destination points within an abutting development, or part of a large development. They generally handle low vehicular travel speeds and traffic volumes but may handle higher vehicular traffic volumes within large commercial and mixed-use developments (e.g., driveways within mixed-use developments or shopping center parking areas). Driveways are generally not located in the public right-of-way for their principal length, or along building frontages in the Transit-Oriented/Activity Center base and Planned Development (PD) zones and are not considered streets.

COMMENT: DET-2022-012 proposes that the site be served by one driveway providing direct access from Old Annapolis Road (MD 4501). This will replace the existing driveway, which is located to the east on the site. While a limited portion of the driveway apron will be located in the MD 4501 right-of-way, the principal length of the driveway will be onsite, outside of the public right-of-way. SHA will not require acceleration/deceleration lanes or sidewalks along the frontage of either MD 450 or MD 4501.

#### **(2) Alleys**

**(A)** Alleys make up a specialized classification of accessway that primarily functions to provide secondary vehicular access and/or service and delivery vehicle access between a street and the rear or sides of lots or buildings. Alleys may provide primary vehicular access for dwellings designed to have no driveway access from the fronting street, or access may be provided through a combination of an alley and a driveway from a fronting street. Alleys may not provide primary vehicular access for dwellings that do not have a fronting street.

COMMENT: Not applicable. No alleys are proposed with DET-2022-012.

**(B)** Within the CN, NAC, LTO, RTO-L, RTO-H, LTO-PD, and RTO-PD zones, alleys shall comply with standards established in the Prince George's County Urban Street Design Standards. In all other areas of the County,

**alleys shall comply with the standards established in Subtitle 23: Roads and Sidewalks, and Subtitle 24: Subdivision Regulations, of the County Code, and the Prince George's County Specifications and Standards for Roadways and Bridges.**

COMMENT: Not applicable. The site is located within the CGO zone and no alleys are proposed with DET-2022-012.

**(3) Connectivity**

**The accessways defined in Sections 27-6206(b)(1) and 27-6206(b)(2) shall connect to public or private streets, which shall follow standards of design and construction as defined in the Prince George's County Specifications and Standards for Roadways and Bridges and in Subtitle 23: Roads and Sidewalks, SHA design standards (if applicable), or those of the applicable municipalities having jurisdiction.**

COMMENT: The proposed driveway will provide direct access to MD 4501. *See supra*. The proposed driveway will conform to the design standards of the operating agency (SHA), as applicable and as subject to modification by the operating agency.

**(c) Required Vehicular Access and Circulation**

**A new development shall be served by a system of vehicular accessways and internal circulation (including driveways, and alleys connecting from public or private streets, as well as any required fire lanes, parking lot drive aisles, and any circulation associated with parking, loading, or drive-through service windows) that are designed to accommodate appropriate circulation of firefighting and other emergency vehicles, public transit, school buses, garbage trucks, delivery vehicles, service vehicles, and passenger motor vehicles within the development, as defined by the standards in Subtitle 23: Roads and Sidewalks.**

COMMENT: The DET has been designed to conform to these standards and provides adequate access and circulation for vehicles normally accessing a consolidated storage facility as well as fire trucks and other emergency vehicles. A circulation and parking plan is included in the DET, demonstrating conformance with these standards as applicable.

**(d) Vehicular Access Management**

**(1) Limitation on Direct Access Along Arterial and Collector Streets**

**Proposed direct driveway access to a development's principal origin or destination points (including individual lots in a subdivision) may be provided directly from an arterial or collector street only if:**

- (A) No alternative direct vehicular access from a lower-classified accessway (e.g., local street, driveway, or alley) is available or feasible to provide;**

- (B) Only one two-way driveway, or one pair of one-way driveways, is allowed onto lots with 200 or less feet of lot frontage on the arterial or collector street, and no more than one additional two-way driveway or pair of one-way driveways per additional 200 feet of frontage; and
- (C) The development(s) served by the driveway is expected to generate an average daily traffic (ADT) count of 1,000 trips or less, or it is determined that the origin or destination points accessed by the driveway will generate sufficiently low traffic volumes, and the adjacent arterial or collector street has sufficiently low travel speeds and traffic volumes, to allow safe driveway access while preserving the safety and efficiency of travel on the arterial or collector street.

COMMENT: Not applicable. Access to the site will be provided via Old Annapolis Road (MD 4501) (P-308), a primary road.

**(2) Limitation on Direct Driveway Access along Other Streets**

The following standards shall apply to vehicular access along a street other than an arterial street.

- (A) For single-family detached dwellings, two-family dwellings, and three-family dwellings, one direct driveway access point is allowed if only the frontage of the lot abuts the street's right-of-way. If the street is on a corner lot of two non-arterial or non-collector streets and abuts the right-of-way of two intersecting streets, two direct driveway access points are allowed (one to each street).
- (B) For townhouse and multifamily dwellings, and for uses in the Public, Civic, and Institutional; Commercial; and Industrial Use Categories, the number of vehicular access points along a public street shall follow State, County, or municipal access standards, as applicable, to protect the function, safety, and efficiency of travel on the street and any associated bikeways and sidewalks.
- (C) Where a through lot or corner lot fronts on roadways of different classifications, direct driveway access to the lot shall be provided only from the lower-classified fronting street, to the maximum extent practicable.

COMMENT: DET-2022-012 conforms with the standards set forth in 27-6206(2)(C). The site is a through lot with frontage on an arterial road, Annapolis Road (MD 450) (A-23), and a primary road, Old Annapolis Road (MD 4501) (P-308). Access will be provided from the lower-classified fronting street, Old Annapolis Road. *See supra*.

**(3) Shared Driveways**

- (A) Driveway access shared between adjoining lots is encouraged and, in the case of County or State access spacing requirements that do not allow individual lot frontages to be served individually, may be required to limit direct vehicular access along streets.

- (B) Easements allowing cross-access to and from lands served by a shared driveway, along with agreements defining maintenance responsibilities of landowners, shall be recorded with the Land Records of Prince George's County before issuance of a building permit for the development proposing the shared driveway access. Such easements shall clearly limit parking of each property owners' vehicles to their side of the driveway, and stipulate that both owners shall share in the costs and responsibility of maintaining the driveway.**

COMMENT: The subject property is bounded by state highway right-of-way on the north, west and south sides. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). None of these are likely to be developed in a manner that allows for shared driveways, and any cross-access to these properties is impractical and undesirable.

**(e) Cross-Access**

COMMENT: This is not applicable since the development consists of a consolidated storage facility, which is considered in the Zoning Ordinance as an industrial development – notwithstanding, it is a permitted use in the CGO Zone pursuant to Section 3 of CB-011-2023. Moreover, the subject property is bounded by state highway right-of-way on the north, west and south. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). None of these are likely to be developed in a manner that allows for cross-access, and any cross-access to these properties is impractical and undesirable.

**(f) Connectivity Standards for Single-Family (Attached and Detached) Residential Development**

COMMENT: Not applicable as the applicant is not proposing single-family development.

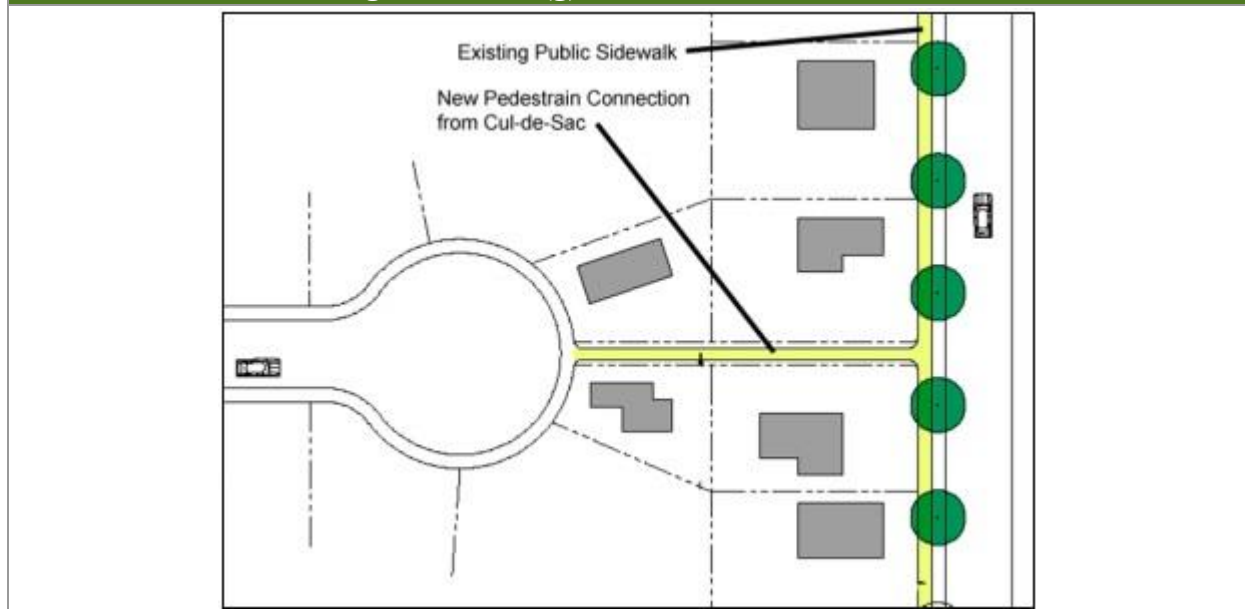
**(g) Pedestrian Connections**

- (1) A right-of-way (at least ten feet wide) shall be provided for pedestrian and bicycle access between a cul-de-sac head or street turnaround and the sidewalk system of the closest street or pedestrian path (as shown in Figure 27-6206(g): Pedestrian Connections), if the cul-de-sac head or street turnaround:**
  - (A) Is within a half-mile of significant pedestrian generators or destinations such as transit stops, schools, parks, public trails, greenways, employment centers, mixed use development, retail centers, or similar features; and**
  - (B) Can be connected to an existing or proposed sidewalk, trail, greenway or other type of pedestrian connection.**



- (2) Vacant adjacent land that could be developed in the foreseeable future with sidewalks, trails, greenways, or other types of pedestrian connections to which the pedestrian and bicycle access can be connected.
- (3) These pedestrian connections shall count as links for the purpose of calculating the connectivity index.
- (4) These pedestrian connections may require public use easements in accordance with Subtitle 24: Subdivision Regulations of the County Code.

**Figure 27-6206(g): Pedestrian Connections**



COMMENT: There are no existing sidewalks on any adjacent parcels. MD 450 does not have a sidewalk on the south side and is built out to its ultimate master-planned width, so sidewalks are not planned for the future. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA.

**(h) External Street Connectivity**

- (1) The arrangement of streets in a single-family residential subdivision shall provide for the alignment and continuation of existing or proposed streets into adjoining lands where the adjoining lands are undeveloped and deemed appropriate for future development, or are developed and include opportunities for such connections.
- (2) Street rights-of-way shall be extended to or along adjoining property boundaries such that a street connection or stub street shall be provided for development where practicable and feasible in each direction (north, south, east, and west) for development that abuts vacant lands.

- (3) At all locations where streets terminate with no street connection, but a future connection is planned or accommodated, a sign shall be installed with the words "FUTURE STREET CONNECTION" to inform landowners.
- (4) The final plat (see [Subtitle 24: Subdivision Regulations](#)) shall identify all stub streets and include a notation that all stub streets are intended for connection with future streets on adjoining undeveloped or underdeveloped lands.

COMMENT: This standard is not applicable, as the applicant is not proposing to create any new streets as part of the development.

**(i) Continuation of Adjacent Streets**

**Proposed street layouts shall be coordinated with the existing street system in surrounding areas. Existing streets shall, to the maximum extent practicable, be extended to provide access to adjacent developments and subdivisions and to provide for additional points of ingress and egress.**

COMMENT: This standard is not applicable, as the applicant is not proposing to create any new streets as part of this development.

**(j) Traffic-Calming Measures for Private Streets**

COMMENT: This standard is not applicable, as the applicant is not creating private streets with this development. It should be noted, however, that, currently, there exists one driveway and one very large expansive open section off MD 4501 into the property, which is unsafe. The proposed infill redevelopment of the subject property will facility a modern development – the access of which will be designed in accordance with all applicable SHA design standards, which will improve safety.

**(k) Block Design**

COMMENT: This standard is not applicable, as the applicant is not proposing any new blocks with this development.

**(l) Driveway Layout and Design**

**(1) Driveway Width**

**All driveways serving development, except single-family detached dwellings, two-family dwellings, and three-family dwellings, shall comply with the following minimum width standards:**

- (A) One-way driveways shall be at least 11 feet wide, as measured between the edges of paving in a typical tangent section that does not include corner radii.
- (B) Two-way driveways shall be at least 22 feet wide, as measured between the edges of paving in a typical tangent section that does not include corner radii.

**(2) Dead-End Driveway Length**

Driveways that do not connect back to a street shall be no longer than 150 feet unless they include adequate provision for fire trucks to turn around, as approved by the Fire Chief.

**(3) Driveway Intersections**

Driveway intersections shall also comply with the following standards:

**(A) Alignment**

To the maximum extent practicable, driveway intersections along a street shall line up with existing or approved driveway, parking lot drive aisle, or roadway intersections on the opposite side of the street.

**(B) Proximity to Adjoining Land**

Except for shared driveways provided in accordance with Section 27-6206(d)(3), Shared Driveways, driveway intersections shall be spaced from an adjoining property line by at least two feet or such greater distance as is needed to avoid encroachment of the driveway radius onto the adjacent property or interference with safe use of a driveway on the adjoining property.

**(C) Medians in Driveway Entrances**

Medians may be incorporated at driveway entrances provided:

**(D) No signage is included within the median other than traffic signs and a single monument sign;**

**(E) Planted material within the median is limited to minor shade trees, shrubs, ground cover, and grass; and**

**(F) The minimum driveway width is maintained for each travel and turning lane.**

COMMENT: The proposed driveway entrance to the site is designed pursuant to all applicable regulatory design standards. It should be noted that, currently, there exists one driveway and one very large expansive open section off MD 4501 into the property, which is an unsafe condition. The proposed infill redevelopment of the subject property will facilitate a modern development – the access of which will be designed in accordance with all applicable SHA design standards, which will improve safety.

**(m) Vehicle Stacking Space**

**(2) For Vehicular Parking Area (Parking Lot) Entrance Driveways**

Nonresidential and mixed-use development (excluding industrial uses) shall provide stacking lanes between the edge of the street right-of-way and entrances into off-street parking areas in accordance with the minimum stacking lane distance established in Table 27-6206(m)(2).a: Minimum Stacking Lane Distance for Vehicular Parking Area Entrance Driveway (see Figure 27-6206(m)(2).b: Measurement of Stacking Lane Distance for Vehicular Parking Area Entrance Driveway). In the event the number of parking spaces requires a stacking lane

**distance of 150 feet or greater, this requirement will supersede that of Section 27-6206(l)(2), Dead-End Driveway Length.**

COMMENT: Not applicable to industrial development. Notwithstanding, the design of the parking lot provides for the minimum 25-foot stacking lane required for parking lots having between 1 – 49 spaces, pursuant to Section 27-6206(m)(2).

## **27-6207. Pedestrian Access and Circulation**

### **(a) Required Pedestrian Access**

#### **(1) General Pedestrian Access**

**All new development subject to this Section shall be served by an internal pedestrian circulation system (including sidewalks, pedestrian paths, and/or trails) that permits safe, convenient, efficient, and orderly movement of pedestrians among the following origin and destination points within the development, as well as between the adjoining parts of an existing or planned external, community-wide pedestrian circulation system and any adjoining transit stops, bus stops, public parks, greenways, schools, community centers, and shopping areas:**

- (A) The primary entrance(s) of principal buildings (or the buildable area of lots, for subdivisions);**
- (B) Off-street parking bays;**
- (C) Any designated or planned transit stations or bus stops and shelters (on-site or on an adjacent street); and**
- (D) Recreation facilities and other common use areas and amenities.**

#### **(2) Sidewalks Required**

- (A) All new development subject to this Section, except for development fronting a rural road, or single-family subdivisions where the density is 1 dwelling unit per 2 acres or less, shall install sidewalks on both sides of all streets having curb and gutter construction within the development site and along the entire frontage of the development site with an existing street (unless an existing sidewalk meeting County standards is already in place).**
- (B) Where a development site fronts an existing street with insufficient right-of-way width to accommodate installation of a required sidewalk along the frontage, the developer shall install a sidewalk on the development site within a dedicated widening of the right-of-way or dedicated public easement running parallel and adjacent to the public street.**
- (C) The Planning Director may waive or modify the requirement for sidewalks where the applicant clearly demonstrates that such sidewalks are impractical or infeasible due to the presence of topographic conditions or natural features, such as steep grades that do not allow connections to be made without stairs.**

COMMENT: It is infeasible and impractical to provide this, as the subject property is bounded by state highway right-of-way on the north, west and south. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). These properties cannot be redeveloped. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA.

**(b) Pedestrian Connectivity**

**All new multifamily, townhouse, nonresidential, and mixed-use development shall comply with the following standards:**

- (1) The internal pedestrian circulation system shall be designed to allow for pedestrian walkway cross-access between the development's buildings and parking areas and those on adjoining lots containing a multifamily, townhouse, nonresidential, or mixed-use development, or to the boundary of adjoining vacant land zoned to allow multifamily residential, nonresidential, or mixed-use development (including land in the Residential, Transit-Oriented/Activity Center, and Nonresidential base and PD zones).**
- (2) The Planning Director may waive or modify the requirement for pedestrian cross-access where the applicant clearly demonstrates that such cross-access is impractical or infeasible due to police concerns about through-traffic routes complicating law enforcement, Environmental Site Design requirements, or the presence of any of the following at the point(s) where through-connections would otherwise be required: topographic conditions, natural features, visual obstructions or parking space locations that create traffic hazards, or the existence of mature or protected trees.**
- (3) Easements allowing cross-access to and from properties served by a pedestrian cross-access, along with agreements defining maintenance responsibilities of landowners, shall be recorded with the Land Records of Prince George's County before issuance of a building permit for the development.**
- (4) Pedestrian Walkways through Large Vehicular Parking Areas and Parking Garages**
  - (A) General Standards**
    - (i) All vehicular parking areas and parking structures containing more than 150 parking spaces shall provide a clearly identified and protected pedestrian path between parking areas and the primary pedestrian entrance(s) to the building(s) served by the parking areas, or to a pedestrian walkway providing direct access from the furthest extent of the parking area to the primary building entrance(s).**
    - (ii) Vehicular parking areas containing more than 150 parking spaces shall, at a minimum, include one pedestrian walkway every 6 parallel parking rows (every three double-row parking bays) or every 200 feet, whichever is the lesser dimension (see Figure 27-6207(b)(4): Walkways Through Vehicular Parking Area). The pedestrian walkway shall be constructed of a paved surface with concrete similar**

to that used for sidewalk standards for public streets. Other hardscape materials, such as brick pavers, may be used provided that they allow smooth surfaces along pedestrian paths and at vehicle crossings.

- (iii) **Pedestrian walkways providing access between vehicular parking areas and associated buildings may be extended to provide the connections to abutting street sidewalks or to adjoining development required by Section 27-6207(a)(1), General Pedestrian Access, and Section 27-6207(b), Pedestrian Connectivity.**

COMMENT: The internal pedestrian circulation system will allow for pedestrian walkway cross-access between the development's buildings and parking areas. No cross-access between the subject property and adjoining lots is proposed or desired. The subject property is surrounded on three sides by road rights-of-way. On the fourth (eastern) side, the subject property abuts a narrow property zoned LCD and owned by the State of Maryland; beyond this property is land within a single-family zone (RR) that is developed with a public utility use. Additionally, only 22 parking spaces are provided.

## **27-6208. Bicycle Access and Circulation**

### **(a) Required Bicycle Access**

#### **(1) Internal and Adjoining Bicycle Access**

**All new development subject to this Section shall provide for internal bicycle circulation such that bicycle access to the development's primary use is safe, convenient and intuitive, specifically by providing the following, in coordination with the Department of Public Works and Transportation, State Highway Administration, or a municipality with jurisdiction over the streets.**

- (A) Bicycle parking facilities required by Section 27-6309, Bicycle Parking Standards, in areas near the primary entrance(s) of principal buildings (or the buildable area of lots, for subdivisions) for bicycle storage;**
- (B) Connections to any adjacent existing or planned (identified in the applicable Area Master Plan or Sector Plan, or in the Countywide Master Plan of Transportation) on-street or off-street bicycle facilities outside the development, or internal bicycle systems in adjacent developments.**
- (C) Connections to any designated or planned rail transit or bus stops and shelters (on-site or on an adjacent street); and**
- (D) Connections to any recreational amenities internal to the development, such as open space.**

#### **(2) Required Bikeway Network Improvements**

- (A) All new development subject to this Section shall be required to install bike lanes, bike paths, or other bicycle improvements. Additional bikeway network improvements are encouraged where appropriate, such as within large development sites and to provide additional connections to nearby bicycle routes. The facilities shall be established in part, through an**

agreement and/or easements which include assurances for their maintenance.

- (B) **The Planning Director may, for private streets or, when advised by the permitting agency, for public streets, waive or modify the requirement for bike lanes, bike paths, or other bicycle improvements where the applicant clearly demonstrates that the facilities are impractical or infeasible due to topographic conditions, natural features, or visual obstructions that create hazards.**
- (C) **Where a development site fronts an existing street with insufficient right-of-way width to accommodate installation of a required bike path along the frontage, the applicant may install a bike path on the development site, within a public easement running parallel and nearby the public street. Such bicycle paths shall not be restricted from public use and shall allow physical passage at all times.**

COMMENT: The applicant is providing two (2) bicycle racks near the entrance to the facility, which will allow for the parking of up to four (4) bicycles. Additionally, subject to approval by the operating agency, the applicant proposes to construct the master planned bicycle lane along Old Annapolis Road (P-308) across the property frontage. There is an existing side path along the north side of MD 450, and nothing further appears to be master planned. Although there is a master planned side path for the south side of Old Annapolis Road, this proposed development is on the north side of Old Annapolis Road and does not impact the south side. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA. Beyond this, it is infeasible and impractical to provide additional access, as the subject property is bounded by state highway right-of-way on the north, west and south sides. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). These properties cannot be redeveloped and should not accommodate cross-access. SHA will not require sidewalks along Old Annapolis Road, as confirmed in various correspondences with SHA.

#### **(b) Bicycle Connectivity Between Developments**

**All new multifamily, townhouse, nonresidential, and mixed-use development shall comply with the following standards:**

COMMENT: The applicant is not proposing a new multifamily, townhouse, or a mixed-use development, and therefore, this standard is not applicable. Notwithstanding, it is infeasible and impractical to provide this connection, as the subject property is bounded by state highway right-of-way on the north, west and south sides. To the east, there is a narrow state-owned strip of property (Parcel U) and beyond a 250' wide parcel owned by PEPCO and improved with a high-tension overhead power lines (Parcel 336). These properties cannot be redeveloped and should not accommodate cross-access.

#### **(c) General Bikeway Layout and Design**

**(1) Off-Street Bicycle Facilities**

**Required bicycle paths shall:**

- (A) Allow two-way bicycle circulation;**
- (B) Be at least ten (10) feet wide and surfaced with a smooth-surface (such as hot-mix asphalt), durable, and dustless material;**
- (C) Be distinguishable from vehicular traffic lanes they cross by painted markings, a change in pavement material or color, raised paving height, decorative bollards, and/or flashing caution signals; and**
- (D) Provide lighting similar to the lighting standards for residential streets established in the Prince George's County Specifications and Standards for Roadways and Bridges or other standards in Subtitle 23 of the County Code.**

**(2) On-Street Bicycle Facilities**

**Required bike lanes shall be designed and provided in accordance with the cross-section, paving, and other standards applicable to the roadways of which they are a part.**

COMMENT: The applicant is not proposing any new roads as part of this development, and therefore, these standards are not applicable. Notwithstanding, subject to approval by the operating agency, the applicant proposes to construct the master planned bicycle lane along Old Annapolis Road (P-308) across the property frontage.

**Sec. 27-6300 Off-Street Parking and Loading.**

**27-6301. Purpose and Intent**

**The purpose of this Section is to ensure provision of off-street parking and loading facilities in proportion to the generalized parking and loading demand of the different zones and different uses allowed by this Ordinance. The standards in this Section are intended to provide for adequate off-street parking and loading while supporting transit-oriented development and walkable areas in appropriate locations, and allowing the flexibility needed to accommodate alternative parking solutions. The standards are also intended to achieve County policies of supporting redevelopment of commercial corridors, accommodating appropriate infill development, and avoiding excessive paved surface areas.**

COMMENT: As will be demonstrated below, the proposed development will comply with the purpose and intent of 27-6301.

**27-6302. Applicability**

**In addition to projects that may be subject to this Section pursuant to Section 27-6104, Applicability of Development Standards, existing development is subject to the following. In the event of conflict, the following provisions supersede:**

**(a) Change in Use**

- (1) In addition, and except as identified in Section 27-6302(a)(2) below, any change in use of existing development shall be accompanied by provision of**



any additional off-street parking and loading spaces required for the changed use by this Section.

- (2) A change in use in the Transit-Oriented/Activity Center base and PD zones and the Commercial base zones inside the Capital Beltway, where the change in use would increase the amount of required off-street parking by no more than 50 percent of that required for the original use or 40 spaces, whichever is greater, is exempted from the off-street parking requirements of this Section.

**(b) Expansion**

If an existing structure or use is expanded or enlarged (in terms of the number of dwelling units, floor area, or seating capacity), any additional off-street parking and loading spaces that may be required shall be provided in accordance with the requirements of this Section as applied only to the expanded or enlarged part of the structure or use.

**(c) Upgrading of Nonconforming Parking**

Nonconforming parking facilities on the site of an enlarged, expanded, or altered structure or use area shall comply with the requirements of this Section in accordance with the standards of PART 27-7, Nonconforming Buildings, Structures, Uses, Lots, and Signs.

COMMENT: Acknowledged.

**27-6303. Parking Plan or Site Plan Required**

All development applications subject to review for compliance with the standards of this Section shall include a parking plan, unless a site plan meeting the requirements of this Section is submitted. A parking plan may be combined with the circulation plan required in Section 27-6204, Circulation Plan or Site Plan Required, for developments meeting the threshold required in that Section. A parking plan may also be combined with the alternative parking plan required by Section 27-6307(a), General; Alternative Parking Plan, should the applicant wish to seek off-street parking alternatives. The parking plan or site plan shall accurately designate the number and location of required parking spaces, access aisles, and driveways, and the relation of the off-street parking facilities to the development they are designed to serve, including how the parking facilities coordinate with the pedestrian, bicycle, transit, and vehicular circulation systems for the development. In addition, the parking plan or site plan shall accurately designate the location and design of sidewalks, bike paths, pedestrian or bicycle pavement striping, and any other pedestrian or bicycle pathways.

COMMENT: DET-2022-012 includes a Circulation & Parking Plan that demonstrates conformance to these standards, as applicable.

**27-6304. General Standards for Off-Street Parking and Loading Areas**

**(a) Use of Parking and Loading Areas**

**(1) General**

**Off-street parking areas required by this Section shall be used solely for the parking of licensed motorized vehicles in operating condition. Required parking spaces and loading berths may not be used for the display of goods for sale (except for food truck hubs operating pursuant to Subtitle 5 of the County Code, farmers' markets, and flea markets), or the sale, lease, storage, dismantling, or service of any vehicles, boats, motor homes, campers, mobile homes, building materials, equipment, or supplies.**

COMMENT: Acknowledged.

**(2) Identified as to Purpose and Location**

**Except for single-family dwellings, off-street parking areas and off-street loading areas shall include painted lines, wheel stops, or other methods of identifying individual parking spaces and loading berths and distinguishing such spaces or berths from aisles. Specific dimensional and marking standards are defined in Section 27-6304(d), Markings.**

COMMENT: As shown on the detailed site plan, the off-street parking area proposed with DET-2022-012 includes appropriate pavement markings, wheel stops, and methods of identifying individual parking spaces, and adheres to the specific dimensional and marking standards of Section 27-6304(d), Markings, as applicable.

**(b) Surfacing**

**(1) General**

**(A) Except as provided for in Section 27-6304(b)(1)(B) and Section 27-6304(b)(2) below, all off-street parking and loading areas shall be surfaced with asphalt, concrete, brick, stone, pavers, or an equivalent hard, dustless, and bonded surface material. Use of surfacing that includes recycled materials (e.g., glass, rubber, used asphalt, brick, block, and concrete) is encouraged. These surfaces shall be maintained in a smooth, well-graded, clean, orderly, and dust-free condition.**

COMMENT: Acknowledged.

**(B) Parking for uses in the Rural and Agricultural base zones may be allowed on non-engineered surfaces of grass, gravel, dirt or similar materials, provided, the following uses shall comply with Section 27-6304(b)(1)(A) above:**

- (i) Agricultural research facilities;**
- (ii) Farm supply sales or farm machinery/implement sales, rental, or repair; and**
- (iii) Cemeteries.**

COMMENT: Not applicable. The site is located in the CGO zone.

**(2) Pervious or Semi-pervious Surfacing**

**The use of pervious or semi-pervious parking lot surfacing materials—including, but not limited to—pervious asphalt and concrete, open-joint pavers, and reinforced grass/gravel/shell grids, is encouraged. Any pervious or semi-pervious surfacing used for aisles within or driveways to parking and loading areas shall be certified as capable of accommodating anticipated traffic loading stresses and maintenance impacts. Where possible, such materials should be used in areas proximate to and in combination with on-site stormwater control devices (see Figure 27-6304(b)(2): Use of Pervious Materials in a Parking Lot).**

COMMENT: Acknowledged. DET-2022-012 does not propose the use of pervious or semi-pervious surfacing; however, it does proactively address stormwater management in an area where current facilities are inadequate. The proposed development will improve the site to both reduce impervious surface and treat for stormwater quantity and quality in conformance with City of Bowie regulations. The site has an approved stormwater management concept plan (#02-0823-208NE12), which was issued on August 28, 2023, and which is valid until August 28, 2026. The existing impervious area onsite is 0.79 acres. This will be reduced by 0.19 acres under the proposed infill redevelopment. One (1) ESD device (micro-bioretenion) is proposed.

**(c) Location and Arrangement**

**(1) Safe and Convenient Access**

- (A) Off-street parking and loading areas shall be arranged for convenient access between an adjacent street and all parking spaces and loading berths to facilitate ease of mobility, ample clearance, and safety of vehicles and pedestrians. Each off-street parking space and loading berth shall have adequate, unobstructed means for the ingress and egress of vehicles, and connect to a public street.**
- (B) Except for off-street parking areas serving single-family detached, two-family, and three-family dwellings, off-street parking areas shall be arranged so no parking or maneuvering incidental to parking shall occur on a public street or sidewalk.**
- (C) Except for off-street parking areas serving single-family detached, two-family, and three-family dwellings, off-street parking areas shall be arranged so an automobile may be parked or un-parked without having to move another automobile, unless within an automated or mechanical parking deck or garage, or part of valet or tandem parking in accordance with Section 27-6307, Off-Street Parking Alternatives.**
- (D) Off-street loading areas shall be arranged so no loading berth extends into the required aisle of a parking lot.**

COMMENT: As demonstrated on the detailed site plan (DET-2022-012), the proposed parking area complies with these standards, as applicable. Off-street parking is convenient, accessible, and

designed to avoid conflict between vehicles. Pursuant to Section 27-6310(a), no loading spaces are required for the proposed use.

**(2) Backing onto Streets Prohibited**

**Except for parking areas serving single-family detached, townhouse, two-family, and three-family dwellings, all off-street parking and loading areas shall be arranged so that no vehicle is required to back out from such areas directly onto a street.**

COMMENT: As demonstrated on the detailed site plan (DET-2022-012), the proposed parking area complies with this standard, as applicable.

**(d) Markings**

- (1) Each required off-street parking area and space, and each off-street loading area and berth, shall be identified by surface markings that are arranged to provide for orderly and safe loading, unloading, and parking of vehicles. Such markings—including striping, directional arrows, lettering on signs and in disabled-designated areas, and labeling of the pavement—shall be maintained so as to be readily visible at all times. The following uses are exempt from the requirements to mark parking and loading areas:**

**(A) Single-family detached dwellings;**

**(B) Two-family dwellings;**

**(C) Three-family dwellings; and**

**(D) Uses in the Rural and Agricultural base zones, other than agricultural research facilities; farm supply sales or farm machinery/implement sales, rental, or repair; and cemeteries.**

- (2) One-way and two-way accesses into parking facilities shall be identified by directional arrows. Any two-way access where parking is located at any angle other than 90 degrees to a street shall be marked with a traffic separation stripe running the length of the access. This requirement does not apply to parking lot drive aisles.**

COMMENT: As demonstrated on the detailed site plan (DET-2022-012), the proposed parking area complies with these standards, as applicable.

**(e) Exterior Lighting**

**Lighted off-street parking and loading areas shall comply with the standards of Section 27-6700, Exterior Lighting.**

**(f) Wheel Stop Requirements**

- (1) Off-street parking areas, except for below-grade or completely enclosed garages, shall comply with the landscaping standards of the Landscape Manual.**
- (2) Any parking space in a gravel, crushed stone, or similar material lot, at the edge of a parking lot where the parking surface is adjacent to a downward**

slope of more than five percent, or at the edge of a parking lot where the parking surface ends at a concrete curb or vertical divider, shall include a permanently anchored wheel stop installed at the end of the parking space opposite the drive aisle.

- (3) Wheel stops, when used, shall be made of concrete, metal, or other material of comparable durability, and shall be at least six feet long and at least six inches high.

**(g) Accessible Parking for Persons with Physical Disabilities**

Development providing off-street parking spaces shall ensure that a portion of the total number of off-street parking spaces shall be specifically designated, located, and reserved for use by persons with physical disabilities, in accordance with the standards in the Federal Americans with Disabilities Act Accessibility Guidelines.

COMMENT: As demonstrated on the detailed site plan (DET-2022-012), the proposed parking area complies with these standards, as applicable. The photometric plan and the landscape plan submitted herewith demonstrate compliance with the lighting standards of Section 27-6700 and the Landscape Manual, respectively. One accessible van space is provided at the entrance to the facility.

**(h) Maintained In Good Repair**

**(1) Maintained at All Times**

All off-street parking and loading areas shall be maintained in safe condition and good repair at all times so as not to constitute a hazard to public safety or a visual or aesthetic nuisance to surrounding land.

COMMENT: Acknowledged.

**(i) Large Vehicular Use Areas (300 or More Spaces)**

Vehicular use areas containing 300 or more parking spaces, whether developed at one time or in phases, shall be configured in accordance with the following standards:

COMMENT: Not applicable. The applicant is not proposing a large vehicular use area.

**27-6305. Off-Street Parking Space Standards**

**(a) Minimum Number of Off-Street Parking Spaces**

Except as otherwise provided for multiple use developments (see Section 27-6305(c) below), new development or a change in use or expansion shall provide the minimum number of off-street parking spaces in accordance with Table 27-6305(a), Minimum Number of Off-Street Parking Spaces, based on the principal use(s) involved and the extent of development. Interpretation of the off-street parking space standards for uses with variable parking demands or unlisted uses is provided in Section 27-6305(b), Unlisted Uses.

### (b) Unlisted Uses

COMMENT: Minimum off-street parking requirements for a consolidated storage facility are to be met onsite, as shown on the detailed site plan submitted herewith and as calculated in the attendant Parking Tabulation included on the plan and reproduced below. The proposed development includes twenty-two (22) 90-degree pull-in parking spaces. Seven (7) of these are standard 9'x18' spaces; seven (7) are 8'x16' compact spaces; four (4) are reduced in size pursuant to Section 27-6306(b)(2), which allows for reduction in parking space width to 8' and length to 18' under certain circumstances; and three (3) are oversized 10'x28' spaces to accommodate a standard SU-30 vehicle. The proposal also includes one (1) accessible van parking space and associated access aisle.

| PARKING TABULATION             |                      |                                     |                                                                        |                  |                                                                                                                                                                |
|--------------------------------|----------------------|-------------------------------------|------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposed Building              | Uses                 | SQ. Ft.                             | Parking Ratio Required*                                                | Parking Required | Parking Provided                                                                                                                                               |
| Self-Storage Warehouse         | Consolidated Storage | 80,189 (gross)<br>58,538 (rentable) | 1.0 per 3,000 SF rentable storage area; 4.0 per 1,000 SF office space; | 22 spaces        | 7 standard 9'x18' spaces<br>4 reduced size 8'x18' spaces<br>3 oversized 10'x28' spaces<br>7 compact 8'x16' spaces<br>1 ADA (8'x18' with 8' access aisle) space |
| Accessible                     | -                    | -                                   |                                                                        | 1 ADA space      | 1 ADA space                                                                                                                                                    |
| Total Number of Parking Spaces |                      |                                     |                                                                        | 22 spaces        | 22 spaces                                                                                                                                                      |

\*PARKING RATIO PER PRINCE GEORGE'S COUNTY ZONING CODE SECTION 27-6305

### (c) Mixed-Use Developments and Shared Parking

COMMENT: Not applicable. The applicant is not proposing a mixed-use development.

### (d) Maximum Number of Off-Street Parking Spaces

**The maximum number of off-street parking spaces allowed is listed in Table 27-6305(d): Maximum Number of Off-Street Parking Spaces. Existing parking areas in excess of this maximum shall not be required to remove excess parking.**

COMMENT: The parking schedule is included on the detailed site plan submitted herewith. Parking is provided in accordance with the required parking for a consolidated storage facility.

### (e) Electric Vehicle (EV) Charging Stations

**Parking spaces used as EV charging stations shall consist as one or more group(s) of contiguous spaces located where they can be readily identified by drivers of EV vehicles (e.g., through directional signage), but where their use by non-electric vehicles is discouraged. EV charging for commercial purposes is prohibited at an EV charging station located at a residential development.**

COMMENT: The applicant is not proposing any EV charging stations.

### (f) Driveways Used to Satisfy Standards

**For single-family detached dwellings, two-family dwellings, and three-family dwellings, driveways may be used to satisfy minimum off-street parking space standards, provided a minimum of 19 feet of driveway length is available outside a street right-of-way or sidewalk to store the length of a general purpose vehicle and satisfy the standards of this Section and this Ordinance.**

COMMENT: Not applicable. Notwithstanding, parking requirements, as applicable, are satisfied as demonstrated on the detailed site plan.

**(g) Visitor Parking**

**Visitor parking spaces shall be provided for all residential and mixed-use development of at least 20 dwelling units. Such visitor parking spaces shall be provided at a minimum ratio of 1 visitor parking space for every 20 dwelling units or fraction thereof, rounded up.**

COMMENT: Not applicable. The applicant is not proposing a residential or mixed-use development.

**(h) Parking of Vehicles Owned or Used by the Occupants of the Premises or Their Bona Fide Guests**

**(1) Private passenger vehicles shall be permitted in all zones.**

**(2) The parking of the following vehicles shall be permitted in the ROS, AG, AR, RE, RR, RSF-65, RSF-95, and RMH Zones subject to the provisions of this Subsection:**

**(A) Boats;**

**(B) Boat trailers;**

**(C) Camping trailer (unoccupied), not to exceed one per lot or parcel; and/or**

**(D) Not more than 1 commercial vehicle:**

**(i) If parked on the premises, having a maximum manufacturer's gross vehicle weight specification of up to 8,500 pounds, no advertising (other than a firm name or similar designation not exceeding 4 inches high), and excluding vehicles exceeding 300 cubic feet of load space, stake platform trucks, dump trucks, crane or tow trucks, and vehicles with dual rear axles; or**

**(ii) The commercial vehicle does not exceed a maximum manufacturer's gross vehicle weight specification of 17,000 pounds, and which may include unlimited advertising on the side of the vehicle, and shall be parked within a wholly enclosed private parking garage.**

COMMENT: This standard is not applicable to the proposed use.

**27-6306. Dimensional Standards for Parking Spaces and Aisles**

**(a) General**

Except as otherwise provided in Section 27-6306(b) below, standard vehicle parking spaces and parking lot aisles shall comply with the minimum dimensional standards established in Table 27-6306(a), Minimum Dimensional Standards for Parking Spaces and Aisles. See Figure 27-6306(a).2: Measurement of Parking Space and Aisle Dimension.

**(b) Smaller Parking Spaces for Tandem Parking and Certain Uses**

The dimensions of off-street parking stalls may be reduced to a width of eight feet and a depth/length of 18 feet per vehicle where the parking stalls are:

- (1) Used for tandem parking (see Section 27-6307(g), Valet and Tandem Parking); or
- (2) Located within a development containing exclusively industrial services uses, manufacturing and production uses, or warehouse and freight movement uses.

**(c) Vertical Clearance**

All off-street parking spaces shall have a minimum overhead clearance of 7 feet for vehicle parking, with a minimum overhead clearance of 8.5 feet for van-accessible parking.

**(d) Compact Parking Spaces**

- (1) Up to one-half (1/2) of the required number of parking spaces in any parking lot may be compact car spaces. Any parking spaces provided in any lot, in excess of the number required, may also be compact car spaces.
- (2) All compact car spaces shall be marked as such.

COMMENT: As demonstrated in the parking schedule contained on the detailed site plan (DET-2022-012), the proposed parking complies with these standards, as applicable. The proposed development includes twenty-two (22) 90-degree pull-in parking spaces. Seven (7) of these are standard 9'x18' spaces; seven (7) are 8'x16' compact spaces; four (4) are reduced in size pursuant to Section 27-6306(b)(2), which allows for reduction in parking space width to 8' and length to 18' under certain circumstances; and three (3) are oversized 10'x28' spaces to accommodate a standard SU-30 vehicle. The proposal also includes one (1) accessible van parking space and associated access aisle.

**27-6307. Off-Street Parking Alternatives**

COMMENT: The applicant is not proposing any alternatives to the off-street parking requirements. All parking design standards will be evaluated further during the review of DET-2022-012.

**27-6308. Reduced Parking Standards for Parking Demand Reduction Strategies**

COMMENT: The applicant is not proposing any reduction to the parking requirements, and all parking is in conformance with Section 27-6305, as applicable.

**27-6309. Bicycle Parking Standards**



COMMENT: The applicant is proposing to provide 2 bike racks for a total of 4 bicycle parking spaces, at the main entrance to the building in an area that does not conflict with pedestrian or vehicular access. The racks will be extended U racks that will allow bicycle frames to rest against the rack in at least two places, and for both a wheel and a section of the rack to be secured to the rack simultaneously.

## **27-6310. Loading Area Standards**

### **(a) Minimum Number of Off-Street Loading Berths**

Any new development involving the routine vehicular delivery or shipping of goods, supplies, or equipment to or from the development shall provide a sufficient number of off-street loading berths to accommodate the delivery and shipping operations of the development's uses in a safe and convenient manner. Table 27-6310(a): Minimum Number of Off-Street Loading Berths, sets forth the minimum number of loading berths for the different principal uses. For proposed uses not listed in Table 27-6310(a): Minimum Number of Off-Street Loading Berths, the requirement for a use most similar to the proposed use shall apply.

### **(b) Dimensional Standards for Loading Areas**

Each loading berth shall be of sufficient size to accommodate the types of vehicles likely to use the loading area. The minimum loading berth size that presumptively satisfies loading berth needs is least 12 feet wide and 45 feet long in general industrial, distribution, or warehousing uses. For all other uses, a berth as short as 33 feet may be allowed. The Planning Director may require a larger loading berth or allow a smaller loading berth on determining that the characteristics of the particular development warrant such increase or reduction and the general standard is met.

### **(c) Location of Loading Areas**

- (1) To the maximum extent practicable, loading areas shall be placed away from a public street and screened from view in accordance with the Landscape Manual (see Figure 27-6310(c): Loading Area Configuration).**
- (2) Loading areas shall be located adjacent to the building's loading doors, in an area that promotes their practical use.**
- (3) Loading areas shall be located and designed so vehicles using them can maneuver safely and conveniently to them from a public street and complete loading without obstructing or interfering with any public rights-of-way, parking spaces, parking lot aisles, or pedestrian pathways.**
- (4) Loading areas shall be set back a minimum of 50 feet from any residential use or vacant land in a Residential or Rural and Agricultural zone.**

COMMENT: This standard is not applicable to the proposed use, pursuant to Section 27-6310(a).

## **Section 27-6400. Open Space Set-Aside.**

### **27-6401. Purpose and Intent**

Open space set-asides are intended for the use and enjoyment of a development's residents, employees, or users. Open space set-asides serve numerous purposes, including preserving natural, historical, and archeological resources, ensuring resident access to open areas and active recreation (incorporating land dedicated as parkland in accordance with Subtitle 24: Subdivision Regulations, Section 24-4600, Parklands and Recreation Facilities, as open space set-asides), reducing the heat island effect of developed areas, providing civic and meeting spaces, enhancing storm water management, and providing other public health benefits.

#### 27-6402. Applicability

(a) In addition to the exemptions specified in Section 27-6103, General Exemptions, the following development shall be exempted from the standards in this Section:

- (1) Uses in the Agriculture/Forestry Uses, Agriculture/Forestry Related Uses, and Open Space Uses principal use categories; and
- (2) Any individual single-family detached dwelling or two-family dwelling on a single lot.

COMMENT: The applicant is required to provide open space. As demonstrated on the Open Space Set-Aside Exhibit submitted in conjunction with DET-2022-2012 and shown in the table below, 5% (1,837sf) open space is required, and 22% (8,256sf) open space is provided.

| <b>OPEN SPACE SET-ASIDE AREA</b> |                         |                     |
|----------------------------------|-------------------------|---------------------|
| PROPERTY AREA                    | OPEN SPACE REQUIRED(5%) | OPEN SPACE PROVIDED |
| 36,736 SF                        | 1,837 SF                | 8,256 SF            |

#### 27-6403. Amount of Open Space Set-Asides Required

Development subject to the standards in this Section shall provide the minimum amounts of open space set-asides identified in Table 27-6403: Required Open Space Set-Asides, based on the use classification. Open space set-aside requirements shall not replace requirements for open spaces, mandatory dedication of parkland, stormwater management, or other similar requirements imposed by any other Subtitle of the County Code. However, such requirements may be counted toward open-space set asides pursuant to Section 27-6404(b), below.

COMMENT: DET-2022-2012 conforms to this standard. *See supra*.

#### 27-6404. Areas Counted as Open Space Set-Asides

- (a) The features and areas identified in Table 27-6404(a): Open Space Set-Aside Features, shall be credited towards compliance with the open space set-aside standards of this Section for development in the areas indicated

- (b) **Open spaces required by any other section in the County Code, such as, but not limited to, mandatory dedication of parkland, may be credited toward compliance with the open space set aside standards in Table 27-6403: Required Open Space Set-Asides, if they are located and designed in accordance with the standards in this Section.**

COMMENT: In accordance with Section 27-6404, the open space provided with DET-2022-012 consists entirely of landscape areas designed pursuant to Landscape Manual requirements.

#### **27-6405. Areas Not Counted as Open Space Set-Asides**

**The following areas shall not be counted as open space set-asides:**

- (a) **Private yards not subject to an open space or conservation easement;**
- (b) **Street rights-of-way or private access easements, including sidewalks located within those rights-of-way or easements;**
- (c) **Vehicular parking areas or lots (excluding the landscaped areas);**
- (d) **Driveways for dwellings;**
- (e) **Land covered by structures not designated for active recreational uses;**
- (f) **Designated outdoor storage areas; and**
- (g) **Stormwater management facilities and ponds, unless located and designed as a site amenity (e.g., with low fencing, vegetative landscaping, gentle slopes, fountain or other visible water-circulation device, and pedestrian access or seating).**

COMMENT: Acknowledged. DET-2022-012 conforms to the open space set-aside standard.

#### **27-6406. Design Standards for Open Space Set-Asides**

**Land used as an open space set-aside shall comply with the following design standards**

##### **(a) Location**

**Open space shall be located so as to be readily accessible and useable by occupants and users of the development. Where possible, a portion of the open space set-aside should provide focal points for the development through prominent placement or easy visual access from streets.**

##### **(b) Configuration**

- (1) **Open space set-asides shall be compact and contiguous unless a different configuration is needed to continue an existing trail or accommodate preservation of natural, historical, and archeological resources.**
- (2) **If the development site is adjacent to existing or planned public trails, parks, or other public open space area land, the open space set-aside shall, to the maximum extent practicable, be located to adjoin, extend, and enlarge the trail, park, or other public land (see Figure 27-6406(b).1: Example Open Space Set-Aside Configuration; Figure 27-6406(b).2: Example Open Space Set-Aside Configuration, Townhouse Development; and Figure 27-6406(b).3: Example Open Space Set Aside Configuration, Commercial Development).**

**(c) Orientation of Adjacent Buildings**

To the maximum extent possible, buildings adjacent to the required open space set-asides shall have at least one entrance facing the open space set-aside.

**(d) Prioritization of Open Space Set-Aside**

(1) Except in the Transit-Oriented/Activity Center base and Planned Development (PD) zones, and to the maximum extent practicable, open space set-asides shall be located and organized to include, protect, and enhance as many of the following open areas and features as possible, in the following general order of priority:

(A) Natural features such as riparian areas, riparian buffers, shorelines, flood hazard areas, floodplains, wetlands, steep slopes, and wildlife habitat and woodland areas;

(B) Water features such as rivers, bays, lakes, creeks, canals, natural ponds, and retention and detention ponds;

(C) Protected trees and other mature trees;

(D) Parks and trails (regardless of public or private ownership);

(E) Lands with active agricultural uses and activities;

(F) Perimeter buffers or visual transitions between different types or intensities of uses;

(G) Areas that accommodate multiple compatible open space set-aside uses rather than a single use; and

(H) Historic and archeological features.

(2) In the Transit-Oriented/Activity Center base and Planned Development (PD) zones, and to the maximum extent practicable, open space set-asides shall be located and organized to include, protect, or enhance the open areas and features identified in Section 27-6406(d)(1) above, except that the establishment of squares, plazas, forecourts, civic greens, and similar urban open space amenities shall have the highest priority.

COMMENT: As demonstrated on the Open Space Set-Aside Exhibit submitted in conjunction with DET-2022-2012, 5% (1,837sf) open space is required, and 22% (8,256sf) open space is provided. In accordance with Section 27-6404, the open space provided with DET-2022-012 consists entirely of landscape areas designed pursuant to Landscape Manual requirements.

**(e ) Open Space Set-Asides on Property in the Industrial, Heavy (IH) Zone**

COMMENT: Not applicable. The subject property is not located in the IH Zone.

**27-6407. Development in Open Space Set-Asides**

Development within open space set-asides shall be limited to that appropriate to the purposes of the type(s) of open space set-asides. Where appropriate, such development may include, but is not limited to, walking, jogging, and biking paths or trails; benches or other seating areas; meeting areas; tables, shelters, grills, trash receptacles, and other picnic facilities;

**docks and other facilities for fishing; environmental education guides and exhibits; historic interpretive signage; gazebos and other decorative structures; fountains or other water features; play structures for children; gardens or seasonal planting areas; pools; athletic fields and courts; and associated clubhouses.**

COMMENT: As demonstrated on the Open Space Set-Aside Exhibit submitted in conjunction with DET-2022-2012, 5% (1,837sf) open space is required, and 22% (8,256sf) open space is provided. In accordance with Section 27-6404, the open space provided with DET-2022-012 consists entirely of landscape areas designed pursuant to Landscape Manual requirements.

#### **27-6408. Ownership, Management, and Maintenance of Open Space Set-Asides**

- (a) Open space set-asides required by this Ordinance or by Subtitle 24: Subdivision Regulations, shall be managed and maintained in compliance with all applicable provisions of Maryland law. To the extent not inconsistent with Maryland law, such open space set-asides shall be managed and maintained as permanent open space through one or more of the following options:**
  - (1) Conveyance of open space set-aside areas to a property owners' or homeowners' association that holds the land in common ownership;**
  - (2) Conveyance of open space set-aside areas to a third party beneficiary such as an environmental, historical, or civic organization, a municipality, or M-NCPPC, that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land;**
  - (3) Establishment of easements or covenants; or**
  - (4) If public stormwater management facilities are treated as site amenities, through stormwater management easements.**
- (b) All options involving private ownership of open space set-aside areas shall include deed restrictions, covenants, or other legal instruments that ensure continued use of the land for its intended open space purposes, in perpetuity, and provide for the continued and effective management, operation, and maintenance of the land and facilities.**
- (c) Responsibility for managing and maintaining open space set-asides rests with the owner of the land of the open space set-asides. Failure to maintain open space set-asides in accordance with this Section and the development approval or permit shall be a violation of this Ordinance.**

COMMENT: Acknowledged.

#### **27-6500 Landscaping**

**All development shall comply with the requirements of the Prince George's County Landscape Manual, which is incorporated herein by reference, and made a part of this Ordinance with the same force and effect as the regulations set forth herein.**

COMMENT: A Landscape Plan prepared in accordance with the requirements of the Landscape Manual, as applicable, has been submitted in conjunction with DET-2022-012. Alternative compliance is not sought with DET-2022-012.

## **27-6600 Fences and Walls**

COMMENT: The applicant is not proposing any retaining walls as part of this proposal. The applicant is proposing an ornamental fence along MD-450 pursuant to Landscape Manual Section 4.2(c)(6)(VI).

### **27-6601. Applicability**

#### **(a) General**

**Unless exempted in accordance with Section 27-6601(b) below, the standards in this Section shall apply to all construction, reconstruction, or replacement of fences or walls.**

#### **(b) Exemptions**

**In addition to the exemptions specified in Section 27-6103, General Exemptions, the following fences and walls are exempt from the standards of this Section:**

- (1) Fences and walls required for the physical support of a principal or accessory structure;**
- (2) Fences and barricades around construction sites;**
- (3) Replacement in-kind of an existing residential fence associated with a live/work, single-family detached, three-family, townhouse, or two-family dwelling;**
- (4) Fences for wireless telecommunications towers, which shall instead follow the requirements of Section 27-5102(d)(1)(A);**
- (5) Fences for outdoor storage (as a principal use), which shall instead follow the requirements of Section 27-5102(f)(4)(B);**
- (6) Fences for junkyards or vehicle salvage yards, which shall instead follow the requirements of Section 27-5402(ii), Junk Yard.**
- (7) Fences for tree protection (temporary and permanent);**
- (8) Noise attenuation walls installed by a public agency within the right-of-way of a public roadway**
- (9) Fences and walls necessary for soil erosion and control;  
Retaining walls, except for the standards of Section 27-6609, Retaining Walls;  
Fences at parks and schools, where such uses are owned by public agencies or are subject to the County's Mandatory Referral process;**
- (10) Specialized fences used for protecting livestock or for other similar agricultural functions if part of a use in the Rural and Agricultural Uses use classification; and**
- (11) Fencing required or provided for medical cannabis uses.**

COMMENT: The applicant is not proposing any retaining walls as part of this proposal. The applicant is proposing an ornamental fence along MD-450 pursuant to Landscape Manual Section 4.2(c)(6)(VI), as shown in the detailed site plan and landscape plan submitted herewith.

## **27-6602. General Standards**

### **(a) General**

- (1) Fences and walls shall be located outside of the public right-of-way.**
- (2) Fences and walls are allowed on the property line between two or more parcels of land held in private ownership.**
- (3) Fences and walls may be located within any required yard.**
- (4) Nothing in this Section shall be construed to prevent the installation of temporary fencing to protect existing trees, limit sedimentation, or control erosion.**

### **(b) In Utility Easements**

**Fences located within utility easements shall receive written authorization from the easement holder or the County, as appropriate. The County shall not be responsible for damage to, or the repair or replacement of, fences that must be removed to access utility easements or facilities.**

### **(c) Within Required Landscaping Areas**

**Fences and walls may be installed within required landscaping areas, subject to an approved landscaping plan.**

### **(d) Avoidance of Traffic Hazards**

**Notwithstanding other provisions of this Subsection, fences and walls shall not be allowed within the triangle formed by the intersection of the street lines and points on the street lines 25 feet from the intersection, or in a location that is determined by an agency will create a traffic hazard.**

COMMENT: The applicant is proposing an ornamental fence along MD-450 pursuant to Landscape Manual Section 4.2(c)(6)(VI).

## **27-6603. Height Standards**

**(a) General Unless otherwise stated in Section 27-6600, Fences and Walls, fences and walls shall comply with the standards in Table 27-6603(a): Fence and Wall Height.**

COMMENT: The applicant is proposing an ornamental fence along MD-450 pursuant to Landscape Manual Section 4.2(c)(6)(VI).

## **27-6604. Materials**

**(a) General Unless otherwise specified in Section 27-6604(b) below, fences and walls shall be constructed of any one or more of the following materials:**

- (1) Masonry, concrete, or stone;**
- (2) Ornamental metal, except that fencing shall not incorporate spiked tops within a residential zone without approval of a security exemption plan in accordance with Section 27-6610, Security Exemption Plan;**
- (3) Painted wood, pressure treated wood, or rot-resistant wood such as cedar, cypress, or teak;**
- (4) Composite materials designed to appear as wood, metal, or masonry;**

- (5) Metal (wrought iron, welded steel; and/or electro-statically plated black aluminum, except chain-link fencing);
- (6) Vinyl;
- (7) Walls clad with substrate material intended to support living vegetation; and
- (8) Any material demonstrated by the applicant to have a similar or equal appearance and durability as a material listed in Subsections (1) through (7) above, as determined by the Planning Director (or decision-maker if the fence or wall is associated with a parent application).

COMMENT: The applicant is proposing an ornamental fence along MD-450 pursuant to Landscape Manual Section 4.2(c)(6)(VI).

#### **(b) Transit-Oriented/Activity Center Zones**

COMMENT: Not applicable. The property is not located in a Transit-Oriented/Activity Zone.

#### **27-6605. Perimeter Fences and Walls Abutting Street Right-of-Way**

COMMENT: The applicant is proposing an ornamental fence along MD-450 pursuant to Landscape Manual Section 4.2(c)(6)(VI).

#### **27-6606. Appearance**

COMMENT: The applicant is proposing an ornamental fence along MD-450 pursuant to Landscape Manual Section 4.2(c)(6)(VI). The fence will be located within 15 feet of the MD 450 street right of way, and will be provided in conjunction with the required 6-foot landscape buffer.

#### **27-6607. Fence and Wall Construction**

**Fences and walls shall comply with all applicable Building Code requirements.**

COMMENT: Acknowledged.

#### **27-6608. Gates**

**Gates shall comply with the following standards:**

- (a) All gates shall have hardware to secure the gate in a closed position.
- (b) All unattended gates and gates opening onto a public sidewalk area shall be self-closing, self-latching, and locked when not in use.

COMMENT: No gates are proposed with the development.

#### **27-6609. Retaining Walls**

**Retaining walls are to be used in appropriate locations to reduce the steepness of slopes and to provide planting pockets conducive to revegetation. They shall comply with the following standards:**



- (a) A retaining wall may be permitted to support steep slopes but should not exceed six feet in height from the finished grade, except for:
  - (1) A structure's foundation wall, or
  - (2) As necessary to construct a driveway from the street to a garage or parking area, or
  - (3) As otherwise expressly allowed by this Ordinance.
- (b) In all exceptions identified in Subsection (a) above, a retaining wall shall not exceed ten feet in height.
- (c) Retaining walls greater than six feet in height shall comply with the building setbacks in the zone which they are located, unless it is constructed because grades are lower on the site where it is located.
- (d) The width of any terrace between any two six-foot vertical retaining walls should be at least three feet. Retaining walls higher than six feet should be separated from any other retaining wall by a minimum of five horizontal feet. Terraces created between retaining walls shall be permanently landscaped or revegetated with native vegetation.
- (e) Retaining walls used to support existing road cuts may exceed the height limits and other requirements in Subsections (a), (b), and (c) above.
- (f) Retaining walls shall be faced with stone, brick, or earth-colored materials similar to the surrounding natural landscape.
- (g) All retaining walls shall comply with the Building Code.

COMMENT: The applicant is not proposing a retaining wall.

#### **27-6610. Security Exemption Plan**

COMMENT: The applicant is not proposing a wall or fence that exceed 6 feet in height.

#### **27-6700 Exterior Lighting**

##### **27-6701. Purpose and Intent**

**The purpose and intent of this Section is to regulate exterior lighting to:**

- (a) Ensure all exterior lighting is designed and installed to maintain adequate lighting levels on site;
- (b) Assure that excessive light spillage and glare are not directed at adjacent lands, neighboring areas, and motorists;
- (c) Curtail light pollution, reduce skyglow, and preserve the nighttime environment;
- (d) Conserve energy and resources to the greatest extent possible; and
- (e) Provide security for persons and land.

##### **27-6702. Exemptions**

**In addition to the exemptions specified in Section 27-6103, General Exemptions, the following types of lighting are exempt from the standards of this Section:**

- (a) Lighting exempt under State or Federal law;

- (b) FAA-mandated lighting associated with a utility tower or airport;
- (c) Lighting for public monuments and statuary;
- (d) Lighting solely for signage (see Section 27-61500, Signage);
- (e) Outdoor lighting fixtures that are necessary for worker safety at farms and other agricultural uses, but not including lighting of residential buildings or parking areas associated with a farm or agricultural use;
- (f) Lighting for outdoor recreational uses such as ball diamonds, playing fields, tennis courts and similar uses, provided that:
  - (1) Maximum illumination at the property line is not brighter than two foot-candles; and
  - (2) Exterior lighting is extinguished no later than 11:00 p.m. except to complete an activity that is in progress prior to 11:00 p.m.
- (g) Temporary lighting for circuses, fairs, carnivals, theatrical and other performance areas, provided such lighting is discontinued upon completion of the activity;
- (h) Temporary lighting of construction sites, provided such lighting is discontinued upon completion of the construction activity;
- (i) Temporary lighting for emergency situations, provided such lighting is discontinued upon abatement of the emergency situation;
- (j) Security lighting controlled and activated by motion sensor devices for a duration of 15 minutes or less;
- (k) Underwater lighting in swimming pools, fountains, and other water features;
- (l) Holiday or festive lighting-provided such lighting does not create unsafe glare on street rights-of-way;
- (m) Lighting provided by the Federal, State, or a local government (including but not limited to the County and a municipality); and
- (n) Outdoor lighting fixtures that do not comply with provisions of this Section on April 1, 2022, provided they are brought into compliance with this Section when they become unrepairable and must be replaced.

#### **27-6703. Lighting Plan**

To ensure compliance with the standards of this Section, a lighting plan demonstrating how exterior lighting will comply with the standards of this Section shall be included as part of a development application for a site plan or building permit, as appropriate.

COMMENT: The applicant has submitted a photometric plan as part of the detailed site plan which demonstrates conformance to these standards, as applicable.

#### **27-6704. Prohibited Lighting**

The following exterior lighting is prohibited:

- (a) Light fixtures that imitate an official highway or traffic control light or sign;
- (b) Light fixtures that have a flashing or intermittent pattern of illumination, except signage with an intermittent pattern of illumination allowed in accordance with Sec. 27-61500, Signage.
- (c) Privately-owned light fixtures located in the public right-of-way;

- (d) Searchlights, except when used by Federal, State, or local authorities, or where they are used to illuminate alleys, parking garages, and working (maintenance) areas, so long as they are shielded and aimed so that they do not result in lighting on any adjacent lot or public right-of-way exceeding two foot-candles; and
- (e) Light types of limited spectral emission, such as low-pressure sodium or mercury vapor lights. Light sources shall be color-correct types such as Halogen, LED, or metal halide.

COMMENT: Acknowledged, if applicable.

#### **27-6705. Private Street Lighting**

- (a) All private street lights shall be located inside full cut-off fixtures mounted on non-corrosive poles served by underground wiring.
- (b) The light fixture and light color of private street lights in an individual subdivision or development shall be consistent throughout the subdivision or development.
- (c) Correlated color temperature (CCT) of street lights shall not exceed 3000K

COMMENT: The applicant is not proposing any private streets.

#### **27-6706. General Standards for Exterior Lighting**

Development subject to this Section shall comply with the following standards:

##### **(a) Hours of Illumination**

Public, civic, and institutional uses, commercial uses, mixed-uses, and industrial uses that are adjacent to existing residential development shall extinguish all exterior lighting by 11:00 P.M. or within one hour of the closing of the establishment open latest, whichever occurs last. Lighting necessary for outdoor recreational uses such as ball diamonds, playing fields, tennis courts, and similar uses; lighting necessary for security as listed in Subsections 27-6702(e) and 27-6702(j) and Section 27-6709; or lighting necessary for emergency situations as listed in Subsection 27-6702(i), shall be exempt from this requirement. For the purposes of this paragraph, lighting "necessary for security" shall be construed to mean the amount of exterior lighting necessary to provide an average of 2.5 foot-candles of light, with a maximum of 3 foot-candles of light at any point, in the following areas: possible points of entry or exit into a structure, illumination of exterior walkways, or illumination of outdoor storage areas. Lighting activated by motion sensor devices is strongly encouraged.

##### **(b) Shielding with Full Cut-off Fixtures**

All exterior luminaries, including security lighting, shall be full cut-off fixtures that are directed downward, consistent with Figure 27-6706(b).1: Full Cut-off Fixtures. In no case shall lighting be directed above a horizontal plane through the lighting fixture (see Section 27-6706(b).2: Examples of Fully-Shielded Light Fixtures).

##### **(c) Maximum Illumination Levels**

- (1) Except for private street lighting (see Section 27-6705, Private Street Lighting), all exterior lighting and indoor lighting visible from outside shall be

designed and located so that the maximum illumination measured in foot-candles at ground level at a lot line shall not exceed the standards in Table 27-6706(c).1: Maximum Illumination Levels. See Figure 27-6706(c).2: Maximum Illumination Levels.

- (2) All exterior light fixtures shall generate at least 80 lumens per watt of energy consumed, as shown on the manufacturers specifications for the fixture.

**(d) Maximum Height**

Except for athletic field lighting fixtures, which shall not exceed 95 feet in height, and private street lighting (see Section 27-6705, Private Street Lighting), the height of exterior light fixtures, whether mounted on poles, walls, or by other means, shall comply with the standards in Table 27-6706(d): Maximum Height for Exterior Lighting.

COMMENT: As demonstrated on the photometric plan included with this detailed site plan, the proposed exterior lighting complies with the applicable standards set forth in Section 27-6700. Proposed lighting is a combination of wall sconces and pole-mounted lighting to illuminate both the exterior of the building and the parking areas. All lighting will be full cut-off fixtures, and maximum illumination at ground level at any lot line is to be 0.5 footcandles. Wall sconces are to be mounted at a height of either 10 feet or 14 feet, while pole-mounted lighting will be at a height of 16 feet. The applicant acknowledges the hours of illumination contained in Section 27-6706(a).

**27-6707. Lighting Design Standards for Specific Uses and Site Features**

In addition to complying with all applicable standards in Section 27-6706, General Standards for Exterior Lighting, the specific uses and site features identified in this Section shall comply with the standards established for that type of use or site feature.

**(a) Awnings**

Awnings used for building accents over doors and windows shall not be internally illuminated (i.e., from underneath or behind the awning) unless the awning material is entirely opaque.

**(b) Canopies**

Lighting under a canopy shall be designed so as not to create glare off-site. Acceptable methods to address this include one or both of the following:

- (1) A recessed fixture incorporating a lens cover that is either recessed or flush with the bottom surface (ceiling) of the canopy that provides full cutoff or fully-shielded light distribution; or
- (2) A surface-mounted fixture incorporating a flat glass that provides a full cutoff or fully-shielded light distribution.

**(c) Sports and Performance Venues**

Lighting fixtures for outdoor sports areas, athletic fields, and performance areas shall be equipped with a glare control package (e.g., louvers, shields, or similar devices) and aimed so that their beams are directed and fall within the primary playing or performance area.

**(d) Wall Pack Lights**

Wall packs on the exterior of the building shall be fully shielded (e.g., true cut-off type bulb or light source not visible from off-site) to direct the light vertically downward and be of low wattage (100 watts or lower).

**(e) Pedestrian Lighting**

Pedestrian light fixtures shall comply with the following:

- (1) Light fixtures for sidewalks, walkways, trails, and bicycle paths shall provide at least 1.2 foot candles of illumination, but not exceed 2.0 foot candles.
- (2) Pedestrian bollard lamps shall be mounted no higher than four feet above grade and shall not exceed 900 lumens for any single lamp (see Figure 27-6707(e): Examples of Pedestrian Bollard Lamps)

**(f) Decorative Landscaping and Lighting**

Outdoor light fixtures used for decorative effects shall comply with the following standards.

- (1) Decorative lighting intended to enhance the appearance of a building and/or landscaping shall cast all light downward (rather than upward) against the building surface or onto a landscape feature, or shall be calibrated to illuminate features of the building or landscaping such that light spill-over and skyglow are avoided.
- (2) Decorative lighting shall not exceed 100 watts of incandescent illuminance or the equivalent.

COMMENT: Acknowledged, if applicable.

**27-6708. Measurement**

Light-level measurements shall be made at the lot line of the land upon which light to be measured is being generated. If measurement on private property is not possible or practical, light level measurements may be made at the boundary of the public street right-of-way that adjoins the land. Measurements shall be made at finished grade (ground level), with the light-registering portion of the meter held parallel to the ground pointing up. The meter shall have cosine and color correction and have an accuracy tolerance of no greater than plus or minus five percent. Upon installation, the applicant shall demonstrate compliance with this Section by submitting measurements taken with a light meter to the Planning Director. The light meter shall have been calibrated within the prior two years.

COMMENT: Acknowledged, if applicable.

**27-6709. Security Exemption Plan**

COMMENT: The proposed lighting will comply with these standards and the applicant is not proposing to request a waiver.

**27-6800 Environmental Protection and Noise Control**

**27-6801. Purpose and Intent**

The purpose of this Section is to ensure that development complies with County environmental protection regulations referenced in Sections 27-6802 through 27-6809 and the noise control standards of Section 27-6810, Noise Control, below.

#### **27-6802. Natural Resource Inventory (NRI)**

An approved NRI, in conformance with the Environmental Technical Manual, is required for applications for Subtitle 32, Division 2, Erosion and Sediment Control; Subtitle 32, Division 3, Stormwater Management; Subtitle 25, Division 2, Woodland and Wildlife Habitat Conservation; Subtitle 5B, Chesapeake Bay Critical Area; Planned Development (PD) Zoning Map Amendment applications (Section 27-3602); special exception applications (Section 27-3604); detailed site plan applications (Section 27-3605); and preliminary plan of subdivision (minor or major) applications (Subtitle 24: Subdivision Regulations)

COMMENT: See NRI-184-2022.

#### **27-6803. Trees and Vegetation**

As described in the applicability sections of Subtitle 25: Trees and Vegetation, development shall comply with the requirements of Subtitle 25, Division 1, General; Subtitle 25, Division 2, Woodland and Wildlife Habitat Conservation Ordinance; and Subtitle 25, Division 3, Tree Canopy Coverage Ordinance, of the Prince George's County Code.

COMMENT: See S-155-2022.

#### **27-6804. Floodplain Management**

As described in the applicability sections of Subtitle 32: Water Resources Protection and Grading Code, development shall comply with the requirements for floodplain management in accordance with Subtitle 32, Division 4, Floodplain Ordinance, of the Prince George's County Code

COMMENT: Not applicable. See NRI-184-2022.

#### **27-6805. Erosion and Sedimentation Control**

An approved Grading, Erosion, and Sediment Control Plan is required as described in the applicability sections of Subtitle 32: Water Resources Protection and Grading Code. Development shall comply with the requirements for sedimentation and erosion control in accordance with Subtitle 32, Division 2, Grading, Drainage and Erosion and Sedimentation Control, of the Prince George's County Code.

COMMENT: Acknowledged. An approved Concept Grading, Erosion, and Sediment Control Plan is included with this submittal.

#### **27-6806. Stormwater Management**

**As described in the applicability sections of Subtitle 32: Water Resources Protection and Grading Code, development shall comply with the requirements for stormwater management in accordance with Subtitle 32, Division 3, Stormwater Management, of the Prince George's County Code.**

COMMENT: *See Stormwater Management Concept Approval (02-0823-208NE12).*

**27-6807. Chesapeake Bay Critical Area**

**For all land within the CBCAO Zone, see Section 27-3601, Zoning Map Amendment (ZMA), Section 27-3603, Chesapeake Bay Critical Area Overlay (CBCAO) Zoning Map Amendment, Section 27-4402(a), Chesapeake Bay Critical Area Overlay (CBCAO) Zones, and Subtitle 5B: Chesapeake Bay Critical Area, of the County Code, for applicable regulations and submittal requirements.**

COMMENT: Not applicable.

**27-6808. Regulated Environmental Features**

**All land located outside the CBCAO Zone is subject to the requirements of Section 24-4300, Environmental Standards, of Subtitle 24: Subdivision Regulations.**

COMMENT: Not applicable. No REF exists onsite.

**27-6809. Unsafe Lands**

**All applications shall conform to the requirements pertaining to unsafe land in Section 24-4300, Environmental Standards, of Subtitle 24: Subdivision Regulations.**

COMMENT: *See supra.*

**27-6810. Noise Control**

COMMENT: Section 27-6810 is not applicable, as the consolidated storage use is not subject to this requirement.

**27-61100 Industrial Design and Form Standards**

**27-61101. Purpose and Intent**

**The purpose and intent of these industrial form and design standards are to ensure a minimum quality of form and design for all types of industrial development in a way that results in greater predictability during the development review process.**

**27-61102. Industrial Form and Design Standards**

**Development subject to this Section shall comply with the following standards.**

**(a) Building Orientation**

**(1) Single-Building Development**

**An industrial development composed of a single building shall orient the building façade containing its primary patron entrance to face the street from which the building derives its street address.**

**(2) Multi-Building Development**

**A development composed of multiple buildings should locate and configure the buildings to conceal operations and loading areas from off-site views, to the maximum extent practicable.**

**(3) Accessory Uses and Structures**

**Accessory uses and structures shall not front a street and shall be located in a manner that minimizes their impacts on adjacent development.**

COMMENT: The subject property is not in an industrial zone. Nevertheless, the building entrance will face Old Annapolis Road.

**(b) Façade Articulation**

**Each street-facing building façade shall be horizontally and/or vertically articulated to avoid long, blank wall planes, by meeting at least two of the following standards:**

**(1) Wall Plane Horizontal Articulation**

**Each façade greater than 100 feet in width shall be articulated with wall offsets (e.g., projections or recesses in the façade plane), changes in façade color or material, or similar features that visually interrupt the wall plane horizontally such that the width of uninterrupted façade does not exceed 60 feet (see Figure 27-61102(b): Example of Façade Articulation for Industrial Building).**

**(2) Vertical Articulation**

**Each façade greater than 30 feet in height shall incorporate a change in the wall surface plane or in façade color or material that visually interrupts the wall plane vertically such that the height of the uninterrupted façade does not exceed 30 feet.**

**(3) Roof Line Variation**

**The façade shall include variations in roof planes and/or in the height of a parapet at least every 100 feet of roofline length along the façade**

COMMENT: The subject property is not in an industrial zone. Nevertheless, as demonstrated on the elevations submitted in conjunction with the detailed site plan, the proposed building complies with the wall plane horizontal articulation, vertical articulation, and roof line variation standards set forth above, as applicable. As illustrated in the color elevations/renderings, the façade is comprised of a combination of masonry, exterior insulation finish system (EIFS), aluminum storefront and glass windows. The base portion consists of a light-gray brick veneer. The upper levels include sections of rust color brick veneer coupled with a dark color EIFS field. A pattern of white and light gray EIFS accents creates a regular, vertical pattern to complement the brick and dark EIFS fields. Dark color aluminum storefront, roof canopies and accent metals provide additional accents. Clear glazing, strategically located, provides visual access into the building. The sales office is surrounded by glass, and its prominent front corner location offers a clear visual entrance marker for visitors from the street.



**(c) Entrance**

- (1) Each principal building shall have clearly defined, highly visible primary entrances for occupants and patrons that incorporate at least two of the following design features to emphasize the importance of the entrance:**
  - (A) Canopy or portico;**
  - (B) Roof overhang;**
  - (C) Horizontal recess or projection;**
  - (D) Arcade or arch;**
  - (E) Peaked roof form;**
  - (F) Outside patio;**
  - (G) Display window;**
  - (H) Architectural tile work or moldings integrated into the design of the building façade;**
  - (I) Integrated planters or wing walls that incorporate landscaped area or seating areas; or**
  - (J) Similar architectural features not found on the remainder of the building façade.**
- (2) Street-facing façades of the ground level floor shall not include overhead doors, sliding glass doors, removable panels, or similar type of doors.**

COMMENT: As demonstrated on the elevations submitted in conjunction with the detailed site plan, the entrance is protected by a canopy and is associated with two display windows.

**(d) Building Façade Materials**

**The use of corrugated metal siding or any other similar metal siding, unfinished or untreated tilt-up concrete panels, or standard single- or double-tee concrete systems as a primary exterior façade material shall be limited to those portions of rear and side building façades that are not visible from the public right-of-way or an adjacent residential, public, civic, or institutional, or commercial use.**

COMMENT: As demonstrated on the elevations submitted in conjunction with the detailed site plan, the building façade material complies with this standard. As illustrated in the color elevations/renderings, the façade is comprised of a combination of masonry, exterior insulation finish system (EIFS), aluminum storefront and glass windows.

**(e) Location of Loading and Service Areas**

**Loading and service areas shall be separated from patron parking, pedestrian areas, and main drive aisles, and shall be located a minimum of 200 feet from any abutting single-family detached dwellings, two-family dwellings, or vacant lands in a residential single-family zone (the RE, RR, RSF-95, and RSF-65 zones).**

COMMENT: Pursuant to Section 27-6310(a), loading spaces are not required for the proposed use. Service areas comply with this requirement and will be screened pursuant to Landscape

Manual requirements through use of board-on-board wood fence planks and opaque gate as shown on the detailed site plan and landscape plan.

**(f) Off-Street Parking Location**

**No more than 60 percent of the off-street parking spaces may be located in surface parking lots between the front building façade and the street it faces.**

COMMENT: Acknowledged, if applicable.

**27-61200 Neighborhood Compatibility Standards**

COMMENT: As demonstrated on the site plan and elevations submitted herewith, the proposed development complies with Neighborhood Compatibility Standards as applicable. This includes building height and setbacks, open space, and locations/design of other site features. The Site Plan and Architectural Plans demonstrate that the proposed Consolidated Storage building meets the various dimensional standards for the CGO Zone.

**27-61203. Neighborhood Compatibility Standards**

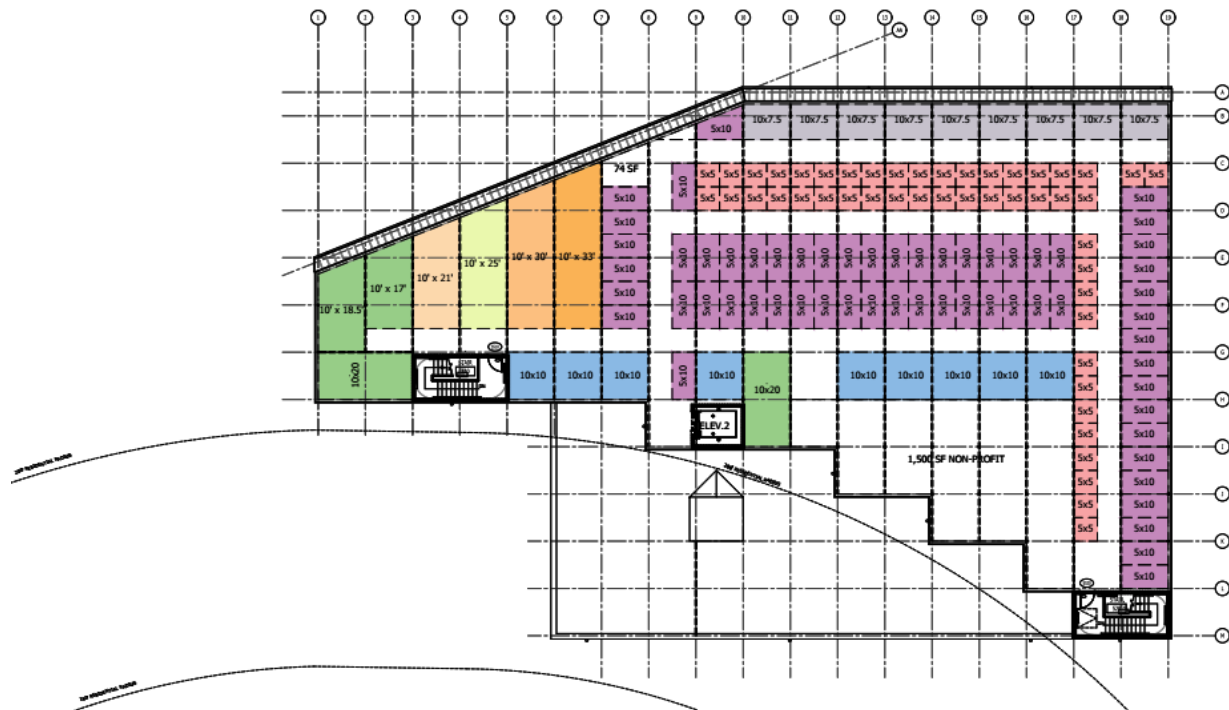
**Development subject to this Section shall comply with the following standards:**

**(a) Building Height and Setbacks**

- (1) Setbacks of buildings shall be consistent with other buildings on the block face to maintain a consistent plane or edge of buildings along public frontages. Instead of the required setback or build-to line of the zone, setbacks of buildings shall vary no more than 15 percent from the setbacks of adjacent buildings.**
- (2) Building height shall not exceed the maximum height established in Table 27-61203(a)(2): Maximum Height in Transitional Areas.**

| Table 27-61203(a)(2): Maximum Height in Transitional Areas                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                  |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Distance from Single-Family Dwelling, Two-Family Dwelling, or Vacant Land in a Single-Family Zone (1)                                                                                                                                                                                                                                                  | Maximum Height                                                                                                                                                                                                   |                                 |
|                                                                                                                                                                                                                                                                                                                                                        | Parcels Fronting US 1 Between the Northern Corporate Boundaries of the City of College Park and the County's Boundary with the District of Columbia, and Parcels Fronting 34th St between Sheperd St and Otis St | All Other Areas                 |
| 50 feet or less                                                                                                                                                                                                                                                                                                                                        | Lesser of: 3 stories or 35 feet                                                                                                                                                                                  | Lesser of: 3 stories or 35 feet |
| Greater than 50 feet but less than 150 feet                                                                                                                                                                                                                                                                                                            | Lesser of: 6 stories or 65 feet                                                                                                                                                                                  |                                 |
| 150 to 200 feet                                                                                                                                                                                                                                                                                                                                        | No requirement                                                                                                                                                                                                   | Lesser of: 4 stories or 45 feet |
| NOTES:<br>(1) The distance from an existing single-family dwelling, two-family dwelling, townhouse, or vacant land in a single-family zone is to be measured from the closest portion of the dwelling (in the case of single-family and two-family dwellings and townhouses) or from the minimum front yard setback line (in the case of vacant land). |                                                                                                                                                                                                                  |                                 |

COMMENT: This standard is met. Land in a single-family zone (RR) exists within 200 feet of the subject property to the south and east. The RR-zoned land to the east is improved with a public utility and therefore does not impact the subject property pursuant to this standard, as it is neither vacant nor improved with a single-family or two-family dwelling. The nearest single-family dwelling to the south is within 150 to 200 feet of the proposed development. The portion of the proposed building that falls within 150 to 200 feet of the dwelling will be four stories, as shown on the 5<sup>th</sup> floor plan and the roof plan of the architectural drawings submitted herewith. The portion of the building that is greater than 200 feet from the closest portion of the nearest dwelling steps up to five stories. In addition, no other buildings exist on the block with which to establish a plane or edge that would be alternative to the setback for the zone.



### (b) Building Orientation

Except for when a mews or open space is located in front of the building, buildings shall be oriented towards the [street](#) from which they derive their street address.

COMMENT: DET-2022-012 conforms to this standard. The building derives access from and is oriented toward Old Annapolis Road (MD 4501).

### (c) Building Design

- (1) Buildings shall (see Figure 27-61203(c): Compatible Building Design):
  - (A) Use a similar roof type to adjacent single-family detached dwellings, two-family dwellings, or townhouse dwellings in terms of slope and arrangement to prevent abrupt changes in roof form;
  - (B) Configure all roof-mounted equipment to avoid or minimize its view from adjacent single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone;
  - (C) Use exterior colors, where possible, that are similar to those found on adjacent single-family detached dwellings

- two-family dwellings, or townhouse dwellings;
- (D) Use similarly sized and patterned architectural features such as windows, doors, awnings, arcades, pilasters, cornices, wall offsets, building materials, and other building articulations found on adjacent single-family detached, two-family dwellings, and townhouse dwellings; and
- (E) Orient porches, balconies, and outdoor activity areas away from adjacent single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone.

COMMENT: The proposed architecture is not incompatible with adjacent single-family detached dwellings, two-family dwellings, or townhouse dwellings. The proposed architecture improves upon while also complimenting the existing development in the area through the utilization similar design cues – although in a more contemporary approach. *See also* the Bowie Site Context exhibit submitted in conjunction with DET-2022-012.

(d) **Building Materials**

(1) **Transparency**

**Building façades facing single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone, shall comply with the standards in Table 27-61203(d)(1), Transparency Standards:**

| <b>Table 27-61203(d)(1): Transparency Standards</b>                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Building Story</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Minimum Façade Area Percentage to be Transparent<br/>(Percent of Façade) (1),(2),(3)</b> |
| 1 <sup>st</sup> Floor (2)                                                                                                                                                                                                                                                                                                                                                                                                                  | 35 (3)                                                                                      |
| 2 <sup>nd</sup> Floor                                                                                                                                                                                                                                                                                                                                                                                                                      | 20                                                                                          |
| 3 <sup>rd</sup> or Higher Floor                                                                                                                                                                                                                                                                                                                                                                                                            | 20                                                                                          |
| NOTES:<br>(1) The façade area shall be measured from the grade to the underside of the eaves, or from story line to story line on upper building stories.<br>(2) Façades abutting sidewalks, plazas, gathering areas, or other pedestrian areas shall incorporate transparent glazing.<br>(3) The first two feet of façade area closest to the grade are not required to be glazed and shall be excluded from the façade area calculation. |                                                                                             |

COMMENT: The southern façade of the building will face single-family detached dwellings across Annapolis Road. DET-2022-012 meets this standard, as follows:

First Floor = 35% required, 36.9% provided (*Façade area = 1,573 sf with 551 sf transparency required, 580 sf provided*)

Second Floor = 20% required, 20.2% provided (*Façade area = 1,936 sf with 387 sf*

*transparency required, 392 sf provided)*

Third or Higher Floor = 20% required, 20.2% provided (*Façade area = 1,936 sf with 387 sf transparency required, 392 sf provided*)

The applicant has provided a building elevation demonstrating conformance with Section 27-61203(d)(1).

**(2) Exterior Materials**

**Except along US 1 between the northern corporate boundaries of the City of College Park and the County's boundary with the District of Columbia and along 34th Street between Sheperd Street and Otis Street, façades facing single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone shall comply with the following exterior materials standards:**

**(A) Materials and material configurations shall be similar to those commonly used on adjacent single-family detached dwellings and two-family dwellings.**

**(B) Plywood, standard (versus decorative) concrete block, and corrugated metal are prohibited as exterior materials.**

**(C) Vinyl siding shall not exceed 25 percent of a building façade.**

COMMENT: DET-2022-012 meets this standard. As illustrated in the color elevations/ renderings, the façade is comprised of a combination of masonry, exterior insulation finish system (EIFS), aluminum storefront and glass windows. The base portion consists of a light-gray brick veneer. The upper levels include sections of rust color brick veneer coupled with a dark color EIFS field. No plywood, concrete block, corrugated metal, or vinyl siding is used.

**(e) Multi-Building Placement**

**Except along US 1 between the northern corporate boundaries of the City of College Park and the County's boundary with the District of Columbia and along 34th Street between Sheperd Street and Otis Street, multi-building development that includes varying use and/or development intensities in different buildings should locate buildings with the least intense use and/or development nearest to the abutting single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone, to the maximum extent practicable.**

COMMENT: Not applicable. DET-2022-012 proposes one building.

**(f) Off-Street Parking**

**The total amount of off-street parking shall not exceed 1.1 times the required**

**minimum specified in Table 27-6305(a): Minimum Number of Off-Street Parking Spaces.**

- (1) Except along US 1 between the northern corporate boundaries of the City of College Park and the County's boundary with the District of Columbia and along 34th Street between Sheperd Street and Otis Street, for development that is within 200 feet of single-family detached dwellings, two-family dwellings, townhouses, or vacant land within a single-family residential zone, the total amount of off-street parking shall not exceed 1.1 times the required minimum specified in Table 27-6305(a): Minimum Number of Off-Street Parking Spaces, and may be reduced through an alternative parking plan (see Section 27-6307, Off-Street Parking Alternatives) that demonstrates such reduction will not have an adverse impact on the adjacent single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone.**
- (2) When required, off-street parking shall be established in one or more of the following locations, listed in order of priority:**

  - (A) Within a structured parking facility;**
  - (B) Adjacent to off-street parking lots serving nonresidential development on abutting lots;**
  - (C) Adjacent to lot lines abutting nonresidential development;**
  - (D) Adjacent to lot lines abutting mixed-use development;**
  - (E) Behind the building;**
  - (F) Within a lot's corner side yard;**
  - (G) In front of the building; or**
  - (H) When all of the above options are infeasible, adjacent to lot lines abutting single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone.**
- (3) Off-street surface parking areas located adjacent to single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone shall be treated in accordance with Section 4.3, Parking Lot Requirements, of the Landscape Manual.**
- (4) The façade of any parking structure facing adjacent single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone, shall be**

**designed in accordance with the exterior materials standards of this Section and be landscaped to soften its visual impact.**

COMMENT: This standard is met. The total amount of off-street parking does not exceed 1.1 times the required minimum specified in Table 27-6305(a): Minimum Number of Off-Street Parking Spaces. As provided on the DET, the minimum parking requirement is 22 spaces. The applicant is providing 22 spaces. The proposed lot is a through-lot, and parking is proposed adjacent to lot lines abutting public rights-of-way and screened pursuant to Section 4.2 of the Landscape Manual. Proposed off-street surface parking will also be treated in accordance with Section 4.3 of the Landscape Manual.

**(g) Other Site Features**

**(1) Loading, Service, Recycling Collection, and Refuse Collection Areas shall be located at least 50 feet from residential development and:**

- (A) Located behind or to the sides of buildings away from adjacent single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family zone, and screened with walls and/or landscaping, and provided with access that is integrated with parking areas and the vehicular circulation network;**
- (B) Screened from view of single-family detached dwellings, two-family dwellings, townhouses, and vacant lands in a single-family residential zone, using materials that are the same as, or of equal quality to, the materials used for the principal building; or**
- (C) Incorporated into the overall design of the site so that the visual impacts of these functions are fully contained within an enclosure, or are otherwise out of view from adjacent single-family detached dwellings, two-family dwellings, townhouses, or vacant lands in a single-family residential zone.**

COMMENT: DET-2022-012 conforms to this standard. The service area will be located greater than 50 feet from residential land and will be fully screened in conformance with Landscape Manual requirements through use of board-on-board wood fencing and opaque gate. No loading area is proposed.

**(2) Drive-Through Service Facilities**

- (A) In no instance shall a drive-through or pick-up window be located on a building façade that faces a single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone.**
- (B) Order boxes associated with a drive-through or pick-up**



**window shall be at least 200 feet from a lot containing a single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone.**

COMMENT: Not applicable. The proposed development does not propose any drive-through service facilities.

**(3) Exterior Lighting**

- (A) Exterior lighting fixtures shall have a maximum height of 14 feet and illumination that does not exceed 0.5 foot candle at the lot line if located within 100 feet of a lot containing a single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone.**
- (B) Exterior lighting fixtures shall have a maximum height of 18 feet if between 100 and 150 feet of such lot or lands (and illumination that does not exceed 0.5 foot candle at the lot line).**
- (C) Exterior lighting shall be extinguished by 10:00 p.m. or Within one hour after closing, whichever occurs first.**

COMMENT: DET-2022-012 meets this standard. Land in a single-family zone (RR) exists within 100 and 150 feet of the subject property to the south and east; however, the RR-zoned land to the east is improved with a public utility and, therefore, does not impact the subject property pursuant to this standard, as it is neither vacant nor improved with a single-family, two-family, or townhouse dwelling. As provided on the photometric plan filed in conjunction with the DET, the mounting height of all pole-mounted fixtures located between 100 and 150 feet of the single-family lots to the south is proposed to be 16 feet, while the wall-mounted sconces do will be mounted at 14 feet. Illumination at the lot line will average 0.09 footcandles and will not exceed 0.5 footcandles.

**(4) Signage Standards**

- (A) To the maximum extent practicable, signage shall be located a minimum of 50 feet from lot lines shared with a single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone.**
- (B) Signage within 50 feet of a lot line shared with a single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone, shall be limited to directional signage.**
- (C) Within 100 feet of lot lines shared with a single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone, the**

maximum sign area for signs shall be reduced by 25 percent.

- (D) **Projecting signs are prohibited if the sign is located across the street from or within 200 feet of a development with single-family detached dwellings, two-family dwellings, townhouses dwellings, or vacant lands in a single-family residential zone.**

COMMENT: Not applicable. The property does not share any lot lines with detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone.

**(5) Open Space Set-Asides**

- (A) **Required open space set-asides shall be located between a proposed development and an adjacent single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone, to the maximum extent practicable.**
- (B) **Outdoor recreation features such as swimming pools, tennis courts, playgrounds, and similar features shall be at least 50 feet from any lot line shared with a single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone.**

COMMENT: DET-2022-012 conforms to this standard. Required open space set-asides have been located between the proposed development and single-family detached dwellings across Old Annapolis Road (MD 4501) to the maximum extent practicable.

**(6) Natural Features**

**Natural features such as existing vegetation, natural differences in topography, streams, wetlands, and other such features shall be used as transitions where possible.**

COMMENT: DET-2022-012 meets this standard. The proposal constitutes infill redevelopment on a site that has previously been fully improved. No regulated environmental features exist onsite. Vegetated buffers will be provided in accordance with Landscape Manual requirements.

**(h) Operational Standards**

**Except along US 1 between the northern corporate boundaries of the City of College Park and the County's boundary with the District of Columbia and along 34th Street between Sheperd Street and Otis Street, development within**

**200 feet of any single-family detached dwelling, two-family dwelling, townhouse, or vacant lands in a single-family residential zone shall:**

- (1) Prohibit outdoor dining or other outdoor activities such as, but not limited to, outdoor entertainment areas where alcohol is served or music is played, and outdoor recreation areas that are open after 8:00 p.m. in the evening;**
- 1. (2) Limit trash collection or other service functions to only between the hours of 7:00 a.m. and 7:00 p.m.; and**
- 2. (3) Extinguish amplified music, singing, or other forms of noise audible at shared lot lines after 10:00 p.m. Sunday through Thursday nights, and after 12:00 a.m. Friday and Saturday nights.**
- 3. (4) These standards shall not apply to new development locating within 200 feet of any nonconforming dwellings.**

COMMENT: Acknowledged.

#### **27-61300 Agriculture Compatibility Standards**

COMMENT: This development is not subject to the Agriculture Compatibility Standards.

#### **27-61400 Urban Agriculture Compatibility Standards**

COMMENT: This development is not subject to the Urban Agriculture Compatibility Standards.

#### **27-61500 Signage**

##### **27-61502. Applicability**

###### **(a) General**

- (1) Unless exempted in accordance with Subsection 27-61502(b) below or in Subsection 27-61502(c), Exemptions from Sign Permits, no sign shall be erected, installed, constructed, altered, or moved except in accordance with the requirements of this Section and approval of a Sign Permit (Section 27-3606).**
- (2) Any sign authorized by this Section may contain noncommercial copy, whether or not it is related to the subject property, or commercial copy as long as the sign complies with the requirements of this Section. The placement of noncommercial copy on an authorized sign does not make the sign an outdoor advertising sign.**

COMMENT: Acknowledged. The applicant is proposing two 36" face-lit channel letter signs (one on the southern façade; one on the northern façade which is visible from both the north and the

west due to the angle of the façade); along with one canopy ‘Office’ sign and one flat cut out (FCO) sign on the western façade of the building.

## **27-61504. General Standards**

### **(a) Illumination**

#### **(1) Static Illumination**

**Static illumination of signs is allowed in all zones except the Rural and Agricultural base zones, for all sign types except canopy signs, provided any external light source shall be directed toward the sign and shall not cast direct light or create glare upon adjacent lands or streets.**

#### **(2) Animated Illumination**

**(A) Animated sign illumination is prohibited, except in accordance with Subsection 27-61504(a)(2)(B) below.**

**(B) Signs on which the only copy that changes is the electronic indication of time, temperature, stock market, or similar information are permitted in all districts except the Rural and Agricultural and Residential base zones and the R-PD Zone. Changes in copy shall be spaced at least eight seconds apart and shall be accomplished without the use of animation, movement, or scrolling.**

COMMENT: The proposed building mounted signs will comply with Section 27-61504(a)(1). Two of the proposed signs are face-lit channel letter signs, which employ static illumination.

### **(b) Materials**

**Permanent signs shall not be made of plywood, corrugated plastic sheets, cardboard, paper, cloth, vinyl banners, or other similar materials.**

COMMENT: Signage complies with this standard. Signage will be made primarily of acrylic and aluminum.

### **(c) Digital Display**

**Digital displays shall comply with the standards in this Subsection.**

#### **(1) Location and Sign Type**

**(A) In the Rural and Agricultural and Residential base zones and the R-PD Zone, digital displays shall be permitted only on freestanding signs for uses in the Community Service Uses and Educational Uses Principal Use Categories.**

**(B) In the Transit-Oriented/Activity Center base and PD zones, digital displays shall be permitted only on building wall or roof signs.**

**(C) In all other base and PD zones, digital displays shall be permitted only on building wall or roof signs or freestanding signs.**

#### **(2) Standards**

- (A) A digital display shall contain static messages only, and shall not have animation, movement, or the appearance or optical illusion of movement, of any part of the sign or its supporting structure. Each static message shall not include flashing or the varying of light intensity.
- (B) Automatic changes in display are permitted for digital displays, provided such changes shall be:
  - (i) Spaced at least 8 seconds apart;
  - (ii) Accomplished in 0.25 seconds or less; and
  - (iii) Accomplished without the use of animation, movement, or scrolling.
- (C) Except when part of a digital billboard (see Subsection 27-61506(g)), the luminance of a digital display during daylight hours shall be no greater than 1500 nits. At all other times, luminance shall be no greater than 150 nits. Automatic dimming is required to maintain the appropriate illumination levels at all times.

COMMENT: Not applicable. The applicant is not proposing signage that utilizes digital display.

**(d) Signs Within Proposed Right-of-Way**

- (1) Sign permits may be issued for signs on land located within the right-of-way, property, or acquisition lines of a proposed street, rapid transit route, or rapid transit facility, or proposed relocation or widening of an existing street, rapid transit route, or rapid transit facility as shown on the General Plan or other County plans (e.g., Area Master Plans, Sector Plans, or Functional Master Plans) only if such signs are placed on:
  - (A) Land which:
    - (i) Was in reservation but is now not in reservation; and
    - (ii) Has not been acquired and is not being acquired; or
  - (B) Land which was subdivided after the adoption of the General Plan or other County plans (e.g., Area Master Plans, Sector Plans, or Functional Master Plans), but was not reserved or required to be dedicated for a street or rapid transit route or facility shown on the General Plan or other County plan.

COMMENT: Not applicable. The applicant is not proposing to install signage within a proposed right-of-way.

**27-61505. Standards for Specific Sign Types**

Unless exempted in accordance with Section 27-61502(b), Exemptions, all signs except special purpose signs (see Section 27-61506, Standards for Special Purpose Signs) and temporary signs (see Section 27-61507, Standards for Temporary Signs) shall comply with the standards in Table 27-61505: Standards for Specific Sign Types, based on the zone in which the sign is located.

COMMENT: DET-2022-012 conforms to the standards set forth in Section 27-61505, as demonstrated in the signage schedule included on plans and reproduced below.

| <b>SIGNAGE CODE COMPLIANCE - WALL-MOUNTED SIGNS</b> |                                                                                                                                         |                                                        |                                                                                                      |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| SIGN ATTRIBUTE                                      | LOCATION                                                                                                                                | MAXIMUM HEIGHT                                         | MAXIMUM AREA                                                                                         |
| REQUIREMENT                                         | Allowed on any wall if set back at least 10 feet from the adjoining ROW. No more than 50 percent of the sign area can be on a side wall | 12 ft. above roofline or parapet, whichever is higher. | Two sq. ft. of sign area per linear ft. along front of building                                      |
| SIGN A1                                             | Complies - located on face of wall set back 10 ft. from MD-450 ROW.                                                                     | Complies - located below parapet.                      | Complies - 96.90 linear ft. building frontage, 193.80 sq. ft. permitted. Sign area is 95.84 sq. ft.  |
| SIGN A2                                             | Complies - located on face of wall set back 21 ft. from Old Annapolis Road ROW.                                                         | Complies - located below parapet.                      | Complies - 130.00 linear ft. building frontage, 260.00 sq. ft. permitted. Sign area is 95.84 sq. ft. |

| <b>SIGNAGE CODE COMPLIANCE - CANOPY SIGNS</b> |                                                                                                                         |                                           |                                                                                                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| SIGN ATTRIBUTE                                | LOCATION                                                                                                                | HEIGHT                                    | MAXIMUM AREA<br>(Greater than 30 ft. from street line)                                                                    |
| REQUIREMENT                                   | A canopy sign shall be located a minimum of 10 ft. behind the street line and shall not be located on top of the canopy | Not allowed on top of a canopy            | Two sq. ft. of sign area per linear ft. of canopy or front of building to which canopy is attached, whichever is greater. |
| SIGN B                                        | Complies - located 45 ft. behind MD-450 street line and is not located on top of the canopy.                            | Complies - not placed on top of a canopy. | Complies - front of building is 30.83 linear ft. and max sign area is 61.66 sq. ft. Sign area is 3.64 sq. ft.             |
| SIGN C                                        | Complies - located 73 ft. behind Old Annapolis Road street line and is not located on top of the canopy.                | Complies - not placed on top of a canopy. | Complies - front of building is 50.01 linear ft. and max sign area is 100.02 sq. ft. Sign area is 4.02 sq. ft.            |

## 27-61506. Standards for Special Purpose Signs

COMMENT: The applicant is not proposing a special purpose sign.

## 27-61600 Green Building Techniques

### 27-61601. Purpose and Intent

The purpose of this Section is to ensure development in the County includes a minimum degree of green building features as a means of protecting and conserving resources, supporting a healthy lifestyle for citizens, reducing greenhouse gas emissions, and ensuring a high quality of life for County residents. Specifically, this Section is intended to ensure development practices:

- (a) Support walkable areas in appropriate places;
- (b) Support multiple modes of mobility;
- (c) Conserve energy;
- (d) Promote the use of alternative energy;
- (e) Conserve water resources;
- (f) Protect water quality;
- (g) Promote a healthy landscape;

- (h) Support urban agriculture;
- (i) Encourage innovation in green building practices;
- (j) Reduce landfill wastes; and
- (k) Promote healthy and safe lifestyles.

#### **27-61602. Exemptions**

In addition to the exemptions specified in Section 27-6103, General Exemptions, the following development is exempt from the standards of this Section:

- (1) New residential development that contains less than 10 dwelling units;
- (2) New non-residential development with a gross floor area of less than 25,000 square feet;
- (3) New buildings that have achieved requirements necessary to receive certification from the U.S. Green Building Council at the LEED® gold level or above or an equivalent level of sustainable development performance under an alternative rating system such as the National Green Building Standard™/NGBS Green or the International Code Council's *International Green Construction Code*, as determined by the Planning Director;
- (4) Expansion of vehicular parking lots where it is the only development or redevelopment occurring; and
- (5) Changes or addition of landscaping where it is the only development or redevelopment occurring

#### **27-61603. Green Building Standards**

##### **(a) Minimum Amount of Points Required**

Development subject to the standards of this Section shall achieve the following minimum number of points from the menu of options shown in Table 27-61603(b): Green Building Point System.

##### **(1) Minimum Requirements for Residential Development**

- (A) 10 to 25 units: 3 points.
- (B) 25 or more units: 4 points.

##### **(2) Minimum Requirements for Non-Residential Development**

- (A) 25,000 to 75,000 square feet: 3 points.
- (B) More than 75,000 square feet: 4 points.

##### **(b) Green Building Point System**

Development subject to the standards of this Section shall use Table 27-61603(b): Green Building Point System, to determine compliance with this Section.

##### **(c) Documentation Required**

Applicants shall provide documentation of techniques that will be used to satisfy the green building standards of this Section at the time of submittal of a development application.

COMMENT: The project will meet these requirements. The applicant anticipates achieving a minimum of 4 points, as follows:

Water Conservation and Water Quality:

|                                                                                                                                                    |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| • All toilets are 1.28 GPF or less                                                                                                                 | 0.50 points        |
| Transportation:                                                                                                                                    |                    |
| • Provide a covered and secure bicycle parking room that protects parked bicycles from the elements and from theft                                 | 1.00 point         |
| Energy Conservation:                                                                                                                               |                    |
| • Meet AHSRAE standards for lighting                                                                                                               | 0.75 points        |
| • Stated water heater efficiency of 0.82 or more                                                                                                   | 1.25 points        |
| • Air conditioner with stated efficiency greater than 16 SEER is included as standard                                                              | 1.25 points        |
| • Install a cool roof on a minimum of 50% of the single-family dwellings or subdivision. The cool roof shall cover the entire roof of the dwelling | 1.50 points        |
| • Use central air conditioners that are Energy Star Qualified                                                                                      | 0.50 points        |
| <b>Total Anticipated Points</b>                                                                                                                    | <b>6.75 points</b> |

Please also see the letter outlining the techniques that will be used to satisfy green building standards, submitted herewith.

## VII. REQUIREMENTS FOR CONSOLIDATED STORAGE

Section 27-5102(f)(4)(A) provides the specific use requirements for a consolidated storage facility.

### **(A) Consolidated Storage**

- (i) The subject property shall front on and have direct vehicular access to an existing street with sufficient capacity to accommodate the type and amount of traffic expected to be generated by the use.**

COMMENT: The consolidated storage use is a low traffic generating use and there is sufficient capacity on the roads serving the site to accommodate the vehicle trips generated. This is supported by the fact that the Transportation Planning staff did not require the preparation of a Transportation Impact Study. Staff did require that counts be conducted at the intersection of Grenville Lane and MD 450, and that intersection was found to have sufficient capacity to accommodate the vehicle trips generated by this facility.

- (ii) The exterior and architectural façade of the building shall be compatible with the prevailing architecture and appearance of other development in the surrounding neighborhood.**

COMMENT: The prevailing context surrounding this project is a mix a residential homes, small retail and office, as well as larger strip-retail and stand-alone retail buildings. Directly adjacent to the proposed site is a power right of way with large electric towers and wires. Within 400' to the south is Stewarts Landing, a residential neighborhood comprised of single family, two-story



homes. To the southeast and within the 400' radius is Afrik International Food market, a small, single-story grocery, that fronts a number of smaller, single story retail buildings. Within the 500' radius sits a Texas Roadhouse and Exxon gas station. Within 600' to the east and north, set a two-story Verizon office and CVS pharmacy. To the northeast is the KLNK retail center and to the southeast the Victory Temple, both single-story with raised parapets.

As described above, the existing fabric surrounding the proposed site is varied in scale, style and use of material. Masonry veneer appears to be the predominant material choice, as illustrated with the contemporary styled Verizon office, the CVS Pharmacy and food market, both with more transitional design features. The large retail center to the northwest has an equal amount of masonry and EIFS, as is typical with retail centers, also with more traditional elements. The Texas Roadhouse presents a wooden, western storefront style, while the Lidl store to the west is much more contemporary, with large areas of dark storefront and dark metal accents, exposed steel with earth toned masonry infill.

The pharmacy and Verizon office present design features of predominantly masonry, the Lidl store offers a more contemporary feel in its use of glass, metal and masonry. We consider these examples as the extents of the fabric the proposed facility should fall within. Given the scale of the proposed project, a more contemporary style seems appropriate, as it lends itself to the function-driven, interior nature of the use while using a combination of many of the materials that are predominant in the surrounding area. The color palette is earth tone, with rust color and gray brick and gray tones in EIFS. By drawing upon a similar material palette, combined in a style that falls within the variations seen within the existing area, we feel this facility and its relative location are compatible and will be a complement to the fabric of the neighborhood. *See also* the Site Context Exhibit submitted in conjunction with DET-2022-012.

- (iii) No entrances to individual consolidated storage units shall be visible from a street or from adjoining land in any Rural and Agricultural or Residential base zone, Transit-Oriented/Activity Center base or PD zone, or the CN, CS, or CGO zones, or from land approved for a residential or commercial use.**

COMMENT: As shown on the architectural plans submitted with the detailed site plan, all entrances to individual consolidated storage units are interior to the building.

- (iv) Entrances to individual consolidated storage units shall be either oriented toward the interior of the development or completely screened from view by a solid wall, with landscaping along the outside thereof.**

COMMENT: As shown on the architectural plans submitted with the detailed site plan, all entrances to individual consolidated storage units are interior to the building.

- (v) For consolidated storage units having direct access to areas outside the building, there shall be provided driveways and areas between buildings for vehicular access, loading, and unloading. Sufficient width shall be provided to**

**permit a moving vehicle to safely and efficiently pass a vehicle parked adjacent to an individual consolidated storage unit. In no case shall a width of more than 25 feet be required.**

COMMENT: Acknowledged. The consolidated storage units will not have direct access to outside areas. Pursuant to Section 27-6310(a), no loading spaces are required for the consolidated storage use, and none are proposed.

- (vi) In the IE Zone, the expansion of an existing consolidated storage use within a building shall be limited to a maximum of 50 additional individual units and shall not be located within one-half mile of another consolidated storage use in the IE Zone. However, this Subsection shall not apply to a consolidated storage use expansion constructed pursuant to an approved preliminary plan of subdivision, final plat, and detailed site plan, where the consolidated storage use is buffered from view from any public right-of-way. The required Technical Staff Report prepared and submitted to the administrative record for the detailed site plan application shall include a current, countywide inventory of the locations, dates of approval, and any conditions of approval for consolidated storage uses located on property within one-half mile of the boundaries of the property on which the proposed consolidated storage use will be located.**

COMMENT: Not applicable as the property is located in the CGO Zone.

- (vii) In the CGO Zone, the property owner shall set aside of minimum of 1,500 square feet of gross floor area of commercial/retail/office space at ground level or above ground level at zero base rent to be leased as a business incubator or Community Non-Profit Space, as defined in Section 27-2500 of this Code, subject to the following:**
  - (aa) If the Community Non-Profit Space is located above ground level, the property owner shall ensure that space is handicapped accessible, and shall provide adequate signage so that the public can locate the space.**
  - (bb) Occupancy and use of the Community Non-Profit Space shall be subject to a Community Benefit Agreement executed by the property owner and Community Non-Profit Organization, as approved by the District Council. Said Community Benefit Agreement shall be binding on all successors, heirs, and assigns of the property.**

COMMENT: Acknowledged. Although the applicant questions the legality of such a requirement as an unconstitutional taking, the consolidated storage building has been designed to provide a minimum of 1,500 square feet for Community Non-Profit Space.

#### **VIII. COMPLIANCE WITH PRIOR APPROVALS**

Although the subject property is subject to prior approvals (to wit: DSP-12008 and Plat Book 68 and Page 65), PPS-2022-014 and DET-2022-12 will supersede these, and a new plat will be recorded. As mentioned, the applicant also filed a companion Preliminary Plan of Subdivision (PPS-2022-014) application, to consolidate the property into one (1) parcel. PPS-2022-014 is currently under review; as such no conditions of approval are available. However, this DET will be required to conform to any applicable PPS conditions of approval. That said, some prior findings in DSP-12008 may prove useful in the analysis of this detailed site plan.

IX. CONCLUSION

The applicant is proposing to develop the site with a consolidated storage facility. The applicant believes that the detailed site plan meets or exceeds each of the requirements set for and demonstrates compliance with the development standards in the Zoning Ordinance. The applicant therefore requests the approval of this Detailed Site Plan.

Respectfully submitted,

MCNAMEE HOSEA, P.A.



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Matthew C. Tedesco  
Attorney for the owner/applicant

Date: February 15, 2024  
(First Pre-Acceptance Submittal)



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Annexation Presentation

**DATE:** 03/14/2024

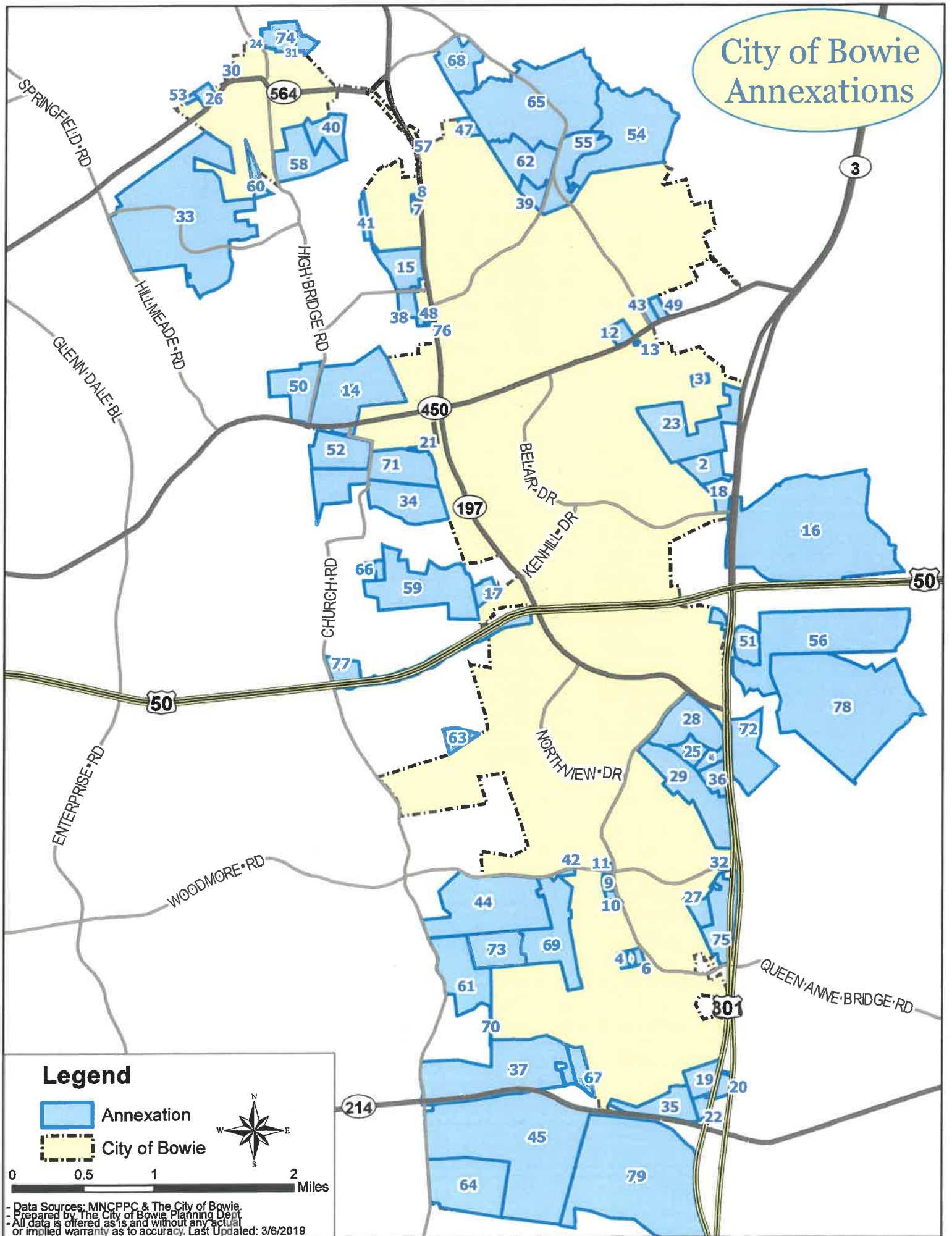
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Councilmember Ndebumadu requested a briefing from staff on the City's current annexation strategy and procedures, as well as an overview of the City's property ownership assets. Staff will provide a Powerpoint presentation to review these topics and set the stage for City Council discussion. Attached are several documents relevant to this discussion.

**ATTACHMENTS:**

1. 20240318 - Annexation Handout - showing all City annexations from 1984 to the present
2. 20240318 - R-12-06 Current City of Bowie Annexation Policy
3. 20240318 - Bowie Planning Area Growth Limits Map
4. 20240318 - The Annexation Impact Analysis Worksheet
5. 20240318 - Annexation Staff Report from City Manager(January 2006)
6. 20240318 - Annexation Policy Memorandum (February 2006)
7. 20240318 - Annexation Property Tax Comparison
8. 20240318 - Map of City Owned Property
9. 20240318 - Listing of City Owned Property
10. 20240318 - Annexation PowerPoint Presentation

# City of Bowie Annexations



| #  | RESOLUTION | PROPERTY NAME                                  | YEAR |
|----|------------|------------------------------------------------|------|
| 2  | R-1-84     | Derbyshire                                     | 1984 |
| 3  | R-4-84     | Dutko                                          | 1984 |
| 4  | R-5-84     | Octavia Blake                                  | 1984 |
| 5  | R-11-84    | S. Harrison                                    | 1984 |
| 6  | R-10-84    | H. Jones                                       | 1984 |
| 7  | R-12-84    | C. Barrett                                     | 1984 |
| 8  | R-7-84     | Helen Brannon                                  | 1984 |
| 9  | R-8-84     | James Peach                                    | 1984 |
| 10 | R-3-84     | Herndon Peach                                  | 1984 |
| 11 | R-6-84     | Cecelia Harmel                                 | 1984 |
| 12 | R-9-84     | MNCPPC                                         | 1984 |
| 13 | R-13-84    | G. Pitcher                                     | 1984 |
| 14 | R-1-85     | Highbridge                                     | 1985 |
| 15 | R-25-85    | O'Connor Tract (Belair Greens)                 | 1985 |
| 16 | R-50-85    | University of MD Science & Tech Ctr.           | 1985 |
| 17 | R-48-85    | Princeton Square Addition                      | 1985 |
| 18 | R-17-85    | Petrusas                                       | 1985 |
| 19 | R-62-85    | Ridgeview Estates Addition                     | 1985 |
| 20 | R-42-86    | Lowes                                          | 1986 |
| 21 | R-18-86    | Heritage Square                                | 1986 |
| 22 | R-34-86    | W.S.M & M Joint Venture                        | 1986 |
| 23 | R-68-87    | Forest Drive                                   | 1988 |
| 24 | R-11-88    | Messersmith                                    | 1988 |
| 25 | R-133-89   | Elder Oaks Limited Partnership                 | 1989 |
| 26 | R-27-89    | Ascension Church                               | 1989 |
| 27 | R-50-89    | Amber Meadows II (Walker Property)             | 1989 |
| 28 | R-90-89    | Pin Oak Village                                | 1989 |
| 29 | R-95-89    | Jenkins Property (Pin Oak Assoc. Ltd. Ptnshp.) | 1989 |
| 30 | R-24-89    | Phelps Property                                | 1989 |
| 31 | R-26-89    | Sixth Street Property                          | 1989 |
| 32 | R-96-89    | Mitchellville East (Miller & Smith Homes)      | 1989 |
| 33 | R-111-89   | Northridge, et. al.                            | 1990 |
| 34 | R-31-90    | Westview                                       | 1990 |
| 35 | R-35-90    | Ternberry/NAHB                                 | 1990 |
| 36 | R-11-90    | Mill Branch                                    | 1990 |
| 37 | R-3-91     | Grovehurst. Stogner, et.al.                    | 1991 |
| 38 | R-4-91     | Lancaster Prop.                                | 1991 |
| 39 | R-45-91    | Old Chapel Estates et. al.                     | 1991 |
| 40 | R-34-91    | Huntington Crest                               | 1991 |
| 41 | R-70-92    | Morrison/Flury prop.                           | 1992 |
| 42 | R-47-92    | Halley's Addition                              | 1992 |
| 43 | R-62-92    | Beal/Evans Prop.                               | 1992 |

| #  | RESOLUTION | PROPERTY NAME                                             | YEAR |
|----|------------|-----------------------------------------------------------|------|
| 44 | R-13-93    | Franklin Prop                                             | 1993 |
| 45 | R-55-93    | Collington Station, Collington Manor                      | 1993 |
| 46 | R-94-94    | Collington Plaza                                          | 1994 |
| 47 | R-4-96     | Bates prop.                                               | 1996 |
| 48 | R-76-96    | Main Post Office - Rte. 197                               | 1996 |
| 49 | R-62-97    | Cornerstone Assembly of God                               | 1997 |
| 50 | R-79-98    | Fairview Subdivision                                      | 1998 |
| 51 | R-1-98     | Governor's Green, Comfort Inn, Alex's Foreign Car Service | 1998 |
| 52 | R-100-99   | Stewarts Landing & Adj. Comm. Prop.                       | 1999 |
| 53 | R-23-00    | Harvey Manor Subdivision                                  | 2000 |
| 54 | R-100-00   | Portion of Saddlebrook (East)                             | 2000 |
| 55 | R-5-00     | Saddlebrook (East)                                        | 2000 |
| 56 | R-01-01    | Longleaf Community                                        | 2001 |
| 57 | R-78-02    | Pichler Property                                          | 2002 |
| 58 | R-15-02    | Rolling Hills                                             | 2002 |
| 59 | R-23-02    | Old Stage Knolls                                          | 2002 |
| 60 | R-81-02    | Dixon Property                                            | 2002 |
| 61 | R-71-02    | Hopkins Property                                          | 2003 |
| 62 | R-1-03     | Saddlebrook West (Phase I)                                | 2003 |
| 63 | R-20-03    | Rodenhauser                                               | 2003 |
| 64 | R-73-04    | Woodmore at Oak Creek                                     | 2004 |
| 65 | R-25-05    | Saddlebrook West, Parcels 2, 3, 4 & Bowie Race Track      | 2005 |
| 66 | R-57-05    | Coleman Property                                          | 2005 |
| 67 | R-9-06     | Jones                                                     | 2006 |
| 68 | R-1-06     | Colts Neck                                                | 2006 |
| 69 | R-34-07    | Ashleigh Phase I                                          | 2007 |
| 70 | R-39-07    | Woodson Landing                                           | 2007 |
| 71 | R-1-11     | Spring Meadows, Woodcliff Rd, Dixon Crossing              | 2011 |
| 72 | R-11-12    | Mill Branch Crossing                                      | 2012 |
| 73 | R-56-13    | Ashleigh, Phase 2                                         | 2013 |
| 74 | R-7-14     | Adnell Woods—Huntington City                              | 2014 |
| 75 | R-14-14    | Route 301 Commercial Properties                           | 2014 |
| 76 | R-6-15     | Bowie Veterinary Properties, LLC                          | 2015 |
| 77 | R-62-17    | Bowie Ice Arena                                           | 2018 |
| 78 | R-28-18    | Prince George's Stadium Area                              | 2018 |
| 79 | R-71-18    | South Lake (Karington)                                    | 2019 |
|    |            |                                                           |      |
|    |            |                                                           |      |
|    |            |                                                           |      |
|    |            |                                                           |      |
|    |            |                                                           |      |

Annexation list updated March 2019



RESOLUTION  
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND  
ADOPTING AN ANNEXATION POLICY ESTABLISHING  
THE PRINCIPLES TO BE USED BY THE CITY  
TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation process, which document is in need of revision and updating.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

- A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.
- B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.
- C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:
  - 1. The annexation involves property bordered on three sides by the existing corporate limits of the City;
  - 2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;
  - 3. The annexation will unify split neighborhoods; or

4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.
- D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.
- E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on March 6, 2006.

  
G. Frederick Robinson  
Mayor

Attest:

  
Pamela A. Fleming  
City Clerk





## CITY PROCEDURES REGARDING ANNEXATION

### A. Development Related Annexations

Note: There are three (3) types of Development Related Annexations:

A Detailed Outline of Departmental requirements for Annexation Types 1, 2 and 3 is provided in Exhibit A.

1. The Department of Planning and Economic Development (DPED) will be the lead City Department in all development related annexations.

#### INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, DPED will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-\_\_\_\_-06.
3. DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

#### ANNEXATION AGREEMENT

4. DPED will provide the developer with a copy of a draft annexation agreement. **Annexations that bring the development into the City before the project is constructed are preferred over those that result in incorporation only after the project is completed.**
5. DPED will negotiate the terms of the Annexation Agreement, working in conjunction with the affected City Departments, the City Attorney and City Manager.
6. DPED shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement prior to DPED scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. DPED gives the go-ahead for the developer to execute the Annexation Agreement and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, DPED schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a

Resolution number from the City Clerk and prepares the Resolution and cover memorandum.

9. Upon approval of the Resolution by City Council, DPED provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to DPED. DPED transmits a copy of the recorded Annexation Agreement to the developer.

#### ANNEXATION RESOLUTION

11. At such time as stipulated by the Annexation Agreement, DPED will schedule a Council Resolution for Introduction of the annexation.
12. DPED shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties (other than the original property) are intended to be included in the annexation, DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. DPED will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
13. DPW will procure an Annexation Boundary Survey.
14. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, DPED will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.
15. DPED obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
16. DPED staff, the City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
17. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
18. DPED prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B). In preparing the Statement of Services memorandum, DPED consults with

appropriate City departments to obtain necessary information.

DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.

19. DPED staff, the City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

#### REGISTRATION

20. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records.
21. The City Clerk provides a copy of the recorded Annexation Resolution to DPED.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names from DPED.

#### B. Resident Driven Annexations

1. The City Manager's Office (CMO) will be the lead City Department in all resident driven annexations.

#### INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, CMO will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-\_\_\_\_-06.
3. CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

#### ANNEXATION AGREEMENT/PETITION FOR ANNEXATION

4. CMO will provide the interested residents with a copy of a draft annexation agreement or Petition for Annexation.
5. CMO will negotiate the terms of any Annexation Agreement, working in conjunction with the affected City Departments and the City Attorney. For a Petition for Annexation, a minimum of 75% residents' signatures is used as a guideline.



6. CMO shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement, if applicable, prior to CMO scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. CMO gives the go-ahead for the residents to execute the Annexation Agreement, if applicable, and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, if applicable, CMO schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a Resolution number from the City Clerk and prepares the Resolution and cover memorandum.
9. Upon approval of the Resolution by City Council, CMO provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to CMO. CMO transmits a copy of the recorded Annexation Agreement to the residents, if applicable.
11. CMO requests DPW and DCS to assess the impact of annexation on City services. A Detailed Outline of Departmental requirements for Annexation Type 4 is provided in Exhibit A.

#### ANNEXATION RESOLUTION

12. At such time as stipulated by the Annexation Agreement or Petition for Annexation, CMO will schedule a Council Resolution for Introduction of the annexation.
13. CMO shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties other than the original are intended to be included in the annexation, CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. CMO will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
14. DPW will procure an Annexation Boundary Survey.
15. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, CMO will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.

16. CMO obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
17. The City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
18. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
19. CMO prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B) prepared by DPED upon the request of CMO. In preparing the Statement of Services memorandum, DPED consults with appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.
20. The City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

#### REGISTRATION

21. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records. The City Clerk provides a copy of the recorded Annexation Resolution to DPED and CMO.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names, if applicable, from DPED.

## ANNEXATION PROCESS

### Types of Annexations

1. **City Annexes planned subdivision and it is constructed to City Code.** (All items below are coordinated by Public Works)

- Council Resolution Required.
- City Permits and Bonds
- Maintenance Bonds.
- Easements and R/W obtained prior to permits.
- City Inspections.
- City Punch Lists.

2. **City Annexes planned subdivision and it is constructed to County Code.**

- Agreement Required (Planning).
- MOU may be required (Planning and Public Works).
- Council Resolution required (Planning).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required (Public Works).
- Site Plan desirable (Planning).
- Schedule "A" (Public Works).
- County DPW&T and DER permits and bonds (Public Works).
- No Maintenance bond.
- Easements and R/W transferred to City (Public Works).
- County Inspection services with one joint final with City (Public Works and Community Services).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County requirements (Public Works and Community Services).

3. **City Annexes Subdivision during active construction and is constructed to County Code.**

- Agreement Required (Planning).
- MOU may be required (Planning and Public Works).
- Council Resolution required (Planning).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required (Public Works).
- Site Plan desirable (Planning).
- Schedule "A" (Public Works).
- County DPW&T and DER permits and bonds (Public Works).
- No Maintenance bond.

- Easements and R/W transferred to City (Public Works).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County Requirements (Public Works and Community Services).

**4. City Annexes and established subdivision constructed under County Code.**

- Agreement Required (City Manager's Office).
- Council Resolution required (City Manager's Office).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required. (Public Works)
- Schedule "A" (Public Works).
- Site Plan desirable (Planning).
- Easements and R/W transferred to City (Public Works).
- City Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards (Public Works and Community Services).

p:/joe/annexation/annexation process



# City of Bowie Planning Area

0 1 2 Miles

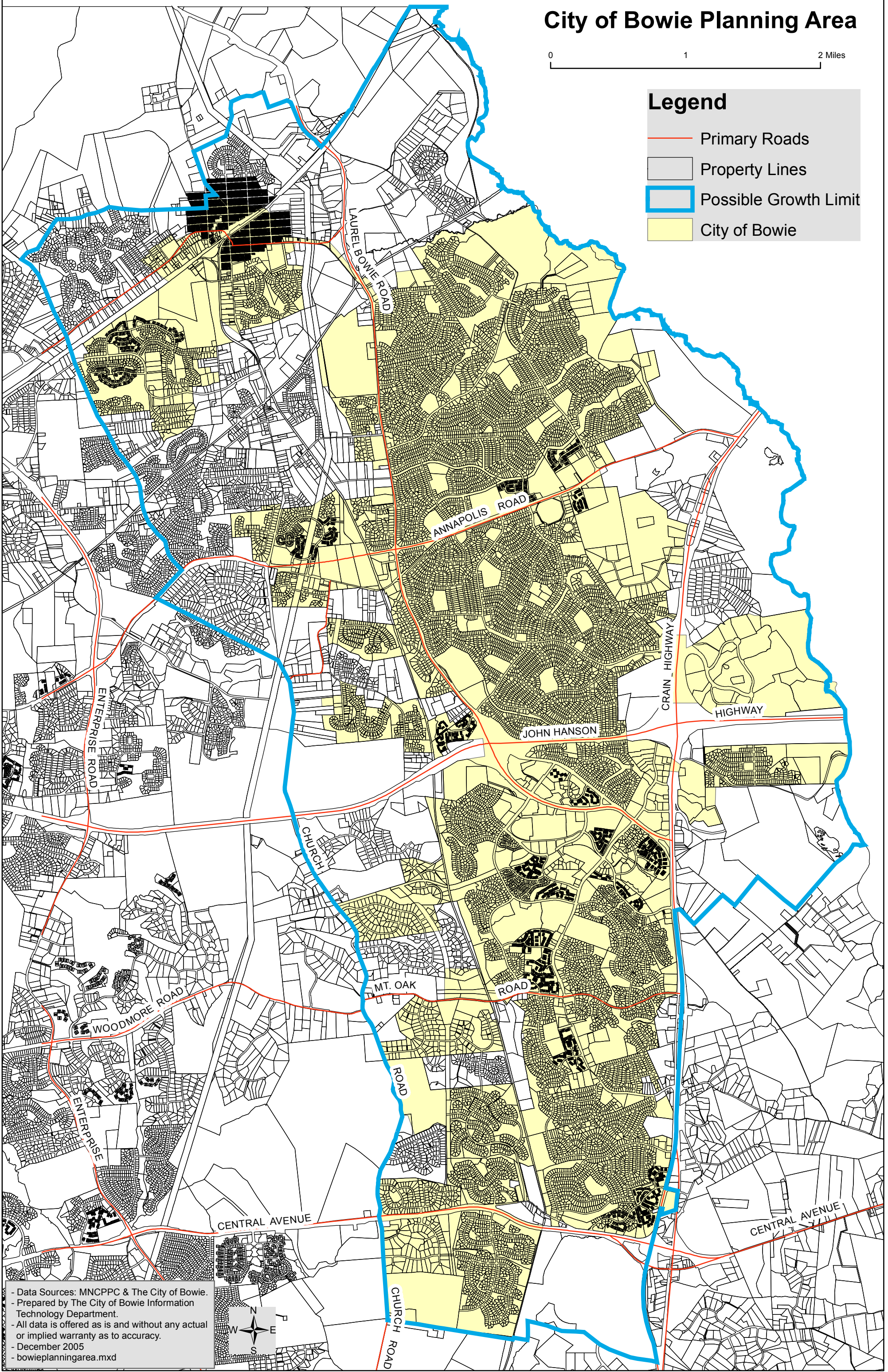
Legend

Primary Roads

Property Lines

Possible Growth Limit

City of Bowie



- Data Sources: MNCPPC & The City of Bowie.  
- Prepared by The City of Bowie Information Technology Department.  
- All data is offered as is and without any actual or implied warranty as to accuracy.  
- December 2005  
- bowieplanningarea.mxd





CITY OF BOWIE, MARYLAND  
ANNEXATION - FINANCIAL IMPACT  
FISCAL YEAR 2021

**Name of annexation area:**

**Input data**

|                                                 |         |
|-------------------------------------------------|---------|
| No. of homes annexing into City                 | 0       |
| Average assessed values of annexing homes       | \$0     |
| Total number of City households                 | 19,889  |
| Police Protection:                              |         |
| Per capita allocation                           | \$2.50  |
| Average household size (2014 -2018 Census data) | 2.63    |
| City tax rate (per \$100 of assessed value)     | \$0.400 |

**Revenues**

Real Property Taxes ( \$0 X \$0.400 ) \$0

| Source               | FY21 Budget         | Per Household* | Houses Annexing | Projected Revenue |            |
|----------------------|---------------------|----------------|-----------------|-------------------|------------|
| State Income Taxes   | \$12,085,400        | \$607.64       | 0               | \$0               |            |
| Motor Vehicle Taxes  | 2,271,800           | 114.22         | 0               | 0                 |            |
| Cable Franchise Fees | 1,949,900           | 98.04          | 0               | 0                 |            |
| Police Protection    | 567,500             | **             |                 | 0                 |            |
| Total                | <u>\$16,874,600</u> |                |                 | <u>\$0</u>        | <u>\$0</u> |

\*FY21 Budget appropriation divided by 19,889 households.

\*\*State allocates funds to municipalities at a rate of \$2.50 per capita;  
0 households X 2.63 average household size equals  
0 people X \$2.50 per capita = \$0

Total Annual Revenues equals \$0 plus \$0 \$0

**Expenditures**

| Services           | FY21 Budget         | Cost per Household* | Houses Annexing | Additional Cost for Services |                                 |
|--------------------|---------------------|---------------------|-----------------|------------------------------|---------------------------------|
| Solid Waste        | \$6,421,600         | \$322.87            | 0               | \$0                          |                                 |
| Street Maintenance | 6,659,600           | 334.84              | 0               | 0                            |                                 |
| Equipment Charges  | 2,588,100           | 130.13              | 0               | 0                            | (FY2021 amount - EARF schedule) |
| Parks & Grounds    | 3,089,800           | 155.35              | 0               | 0                            |                                 |
| Stormwater         |                     |                     |                 |                              |                                 |
| Management         | 642,100             | 32.28               | 0               | 0                            |                                 |
| Code Compliance    | 881,400             | 44.32               | 0               | 0                            |                                 |
| Senior Services    | 1,399,800           | 70.38               | 0               | 0                            |                                 |
| Youth Services     |                     |                     |                 |                              |                                 |
| Bureau             | 1,363,300           | 68.55               | 0               | 0                            |                                 |
| Animal Control     | 233,200             | 11.73               | 0               | 0                            |                                 |
| Police Department  | 13,843,500          | 696.04              | 0               | 0                            |                                 |
| Emergency Mgmt.    | 458,800             | 23.07               | 0               | 0                            |                                 |
| Total*             | <u>\$37,581,200</u> |                     |                 | <u>\$0</u>                   | <u>\$0</u>                      |

Projected Revenues \$ -

Projected Expenditures -

**Net Impact** \$ -



# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

TO: City Council

FROM: David J. Deutsch *DJD*  
City Manager

SUBJECT: Annexation

DATE: January 4, 2006

Article 23A of The Annotated Code of Maryland authorizes municipalities to annex.

### § 19. Annexation.

(a) **Legislative body authorized to enlarge corporate boundaries.**—The legislative body, by whatever name known, of every municipal corporation in this State may enlarge its corporate boundaries as provided in this subheading; but this power shall apply only to land:

- (1) Which is contiguous and adjoining to the existing corporate area; and
- (2) Which does not create any unincorporated area which is bounded on all sides by real property presently within the corporate limits of the municipality, real property proposed to be within the corporate limits of the municipality as a result of the proposed annexation, or any combination of such properties.

Bowie has had a successful annexation program for many years. It is part of why the City has grown to a population of 55,000 and a total assessed value of over \$3.9 billion.

The Strategic Plan contains a focus on annexation. This report addresses the issues raised in the Strategic Plan, including an updated Annexation Policy that is attached.

Annexation as an issue has the same attributes of many public policy concerns, that is that there is a strong perception factor that often overtakes reality. Many people seem to hold the belief that Bowie has a bit of a “manifest destiny” approach, one that envisions ever-expanding corporate borders, irrespective of the concerns and desires of residents within nearby unincorporated areas. This is simply not the case. For example, in 2001 the annexations of two “mature” neighborhoods brought Old Stage and Rolling Hills Estates into the City. Discussions with Old Stage began over 15 years ago, and

continued on again, off again over the years. Rolling Hills Estates expressed interest many years ago, and then reinvigorated the idea among its residents in 2000. These two cases are interesting examples of how we generally approach the notion of annexing an existing neighborhood. The approach is one that says to homeowner associations and individual residents: "We believe that the City has a good story to tell. If you are interested, we will come to your meeting and describe the annexation process and its implications." It is not a hard sell marketing approach, because it is felt that would backfire, and not only potentially derail annexation opportunities, but also create political backlash against the City.

Annexations often involve new developments. Staff routinely raises the prospect of annexation in any development scenario that is contiguous to the City. If the developer is amenable, an Annexation Agreement is prepared and presented to City Council for approval. The process is more efficient in a pre-development annexation, since the City only has to work on issues with the developer instead of multiple other parties. Although it is far less cumbersome for the actual annexation to occur prior to the subdivision being constructed, more developers these days prefer to sign an Agreement that calls for annexation to occur following the construction of the homes, or in phases following completion of a significant number of units. Some developers prefer the post-development annexation scenario, since that means that the development will be built to County standards and inspected by County personnel, instead of the City. It creates a more complex operational situation "in the field", but it is a situation we realize that we have to live with in most cases.

Council has approved Annexation Agreements for the following developments:

- Jones property (the sheep farm) at Hall Road -- annexation will occur prior to the construction of the 29 lots.
- Colts Neck annexation will occur prior to construction of the homes, which are expected to total only nine units.
- Ashleigh annexation will occur in two phases. The annexation of the first 72 units should be completed within the next several months, with the second phase coming in to the City after those 46 homes are built.
- Spring Meadows, located adjacent to Westview, is under construction and will be annexed after K & P Builders completes the development of the 52 homes.
- Danner project containing 72 units on property contiguous to Old Bowie will be annexed when complete.

Why annex? It is not a question of bigger is better. Rather it is a case of selectively larger can make us financially stronger. Real estate taxes constitute about 48% of City revenue, and thus it is important to grow the City tax base to continue to maintain the array of services. Because the City is approaching "build-out" within City limits, property tax base expansion through annexation is an important element of our fiscal future. Once the residential construction within City limits is complete and the Science and Technology Center is fully developed, assessment increases are the only way

to grow the tax base without annexation. If growth were totally constrained, tax increases will be commonplace to sustain the service level.

The City has historically used the annexation process to exercise some limited control over developments. Annexation agreements and related covenants can restrict land uses, regulate the amount or appearance of new developments or provide other guarantees to the City concerning a project's impact. The City gained major concessions on projects including the MSTC, Covington-Pin Oak Village, Wal-Mart, Northridge and Saddlebrook to name only a few. Although these types of annexations have not occurred as frequently in recent years, the value of annexation as a tool to ensure compatible and high-quality growth still remains. Since annexation agreements and covenants are legally binding instruments, the annexation process is the only means by which the City can actually determine the character and intensity of new growth.

In other areas, annexation often occurs as the only way to provide water and sewer service to an adjacent area. This is not the case in Bowie, since the land surrounding Bowie is all within the service area of WSSC. However, despite the lack of the utility factor, the scope and quality of City services is often the reason nearby neighbors want to become part of the City. It is reasonable to expect that the existence of a Bowie police department will pique the interest of nearby subdivisions in the coming years.

The focus is generally on residential annexations, but the benefit of adding commercial property to the tax base is worth noting, although the opportunities for that to occur are rather constrained. Although there has been a significant expansion of the commercial property in the City, the residential portion still accounts for approximately 88% of the tax base. Commercial annexations did occur when the Home Depot and BJ's property were annexed concurrently with Longleaf, and West Bowie Village was brought in to the City with the Stewart's Landing annexation. Future commercial annexation prospects could include the Melvin Motors property, Amber Ridge, the auto dealerships on US 301 (Walker Pontiac, Bowie Honda, future Nissan), and the Spriggs-Mills property that will have a commercial component fronting on US 301.

Which areas should be considered for annexation? The irregular shape of the City map presents some obvious candidate neighborhoods. City Council has reviewed the map and endorsed an annexation policy that focuses on a few specific areas: the Church Road corridor, the Race Track Road area, and neighborhoods in the High Bridge and Hillmeade Road areas.

Attachment 1 is a map which provides possible limits for an annexation policy – essentially a City Growth Limit declaration. The potential areas depicted as annexation candidates, building on the above noted list, are as follows:

- **TO THE EAST:** North of Mill Branch Road, up to US 50; north of Maryland Science and Technology Center to the County line; Nash property; Jesuit property.

- TO THE NORTH: Race Track area (Patuxent Riding and Kimberwick); M-NCPPC; Bowie State University; Bogley property (Jericho Park); Adnell; Severn Crossing.
- TO THE WEST: Springfield/Hillmeade Roads as western limit north of Route 450 to include High Bridge area; Red Willow; Prospect Knolls; Camelot; Woodmore North. Church Road as western limit.
- TO THE SOUTH: Hall Road; Karington.

There are several advantages to having a Growth Limit Policy reflected in a Council Resolution and accompanying map, including:

1. providing clarity to the issue;
2. facilitating long-range planning;
3. addressing concerns from other levels of government.

What areas are not candidates for annexation? Although the revenue from the Admission and Amusement tax would be "nice to have", an attempt to annex the Six Flags amusement park would clearly generate a major political firestorm with the County. It is unlikely that the City would annex property west of Church Road along MD 214, since the connection to Kettering and Largo neighborhoods has historically been stronger than to Bowie in that area. Residents east of US 301 and south of US 50 have not been interested in annexation, and the City does not expect to expand its geographic limits eastward toward the Patuxent.

Occasionally, expressions of concern about development impacts are linked to discussions of annexation. The major adequate public facilities issues arising from residential development will be the same regardless of whether a new subdivision adjacent to the City is annexed. All of the critical land use decisions are made in Upper Marlboro, and the impacts of those decisions on schools and roadways are not affected by the prospect of the neighborhood becoming part of the incorporated City limits. The negative impacts of growth will occur; at least if the subdivision is annexed, there is a contribution to the City's economic base.

The continuation of a prudent, measured, fiscally sound annexation policy addresses each of the three components of the motto on the City seal: growth, unity and progress.

We look forward to facilitating your discussion of this important issue. A revised annexation policy would be adopted by resolution at an upcoming meeting.

DJD/asf

Attachments



# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

**TO:** David J. Deutsch  
City Manager

**FROM:** Joseph M. Meinert, AICP *JMM*  
Director of Planning and Economic Development

**SUBJECT:** City Council Strategic Plan Action Plan #10 (Annexation Policy)

**DATE:** December 21, 2005

---

Action Plan #10 of the City Council's Strategic Plan directs staff to undertake a review of the factors and procedures that govern annexation. After participating in several staff discussions regarding this topic, we have drafted an update of the City's current annexation policy, following the same format used in R-52-91. In addition, we have created an improved "Procedures" document that specifies the role of each City Department in the various types of annexations. This information should be useful in discussing annexations with the City Council.

The attached materials include:

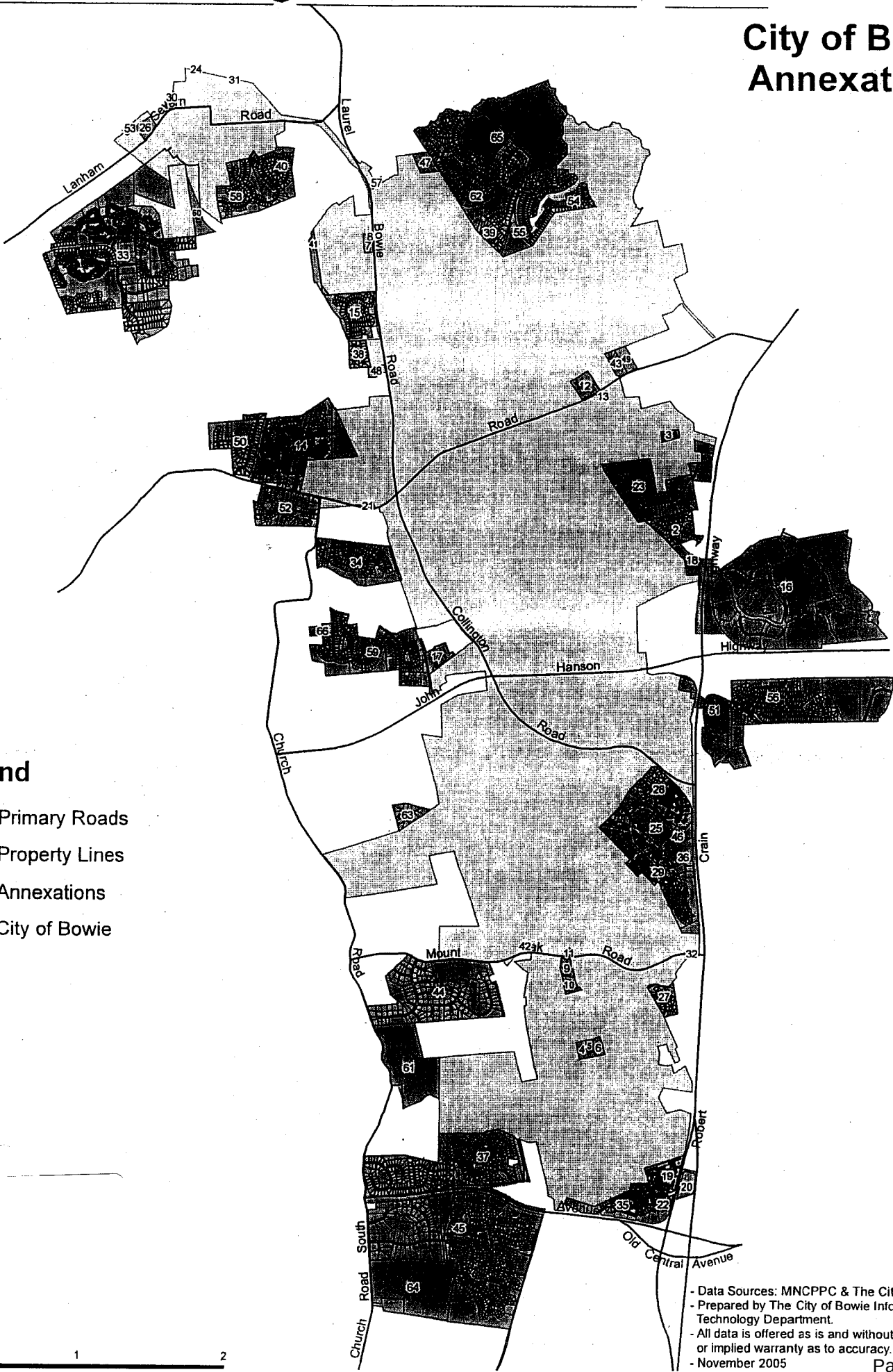
1. A map and listing of all City annexations completed since 1984;
2. The current annexation policy (R-52-91);
3. The current Internal Control Annexation Checklist;
4. A current example of an Annexation Fiscal Impact Analysis; and
5. A proposed Annexation Policy Resolution that includes:
  - a proposed long-term growth boundary map
  - proposed "City Procedures Regarding Annexation"
  - a detailed outline of Departmental requirements for annexations; and
  - a copy of a typical Statement of Services Memorandum prepared for annexations.

Attachments

# City of Bowie Annexations

## Legend

-  Primary Roads
-  Property Lines
-  Annexations
-  City of Bowie





City of Bowie  
Annexation Report

| Number | YEAR | RESOLUTION | ANNEXATION                                                         |    |      |         |                                                               |
|--------|------|------------|--------------------------------------------------------------------|----|------|---------|---------------------------------------------------------------|
| 1      | ---- | ----       | City of Bowie<br>(not an<br>annexation)                            |    |      |         |                                                               |
| 2      | 1984 | R-1-84     | Derbyshire                                                         |    |      |         |                                                               |
| 3      | 1984 | R-4-84     | Dutko                                                              |    |      |         |                                                               |
| 4      | 1984 | R-5-84     | Octavia Blake                                                      |    |      |         |                                                               |
| 5      | 1984 | R-11-84    | S. Harrison                                                        |    |      |         |                                                               |
| 6      | 1984 | R-10-84    | H. Jones                                                           |    |      |         |                                                               |
| 7      | 1984 | R-12-84    | C. Barrett                                                         |    |      |         |                                                               |
| 8      | 1984 | R-7-84     | Helen Brannon                                                      |    |      |         |                                                               |
| 9      | 1984 | R-8-84     | James Peach                                                        |    |      |         |                                                               |
| 10     | 1984 | R-3-84     | Herndon Peach                                                      |    |      |         |                                                               |
| 11     | 1984 | R-6-84     | Cecelia Harmel                                                     |    |      |         |                                                               |
| 12     | 1984 | R-9-84     | MNCPPC                                                             |    |      |         |                                                               |
| 13     | 1984 | R-13-84    | G. Pitcher                                                         |    |      |         |                                                               |
| 14     | 1985 | R-1-85     | Highbridge                                                         |    |      |         |                                                               |
| 15     | 1985 | R-25-85    | O'Connor Tract<br>(Belair Greens)                                  |    |      |         |                                                               |
| 16     | 1985 | R-50-85    | University of MD<br>Science & Tech<br>Ctr.                         |    |      |         |                                                               |
| 17     | 1985 | R-48-85    | Princeton Square<br>Addition                                       |    |      |         |                                                               |
| 18     | 1985 | R-17-85    | Petrusas                                                           |    |      |         |                                                               |
| 19     | 1985 | R-62-85    | Ridgeview Estates<br>Addition                                      |    |      |         |                                                               |
| 20     | 1986 | R-42-86    | Lowes                                                              |    |      |         |                                                               |
| 21     | 1986 | R-18-86    | Heritage Square                                                    |    |      |         |                                                               |
| 22     | 1986 | R-34-86    | W.S.M & M Joint<br>Venture                                         |    |      |         |                                                               |
| 23     | 1988 | R-68-87    | Forest Drive                                                       |    |      |         |                                                               |
| 24     | 1988 | R-11-88    | Messersmith                                                        |    |      |         |                                                               |
| 25     | 1989 | R-133-89   | Elder Oaks<br>Limited<br>Partnership                               |    |      |         |                                                               |
| 26     | 1989 | R-27-89    | Ascension Church                                                   |    |      |         |                                                               |
| 27     | 1989 | R-50-89    | Amber Meadows<br>II (Walker<br>Property)                           |    |      |         |                                                               |
| 28     | 1989 | R-90-89    | Pin Oak Village                                                    |    |      |         |                                                               |
| 29     | 1989 | R-95-89    | Jenkins Property<br>(Pin Oak Assoc.<br>Ltd. Ptnshp.)               |    |      |         |                                                               |
| 30     | 1989 | R-24-89    | Phelps Property                                                    |    |      |         |                                                               |
| 31     | 1989 | R-26-89    | Sixth Street<br>Property                                           |    |      |         |                                                               |
| 32     | 1989 | R-96-89    | Mitchellville East<br>(Miller & Smith<br>Homes)                    |    |      |         |                                                               |
| 33     | 1990 | R-111-89   | Northridge, et. al.                                                |    |      |         |                                                               |
| 34     | 1990 | R-31-90    | Westview                                                           |    |      |         |                                                               |
| 35     | 1990 | R-35-90    | Ternberry/NAHB                                                     |    |      |         |                                                               |
| 36     | 1990 | R-11-90    | Mill Branch                                                        |    |      |         |                                                               |
| 37     | 1991 | R-3-91     | Grovehurst.<br>Stogner, et.al.                                     |    |      |         |                                                               |
| 38     | 1991 | R-4-91     | Lancaster Prop.                                                    |    |      |         |                                                               |
| 39     | 1991 | R-45-91    | Old Chapel<br>Estates et. al.                                      | 55 | 2000 | R-5-00  | Saddlebrook<br>(East)                                         |
| 40     | 1991 | R-34-91    | Huntington Crest                                                   |    |      |         |                                                               |
| 41     | 1992 | R-70-92    | Morrison/Flury<br>prop.                                            | 56 | 2001 | R-01-01 | Longleaf<br>Community                                         |
| 42     | 1992 | R-47-92    | Halley's Addition                                                  | 57 | 2002 | R-78-02 | Pichler Property                                              |
| 43     | 1992 | R-62-92    | Beal/Evans Prop.                                                   | 58 | 2002 | R-15-02 | Rolling Hills                                                 |
| 44     | 1993 | R-13-93    | Franklin Prop                                                      | 59 | 2002 | R-23-02 | Old Stage Knolls                                              |
| 45     | 1993 | R-55-93    | Collington<br>Station,                                             | 60 | 2002 | R-81-02 | Dixon Property                                                |
|        |      |            | Collington Manor                                                   | 61 | 2003 | R-71-03 | Hopkins Property                                              |
|        |      |            | Collington Plaza                                                   | 62 | 2003 | R-1-03  | Saddlebrook West<br>(Phase I)                                 |
| 46     | 1994 | R-94-94    | Bates prop.                                                        |    |      |         |                                                               |
| 47     | 1996 | R-4-96     | Main Post Office -<br>Rte. 197                                     | 63 | 2003 | R-20-03 | Rodenhauser                                                   |
| 48     | 1996 | R-76-96    | Cornerstone                                                        | 64 | 2004 | R-73-04 | Woodmore at Oak<br>Creek                                      |
| 49     | 1997 | R-62-97    | Assembly of God                                                    | 65 | 2005 | R-25-05 | Saddlebrook<br>West, Parcels 2, 3,<br>4 & Bowie Race<br>Track |
| 50     | 1998 | R-79-98    | Fairview<br>Subdivision                                            |    |      |         |                                                               |
| 51     | 1998 | R-1-98     | Governor's Green,<br>Comfort Inn,<br>Alex's Foreign<br>Car Service | 66 | 2005 | R-57-05 | Coleman Property                                              |
| 52     | 1999 | R-100-99   | Stewarts Landing<br>& Adj. Comm.<br>Prop.                          |    |      |         |                                                               |
| 53     | 2000 | R-23-00    | Harvey Manor<br>Subdivision                                        |    |      |         |                                                               |
| 54     | 2000 | R-100-00   | Portion of<br>Saddlebrook                                          |    |      |         |                                                               |



# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

TO: City Council

FROM: David J. Deutsch  
City Manager

SUBJECT: Annexation Policy

DATE: December 6, 2005

As a follow-up to comments made at the November 21<sup>st</sup> and December 5<sup>th</sup> Council Meetings, I am providing a copy of the 1991 Council adopted policy on annexation, along with the accompanying "Guidelines to Govern Annexation". Although these documents have some age on them, they are still relevant. Staff is reviewing these documents and other issues related to annexation in preparation for facilitating your Worksession discussion on January 9, 2006. In that regard, if any Councilman has a specific concern or question prior to the Worksession, please let me know. The Worksession is implementing Action Plan 10 of the "Growing service demand" aspect of the Strategic Plan.

DJD/asf

Attachments

#2

RESOLUTION  
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND  
ADOPTING AN ANNEXATION POLICY ESTABLISHING  
THE PRINCIPLES TO BE USED BY THE CITY  
TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the City of Bowie wishes to communicate to its citizens and other interested parties, the principals and guidelines it will use to facilitate the Annexation Process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principals and guidelines in an Annexation Policy.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

A. The City Council may consider and act upon an annexation Agreement of unincorporated territory adjacent to the boundaries of the city in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.

B. Reasonable and consistent guidelines, in relationship to public facilities, municipal revenues, codes and environmental impacts and other relevant conditions will govern the development and consideration of annexation agreements.

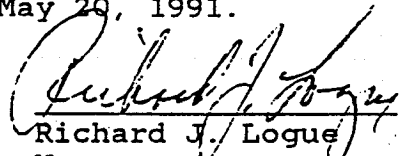
C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for general development of the city.

D. Annexation is the only means by which city utilities may be extended to areas contiguous to the City.

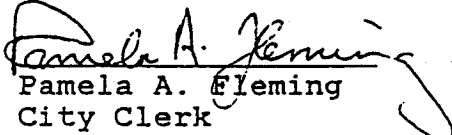
E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security .

BE IT FURTHER RESOLVED that the City Manager is hereby directed to develop specific implementation procedures to govern the staff analyses and reports on annexations consistent with these guidelines and present them to the City Council for review and approval.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 20, 1991.

  
Richard J. Logue  
Mayor

Attest:

  
Pamela A. Fleming  
City Clerk

CF/lbg (5-16-91)

## GUIDELINES TO GOVERN ANNEXATION

These guidelines are in addition to any other provisions of the Charter and Code and of the Annotated Code of Maryland which govern annexation, Section 19 of Article 23A.

A. Staff will prepare a statement of impact for all

annexations prior to agreement or resolution, whichever is first:

1. Below 10 acres a simple statement of Costs and Benefits.
2. For areas larger than 10 acres, the required impact statement shall contain, as appropriate:

- o Description of services presently provided, such as police, fire, ambulance, water, sewerage collection, refuse collection, road maintenance, street lighting, street and curbing construction, stormwater drainage, animal control, housing inspection, public health, recreation, library, etc. which will be altered by the annexation agreement;
- o Description of municipal services which should be upgraded, initiated or extended, together with a recommendation regarding the priority for accomplishing the improvements and a recommendation as to the source of funding for any capital improvements included in the annexation agreement;
- o Estimation of the cost to the city of having to provide each service.

- o Estimation of the potential revenue to be realized by the city during next two budget cycles;
- o Description of the demographic and economic characteristics of the proposed area and the surrounding area;
- o Assessment of any distinguishing environmental or historic characteristics of the proposed area and the surrounding area with an analysis of any effect which annexation might have upon these characteristics;
- o Description of any other unique characteristics of the proposed area and the surrounding area, with an analysis of how these characteristics would be affected by annexation or how any special problems are proposed to be handled.
- o Assessment of whether the area to be annexed will require the creation of a Special Taxing District.
- o The history of and prospects for development;
- o Analysis of how City ordinances, regulations and license requirements will apply to the area to be annexed.
- o Analysis of whether the annexation is consistent with the plans and policies of general development of the City.

2/26/91

**INTERNAL CONTROL  
ANNEXATION CHECKLIST**

PROJECT:

**LEGAL PREREQUISITE**

- \_\_\_\_\_ 1. Contiguous and adjoining existing boundaries (Planning).
- \_\_\_\_\_ 2. Does not create unincorporated enclave (Planning).
- \_\_\_\_\_ 3. Consent of 25% of Registered Voters (City Managers).
- \_\_\_\_\_ 4. Consent of 25% of Assessed Valuation of Real Property (City Managers).

**ANNEXATION AGREEMENT**

- \_\_\_\_\_ 5. Detailed provision of circumstances applicable to annexed area (Planning - Developer, City Managers - Individual and Legal)
- \_\_\_\_\_ 6. Prepare Resolution authorizing City Manager to sign annexation agreement (Planning).
- \_\_\_\_\_ 7. Attorney review and approval of Agreement and Resolution.
- \_\_\_\_\_ 8. Recorded by City Clerk (City Manager).

**SURVEY**

- \_\_\_\_\_ 9. Describe annexation area, including roads, by survey of courses and distance. When applicant is a developer, they are responsible for obtaining survey. The City pays for survey of roads and for individuals (Public Works).
- \_\_\_\_\_ 10. Metes and bounds review to ensure legal description matches annexation boundary (Public Works)
- \_\_\_\_\_ 11. Copy of plat reflecting annexation area distributed to all departments (City Manager via Planning on Survey Sheet).

**ANNEXATION RESOLUTION**

- \_\_\_\_\_ 12. Prepare Annexation Resolution authorizing annexation for signature by the City Manager (Planning).
- \_\_\_\_\_ 13. Attorney review and approval for legal sufficiency (City Attorney).
- \_\_\_\_\_ 14. Introduction of Resolution (first reading) at City Council meeting.

#3

## STATEMENT OF SERVICES

- \_\_\_\_\_ 15. Prepare proposed outline/memo for Extension of Services and public facilities (Planning)
- \_\_\_\_\_ 16. Provide Statement of Services to governing body of county/regional/state planning agency having jurisdiction at least 30 days prior to public hearing (City Manager).

## ADVERTISEMENT AND PUBLIC HEARING

- \_\_\_\_\_ 17. Publish notice of proposed annexation hearing four times at weekly intervals (City Manager).
- \_\_\_\_\_ 18. City Council conducts public hearing at least 15 days after final hearing notice is published. Eligible for final action (adoption) at this time. Statement of Impacts included in the Council package (Planning).
- \_\_\_\_\_ 19. If amendments, hearing may be rescheduled, but continued no more than 30 days with one public notice seven days in advance (City Manager).

## FINAL ADOPTION

- \_\_\_\_\_ 20. The resolution and annexation becomes effective within 45 days following final adoption by Council (counting from the date of adoption).
- \_\_\_\_\_ 21. Recorded in County Land Records by City Clerk (City Manager).

## REGISTRATION

- \_\_\_\_\_ 22. Original plus new boundaries registered with Clerk, Clerk of the Circuit Court, Department of Legislative Reference, MNCPPC with copy to Planning (City Manager).
- \_\_\_\_\_ 23. Letter sent to County Department of Assessment and Taxation with copy to Finance (City Manager).
- \_\_\_\_\_ 24. Provide house numbers and street names to City Clerk (Planning).



# Annexation Impact Analysis-FY06

## Input data

|                                             |           |
|---------------------------------------------|-----------|
| No. of homes annexing into City             | 219       |
| Average assessed values of annexing homes   | \$450,000 |
| Total number of City households             | 20,000    |
| Police Protection:                          |           |
| Per capita allocation                       | \$2.50    |
| Average household size                      | 2.8       |
| City tax rate (per \$100 of assessed value) | \$0.322   |

## Revenues

|                     |                |   |           |                  |
|---------------------|----------------|---|-----------|------------------|
| Real Property Taxes | ( \$98,550,000 | X | \$0.322 ) | <u>\$317,331</u> |
|---------------------|----------------|---|-----------|------------------|

| Source               | FY06 Budget        | Per Household* | Houses Annexing | Projected Revenue |                 |
|----------------------|--------------------|----------------|-----------------|-------------------|-----------------|
| State Income Taxes   | \$5,625,600        | \$281.28       | 219             | \$61,600          |                 |
| Motor Vehicle Taxes  | 2,700,000          | 135.00         | 219             | 29,565            |                 |
| Cable Franchise Fees | 663,800            | 33.19          | 219             | 7,269             |                 |
| Police Protection    | 175,000            | **             |                 | 1,533             |                 |
| Total                | <u>\$9,164,400</u> |                |                 | <u>\$99,967</u>   | <u>\$99,967</u> |

\*FY06 Budget appropriation divided by 20,000 households.

\*\*State allocates funds to municipalities at a rate of \$2.50 per capita;  
 219 households X 2.8 average household size equals  
 613 people X \$2.50 per capita = \$1,533

|                              |           |      |          |                  |
|------------------------------|-----------|------|----------|------------------|
| Total Annual Revenues equals | \$317,331 | plus | \$99,967 | <u>\$417,298</u> |
|------------------------------|-----------|------|----------|------------------|

## Expenditures

| Services                     | FY06 Budget         | Cost per Household* | Houses Annexing | Additional Cost for Services         |                  |
|------------------------------|---------------------|---------------------|-----------------|--------------------------------------|------------------|
| Refuse Collection & Disposal | \$4,718,200         | \$235.91            | 219             | \$51,664                             |                  |
| Street Maintenance           | 3,328,100           | 166.41              | 219             | 36,443                               |                  |
| Public Works/Parks           |                     |                     |                 |                                      |                  |
| Equipment Charges            | 930,800             | 46.54               | 219             | 10,192 (FY06 amount - EARF schedule) |                  |
| Parks & Grounds              | 1,830,700           | 91.54               | 219             | 20,046                               |                  |
| Stormwater                   |                     |                     |                 |                                      |                  |
| Management                   | 328,800             | 16.44               | 219             | 3,600                                |                  |
| Code enforcement             | 507,500             | 25.38               | 219             | 5,557                                |                  |
| Senior Citizen               | 761,700             | 38.09               | 219             | 8,341                                |                  |
| Youth Services               |                     |                     |                 |                                      |                  |
| Bureau                       | 697,600             | 34.88               | 219             | 7,639                                |                  |
| Animal Control               | 181,000             | 9.05                | 219             | 1,982                                |                  |
| Public Safety                | 918,600             | 45.93               | 219             | 10,059                               |                  |
| Total                        | <u>\$14,203,000</u> |                     |                 | <u>\$155,523</u>                     | <u>\$155,523</u> |

|                        |                   |
|------------------------|-------------------|
| Projected Revenue      | \$ 417,298        |
| Projected Expenditures | (155,523)         |
| Net Impact             | <u>\$ 261,775</u> |

#4

RESOLUTION  
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND  
ADOPTING AN ANNEXATION POLICY ESTABLISHING  
THE PRINCIPLES TO BE USED BY THE CITY  
TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation processs, which document is in need of revision and updating.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

- A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.
- B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.
- C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:
  - 1. The annexation involves property bordered on three sides by the existing corporate limits of the City;
  - 2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;
  - 3. The annexation will unify split neighborhoods; or
  - 4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.

#5

- D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.
- E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on \_\_\_\_\_.

\_\_\_\_\_  
G. Frederick Robinson  
Mayor

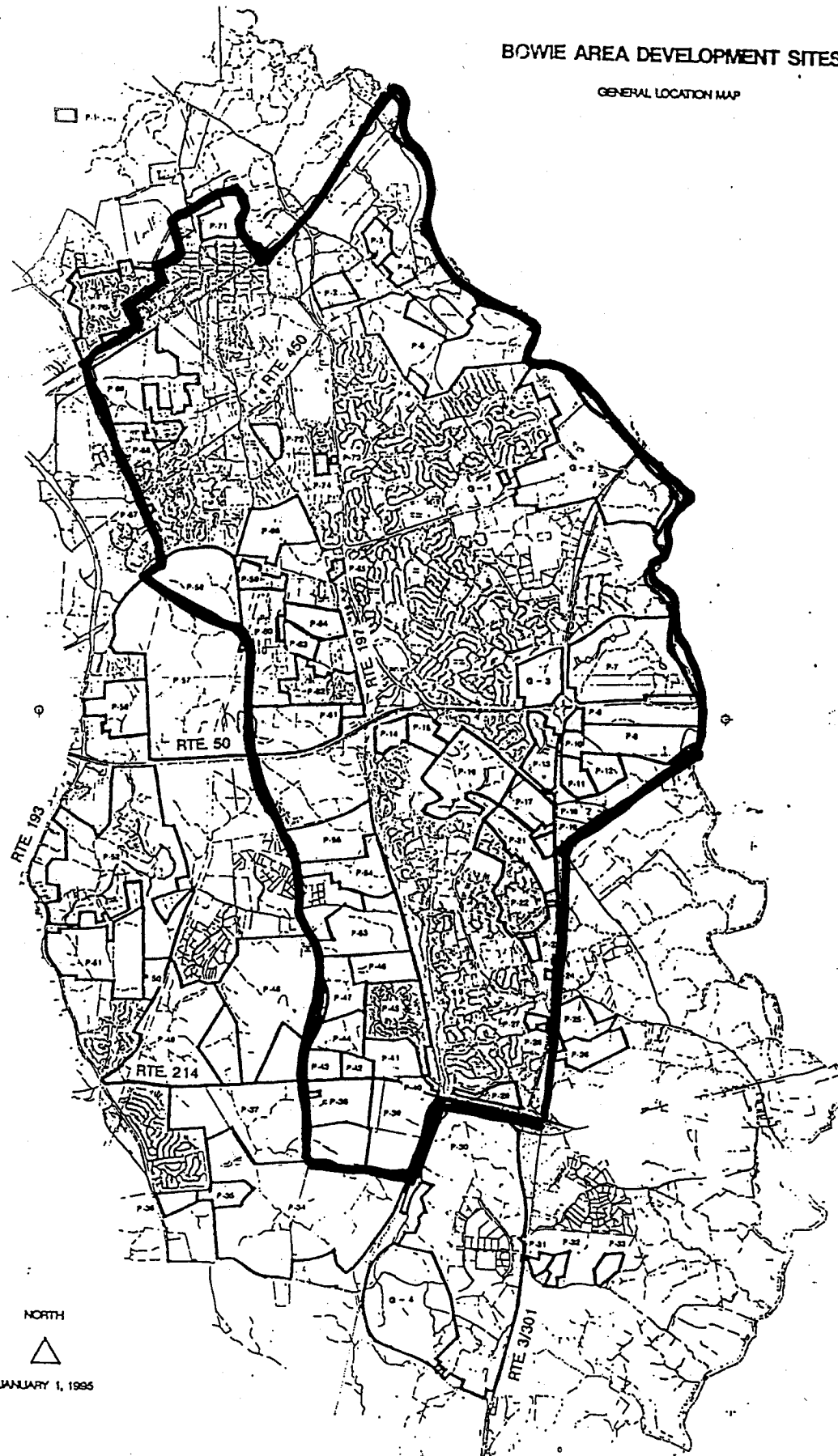
Attest:

\_\_\_\_\_  
Pamela A. Fleming  
City Clerk

P:/joe/annexations/annexationpolicyresolution

# BOWIE AREA DEVELOPMENT SITES

GENERAL LOCATION MAP



CITY OF BOWIE DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

## CITY PROCEDURES REGARDING ANNEXATION

### A. Development Related Annexations

Note: There are three (3) types of Development Related Annexations:

A Detailed Outline of Departmental requirements for Annexation Types 1, 2 and 3 is provided in Exhibit A.

1. The Department of Planning and Economic Development (DPED) will be the lead City Department in all development related annexations.

#### INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, DPED will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-\_\_\_\_-06.
3. DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

#### ANNEXATION AGREEMENT

4. DPED will provide the developer with a copy of a draft annexation agreement. **Annexations that bring the development into the City before the project is constructed are preferred over those that result in incorporation only after the project is completed.**
5. DPED will negotiate the terms of the Annexation Agreement, working in conjunction with the affected City Departments, the City Attorney and City Manager.
6. DPED shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement prior to DPED scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. DPED gives the go-ahead for the developer to execute the Annexation Agreement and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, DPED schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a

Resolution number from the City Clerk and prepares the Resolution and cover memorandum.

9. Upon approval of the Resolution by City Council, DPED provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to DPED. DPED transmits a copy of the recorded Annexation Agreement to the developer.

#### ANNEXATION RESOLUTION

11. At such time as stipulated by the Annexation Agreement, DPED will schedule a Council Resolution for Introduction of the annexation.
12. DPED shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties (other than the original property) are intended to be included in the annexation, DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. DPED will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
13. DPW will procure an Annexation Boundary Survey.
14. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, DPED will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.
15. DPED obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
16. DPED staff, the City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
17. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
18. DPED prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B). In preparing the Statement of Services memorandum, DPED consults with

appropriate City departments to obtain necessary information.

DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.

19. DPED staff, the City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

#### REGISTRATION

20. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records.
21. The City Clerk provides a copy of the recorded Annexation Resolution to DPED.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names from DPED.

#### B. Resident Driven Annexations

1. The City Manager's Office (CMO) will be the lead City Department in all resident driven annexations.

#### INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, CMO will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-\_\_\_\_-06.
3. CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

#### ANNEXATION AGREEMENT/PETITION FOR ANNEXATION

4. CMO will provide the interested residents with a copy of a draft annexation agreement or Petition for Annexation.
5. CMO will negotiate the terms of any Annexation Agreement, working in conjunction with the affected City Departments and the City Attorney. For a Petition for Annexation, a minimum of 75% residents' signatures is used as a guideline.

6. CMO shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement, if applicable, prior to CMO scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. CMO gives the go-ahead for the residents to execute the Annexation Agreement, if applicable, and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, if applicable, CMO schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a Resolution number from the City Clerk and prepares the Resolution and cover memorandum.
9. Upon approval of the Resolution by City Council, CMO provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to CMO. CMO transmits a copy of the recorded Annexation Agreement to the residents, if applicable.
11. CMO requests DPW and DCS to assess the impact of annexation on City services. A Detailed Outline of Departmental requirements for Annexation Type 4 is provided in Exhibit A.

#### ANNEXATION RESOLUTION

12. At such time as stipulated by the Annexation Agreement or Petition for Annexation, CMO will schedule a Council Resolution for Introduction of the annexation.
13. CMO shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties other than the original are intended to be included in the annexation, CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. CMO will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
14. DPW will procure an Annexation Boundary Survey.
15. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, CMO will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.



16. CMO obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
17. The City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
18. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
19. CMO prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B) prepared by DPED upon the request of CMO. In preparing the Statement of Services memorandum, DPED consults with appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.
20. The City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

#### REGISTRATION

21. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records. The City Clerk provides a copy of the recorded Annexation Resolution to DPED and CMO.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names, if applicable, from DPED.

## ANNEXATION PROCESS

### Types of Annexations

**1. City Annexes planned subdivision and it is constructed to City Code.** (All items below are coordinated by Public Works)

- Council Resolution Required.
- City Permits and Bonds
- Maintenance Bonds.
- Easements and R/W obtained prior to permits.
- City Inspections.
- City Punch Lists.

**2. City Annexes planned subdivision and it is constructed to County Code.**

- Agreement Required (Planning).
- MOU may be required (Planning and Public Works).
- Council Resolution required (Planning).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required (Public Works).
- Site Plan desirable (Planning).
- Schedule "A" (Public Works).
- County DPW&T and DER permits and bonds (Public Works).
- No Maintenance bond.
- Easements and R/W transferred to City (Public Works).
- County Inspection services with one joint final with City (Public Works and Community Services).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County requirements (Public Works and Community Services).

**3. City Annexes Subdivision during active construction and is constructed to County Code.**

- Agreement Required (Planning).
- MOU may be required (Planning and Public Works).
- Council Resolution required (Planning).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required (Public Works).
- Site Plan desirable (Planning).
- Schedule "A" (Public Works).
- County DPW&T and DER permits and bonds (Public Works).
- No Maintenance bond.

- Easements and R/W transferred to City (Public Works).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County Requirements (Public Works and Community Services).

**4. City Annexes and established subdivision constructed under County Code.**

- Agreement Required (City Manager's Office).
- Council Resolution required (City Manager's Office).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required. (Public Works)
- Schedule "A" (Public Works).
- Site Plan desirable (Planning).
- Easements and R/W transferred to City (Public Works).
- City Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards (Public Works and Community Services).

**Components of a typical subdivision:**

**1. Urban Section**

1. Streets Bituminous Paving
2. Street concrete Aprons
3. Street concrete Curb and Gutter
4. Street concrete Sidewalks
5. Street Lights
6. Street Signage
7. Street Marking (Stripping and cross walks)
8. Street Landscaping
9. Storm Drainage (culverts and appurtenances)
  - Streets
  - Easements

**2. Rural Section**

1. Street Paving
2. Street Shoulders
3. Street Trails
4. Street Side Slopes
5. Drainage Ditches
6. Driveway swales and pipes
7. Street Lights
8. Street Signage
9. Street Marking (Stripping and cross walks)
10. Street Landscaping
11. Storm Drainage (culverts and appurtenances)
  - Streets
  - Easements

### **3. Miscellaneous**

1. SWM Facilities
  - Fee Simple R/W.
  - Geotechnical Study.
  - SCD Approval.
2. Infiltration devices
  - Fee Simple R/W
3. LID Facilities
  - Fee simple R/W or Home Owner Agreements.

### **PUNCH LISTS:**

1. **Streets**
  - Core Samples and pavement analysis required.
  - Update new items (signs, crosswalks, etc.) into Streets database.
  - Lengths of Streets for State.
  - Age of pavement determines if resurfacing is necessary or needs to be programmed.
2. **Storm Drainage**
  - TV enclosed drainage system.
3. **SWM Facility**
  - Soundings required.
  - SCD approved As-builts required.
  - Geotect Analysis desirable.
4. **Street Lights**
  - Number poles and enter into database.
  - Transfer Electric billing to City.
5. **Landscaping**
6. **Trails.**

### **SURVEY:**

Boundary Survey.

- Includes details street names and lengths.

Preparation of Metes and Bounds Description.

Easements and R/W.

Recordation in Land Records.

Set boundary markers.

## INITIAL COSTS:

|                                                                        |          |
|------------------------------------------------------------------------|----------|
| Public works Administration Time Required. 300 hours @ \$30 per hour = | \$9,000. |
| IT digitizing time required. 50 hours @ \$35 per hours =               | \$1,750. |
| Survey Costs:                                                          | \$2,200  |
| Easements and R/w:                                                     | \$4,000  |
| Recordation:                                                           | \$ 500   |
| Set Boundary markers                                                   | \$ 600   |
| Planning                                                               |          |
| Community Services                                                     |          |
| City Manager's Office                                                  |          |
| Vehicle Costs                                                          |          |

## YEARLY RECURRING SERVICES COSTS:

- Refuse Removal- Increase dump fees at \$50 per ton
- Yard Waste - Increase dump fees at \$25 per ton
- Recyclables.
- Snow Plowing – Increase cost of \$120 per hour.
- Leaf Collection.
- Concrete Repairs.
- Increase in Solid Waste and Streets customer calls.
- Increase in drainage complaints.
- Increase in Public Utility permits.
- Increase in MISS UTILITY tickets.
- Annexed Sections are typically further from the Public Works base and therefore increase fuel consumption and wear on vehicles.

Every nine hundred home increase supports a new route for refuse collection.

New three man crew.

New Refuse Truck.

Refuse Trucks have a productive life of 5 yrs.

More contractors required for effective sanding of streets and removing snow.



# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

**TO:** City Council

**FROM:** David J. Deutsch, City Manager

**RE:** Rolling Hills Annexation  
Statement of Services

**DATE:** 2/28/02

In accordance with the Annotated Code of Maryland, Article 23A, § 19 (o), the legislative body of a municipal corporation shall provide, in addition to, but not as a part of the (annexation) resolution, a proposed outline for the extension of services and public facilities into the area to be annexed. A statement shall also be provided that identifies the general methods by which the municipality anticipates to finance the extension of municipal services into the area to be annexed. This Statement of Services memo fulfills these requirements.

### **I. Property Description and Land Use Pattern for the Area**

The subdivision of Rolling Hills contains 122 developed single-family residential lots and seven (7) open space parcels owned by the Rolling Hills Homeowners Association. The property is found on Tax Map 29, Block B-4, and is formerly known as Plats One and Two of Dontrine Subdivision, recorded at Plat Book NLP 125, Plat 59 recorded on 1/16/86 and Plat Book NLP 125, Plat 60 recorded on 1/7/86. The Rolling Hills Subdivision includes: Block A, Lots 1-23 and Parcels B and C; Block B, Lots 1-12 and Parcels D, E and part of Parcel F; and, Block C, Lots 1-87, and Parcels A, G and part of Parcel F. The public roads in the subdivision include: Gold Cup Lane; Triple Crown Road; Triple Crown Drive; Steeplechase Drive; and, Steeplechase Court.

The Annexation Area also includes Lots 1-3 of Baranek Subdivision located on High Bridge Road (also known as Chestnut Avenue). Said lots are recorded at Plat Book 122, Page 100. In addition, the Annexation Area includes the land of Benjamin F. and Annie L. Clarke located at the end of Steeplechase Drive and recorded at Liber 8704, Folio 631. The Annexation Area is zoned R-R (Rural Residential) and includes approximately 69.5 acres. (see attached location map)

The site is within Community IV of the 1991 adopted Bowie-Collington-Mitchellville Planning Area. The overall character associated with Community IV is Permanent Low Density. In the Master Plan it is recommended that this character be retained. The Master Plan recognizes this community has several distinct land use elements woven into the character of the area; however, the rural environment dominates this character.

Demographic characteristics from Population Forecasts by Community (Table 16 in the Master Plan) indicate that the population in this Community has steadily increased since the

1990 Census, when the population was at 2,447. By the year 2000, the population in this community was projected to be at 5,345. Using the US Census 2000 figure for the City's average household size (2.74 persons per household), the additional 126 residential lots would generate approximately 345 new residents.

The Annexation Area includes numerous areas of steep slopes and drainage areas that are designated as part of the Patuxent River Primary Management Area. There are no historic properties or resources in the area. The rural character of the area has been retained partly due to the cluster subdivision technique that preserves a large amount of open space. Annexation will not adversely alter existing environmental characteristics. There are no other unique characteristics associated with the Annexation Area.

With the exception of the Clarke property, the Annexation Area is entirely developed. Under current R-R zoning, the Clarke property can be developed with one single-family home. Provisions have been made for continuation of the Rolling Hills subdivision's streets into adjoining properties (e.g. Triple Crown Drive). This annexation is consistent with the general growth and development pattern of the City and also with the land use recommendations and policies for Community IV contained in the 1991 Master Plan.

## **II. Availability of Public Facilities and Services**

On the effective date of annexation, the residents within the Annexation Area shall receive all City services which include, but are not limited to: trash, recycling and yard waste curb-side collections and special pick-ups, street maintenance, including right-of-way tree pruning (5-year cycle and replacement as needed), snow removal, street lights (maintenance of the system), animal control, contract police protection, code compliance inspection, youth services, family counseling, senior citizens program, parks and recreation programs, and planning/development review services, etc.

### **A. Water and Sewer**

The Annexation Area lies within Category 3 of the Prince George's County Water and Sewer Plan Map, a community service area, meaning public water and sewer service to the site exists. The Annexation Area is, and will continue to be, served by the Washington Suburban Sanitary Commission (WSSC) for both public water and sewer.

### **B. Electric Service**

Baltimore Gas and Electric (BGE) currently provides electric power to the residents of the Annexation Area. Upon annexation, the street lights from the base of the pole upwards become the City's responsibility for maintenance. The underground electric cable remains the responsibility of BGE. The City is responsible for paying for electrical usage to power the street lights and for maintaining the pole, fixture and fixture components.

### **C. Public Safety and Fire/Rescue Services**

The Annexation Area is within the service area of Prince George's County Police Bowie/Upper Marlboro Substation District II, Sector E. Upon the effective date of annexation, the City's contract police will augment County police service.

Fire and basic life support/ambulance personnel will be dispatched from Bowie Station #19 on MD Route 564 (Ninth Street) in Old Town Bowie. Medic service personnel will be dispatched from Station #18 in Glenn Dale.

**D. Stormwater Management**

The City will become responsible for maintenance of all on-site stormwater management facilities and public storm drains within the City right-of-way, upon annexation. The Department of Community Services will maintain the two (2) stormwater management basins located in Rolling Hills Subdivision (upon receipt of a fee simple deed conveying these facilities to the City) in accordance with City standards. Portions of these parcels that do not contain stormwater management facilities will remain under the ownership of the Rolling Hills Homeowners Association, which will retain maintenance responsibility for these areas.

**E. Public Right-of-Way Infrastructure and Appurtenances**

Upon annexation, the City will maintain all streets and improvements within public rights-of-way and the related infrastructure and appurtenances (sidewalks, storm drain easements, traffic control and street name signs, driveway swales, right-of-way trees, etc.). The responsibility for sidewalks, curb and gutter and enclosed drainage system within the County right-of-way of High Bridge Road (a.k.a. Chestnut Avenue) will remain with Prince George's County.

**F. School, Library and Recreational Facilities**

County public schools serving this community include: High Bridge Elementary, Tasker Middle and Bowie High School. The Bowie Branch Library (Md. Rte. 450) serves this site. All recreational parks within the City's park system, as well as the City gymnasium, are available in accordance with respective hours of operation.

**III. Extension of Municipal Facilities and Services to Annexation Area**

The City will extend all applicable municipal services and facilities (as described above) to the Annexation Area upon the effective date of annexation. At that time, the Charter and Code of the City shall have full force and effect within the Annexation Area.

**IV. Cost to the City in Having to Provide Each Service**

There will be a substantial cost to the City to rehabilitate the two (2) stormwater management ponds and roadways in the Rolling Hills Subdivision to meet City standards. The City's Capital Improvements Program, funded by general revenues, includes the financial resources to rehabilitate the two ponds and roadways. It is anticipated that this work will occur over the next 2-3 years.

With the exception of costs associated with rehabilitation of the two stormwater management ponds and roadways noted above, the City will not incur a significant increase in operational costs. Minor cost increases are anticipated for the following services: trash, recycling and special pick-ups, as well as yard waste collection at curbside and street maintenance. The General Fund will finance these services. These costs will be offset by the increased revenue from municipal property taxes from the new residents in the Annexation Area. No other significant increases in expenditures are anticipated. The area to be annexed will not require the creation of a special tax district.





# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

**TO:** City Council

**FROM:** David J. Deutsch   
City Manager

**SUBJECT:** Annexation Policy (R-12-06)

**DATE:** February 28, 2006

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### **I. Background**

City Council held two (2) worksessions this year regarding the City's annexation policy. The worksessions were held on January 9th and January 30th. It was Council's consensus that staff be instructed to draft appropriate revisions to update the City's current annexation policy contained in R-52-91. Some of the concerns voiced by City Councilmembers to date about annexation include:

- Need to have a defined plan for annexation
- "Development does something to us, annexation should do something for us."
- Defining a growth boundary will help address timing challenge for provision of public facilities and services (e.g. police service)
- Need to define the benefits of annexation
- Policy should use simply defined borders (rivers, roads)
- Need to assess costs to the City in the long run
- Policy would show the City is responsible in planning for its future growth
- A phased approach to expanding borders might be prudent
- Need to take action while State Legislature is in session
- Should the ultimate growth limits go beyond what has been mapped?
- Once the boundary is determined, attention can be paid to the pace of annexation
- Drawing the boundary line does not mean certain areas are targeted to be annexed
- "Possible Growth Limits" map should be used as a guideline

Attached is Resolution R-12-06. The Resolution defines the principles and procedures the City will use to facilitate the annexation process. It identifies situations when consideration of annexation is appropriate. Most significantly, R-12-06 sets forth a long-term growth boundary ("Possible Growth Limits") to be used as a guide for future annexations.

## **II. Attributes of "Possible Growth Limits" Area**

Staff conducted an analysis of the area contained in the "Possible Growth Limits" to give Council a feeling for the some of the impact of future annexations. This analysis was performed using the City's Geographic Information System (GIS) software and used available data. Council is cautioned that this analysis was performed using the best information available to staff and is for the purpose of illustration only. The latest assessed value for Prince George's County (2005), as reported by Specprint, was used in this report. However, due to the triennial assessment process, property assessments are subject to change every three years.

The "Possible Growth Limits" area includes 7,444 acres, or 11.63 square miles. The current area of the City encompasses 18 square miles. Thus, if the entire growth limits area were incorporated into the City, the size of the City would expand by approximately 65% to almost 30 square miles. Statewide, the municipalities having the most land area include: Baltimore City (80.8 square miles); Frederick (20.4 square miles), Bowie (18 square miles); Rockville (13.4 square miles); Salisbury (11.1 square miles); Hagerstown (10.7 square miles); and, Gaithersburg (10.1 square miles). (Source: Maryland Department of Legislative Services, 2005.)

Staff determined that 6,655 lots would be included in the growth limits area, including 3,934 developed dwelling units and 2,721 undeveloped dwelling units (including development proposals tracked by the Planning Department). Applying the 2000 Census person-per-household factor of 2.74 to the dwelling unit total, an estimated population of 18,234 residents would result. The current estimated City population is 55,362 residents. Thus, if the entire growth limits area were incorporated and developed as noted above, the City's population would increase by approximately 33% to 73,596 residents. Annexation of the entire growth limits area would likely not occur at once, but would realistically take many years to complete.

The total assessed value of all property within the growth limits area is \$702,188,300. However, tax-exempt property is valued at \$78,203,680. Of this amount, over \$43 million of assessed valuation occurs at Bowie State University. Over \$10 million of assessed valuation occurs at Prince George's Stadium. Tax-exempt property encompasses 1,865 acres, or about 25%, of the "Possible Growth Limits" area. Excluding tax-exempt property, the assessed value of the growth limits area is \$623,984,620. Tax-exempt property currently located in the City includes 1,064 parcels having an exempt assessment of \$154,807,257.

## Annexation Policy

There are numerous existing commercial developments within the "Possible Growth Limits". Existing commercial uses include two (2) gas stations at MD 450/MD 3, a funeral home, miscellaneous uses in the MD 3 median and east side of MD 3, three (3) car dealerships at US 50/301, the Rip's property and the adjacent fast-food restaurant and gas stations, Walker Pontiac, Bowie Honda, several existing commercial uses along Hall Road, the former J-Mart and adjacent storage facility and flex space, Melvin Motors, a gas station at MD 197/Old Chapel Road, and several commercial uses along MD 564.

There are numerous vacant commercial properties or proposed commercial developments within the growth limits area. Vacant commercial properties include several small lots in the vicinity of Rip's, the Chesley-Gibraltar properties, Bowie Nissan (a 29,000 sq.ft. dealership), commercial land between Bowie Honda and Mitchellville Road, land on the south side of Mitchellville Road at US 301, Amber Ridge (a 180,000 sq.ft. retail center), Karington (approved for up to 343,000 sq.ft. of retail use and 650,000 sq.ft. of office use and 300 hotel rooms), the Hall Road Village Activity Center (approved for 30,000 sq.ft. retail use and a public library) and Collington Park flex space off Old MD 450, east of Church Road (78,200 sq.ft. expansion).

There are over 85 miles of public roads within the "Possible Growth Limits" area. This includes over 34 miles of State and County roads and 51 miles of local roads.

### **III. Conclusion**

In our January 4, 2006 memorandum (copy attached), staff presented many reasons for continuing to have an annexation policy. With information about the "Possible Growth Limits" now available, Council can begin to see the demographic, fiscal and economic consequences of the City's future growth through annexation. In the past month, initiatives have been made in the Maryland Legislature to curtail municipal annexation. By revising the City's annexation policy to include a growth limits area, Council can demonstrate to those in Annapolis that the City is actively planning to manage its growth. Having an annexation policy will help ensure that only annexations that accrue benefits to the City will be supported. Furthermore, by managing the rate of municipal expansion under an annexation policy, the City will not overstretch its ability to provide sufficient and acceptable facilities and services to its residents.

### **IV. Recommendation**

It is recommended that Council **APPROVE** R-12-06 adopting a revised annexation policy that establishes the principles and procedures to facilitate the annexation process.

Attachments

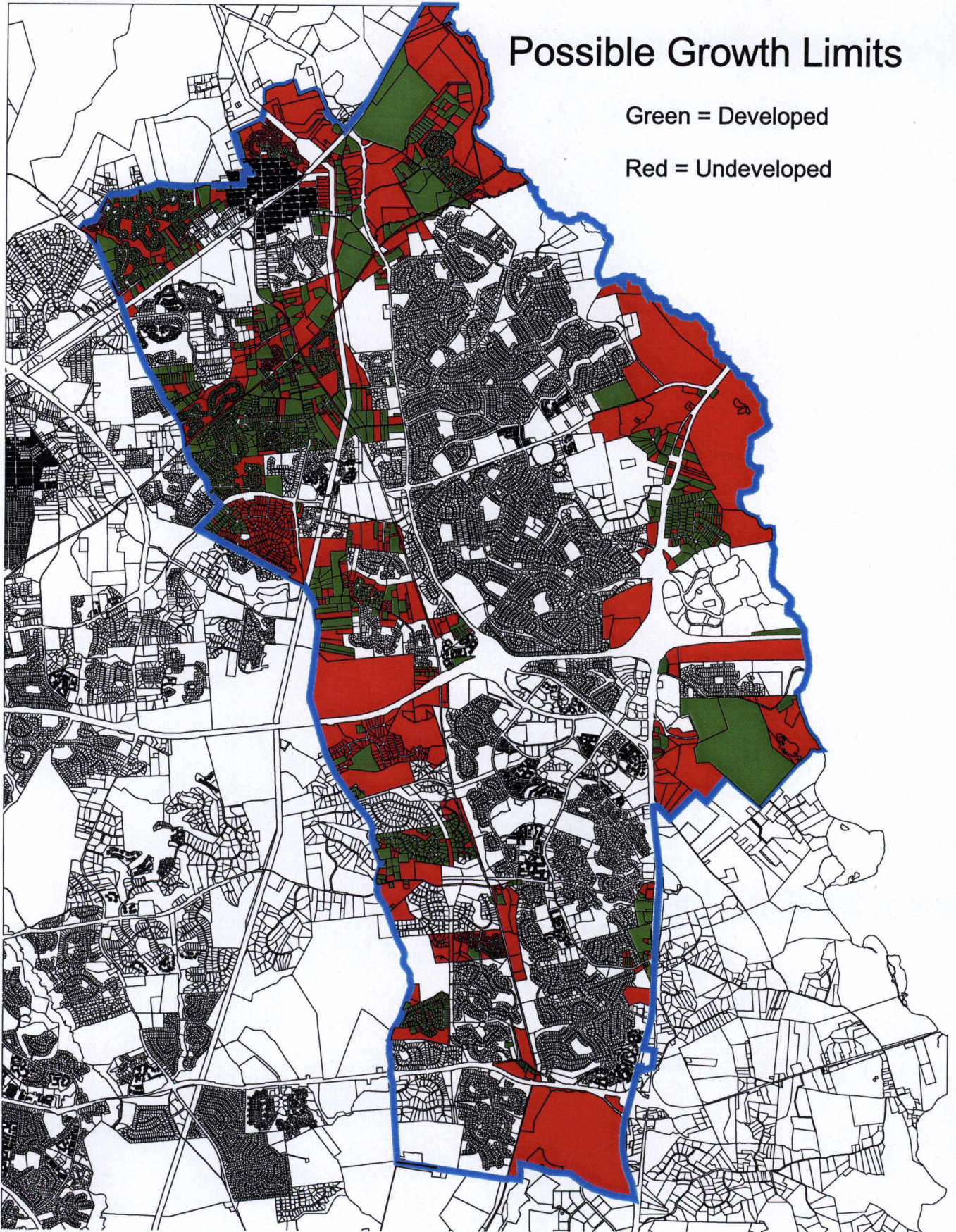
p:/joe/annexations/annexationpolicymemo



## Possible Growth Limits

Green = Developed

Red = Undeveloped



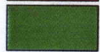


## Tax Exempt Properties

**Taxexempt.shp**



**No**



**Yes**



**Possiblegrowthlimit.shp**



**Property**



RESOLUTION  
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND  
ADOPTING AN ANNEXATION POLICY ESTABLISHING  
THE PRINCIPLES TO BE USED BY THE CITY  
TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation processs, which document is in need of revision and updating.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

- A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.
- B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.
- C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:
  - 1. The annexation involves property bordered on three sides by the existing corporate limits of the City;
  - 2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;
  - 3. The annexation will unify split neighborhoods; or

4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.
- D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.
- E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on March 6, 2006.

---

G. Frederick Robinson  
Mayor

Attest:

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Pamela A. Fleming  
City Clerk

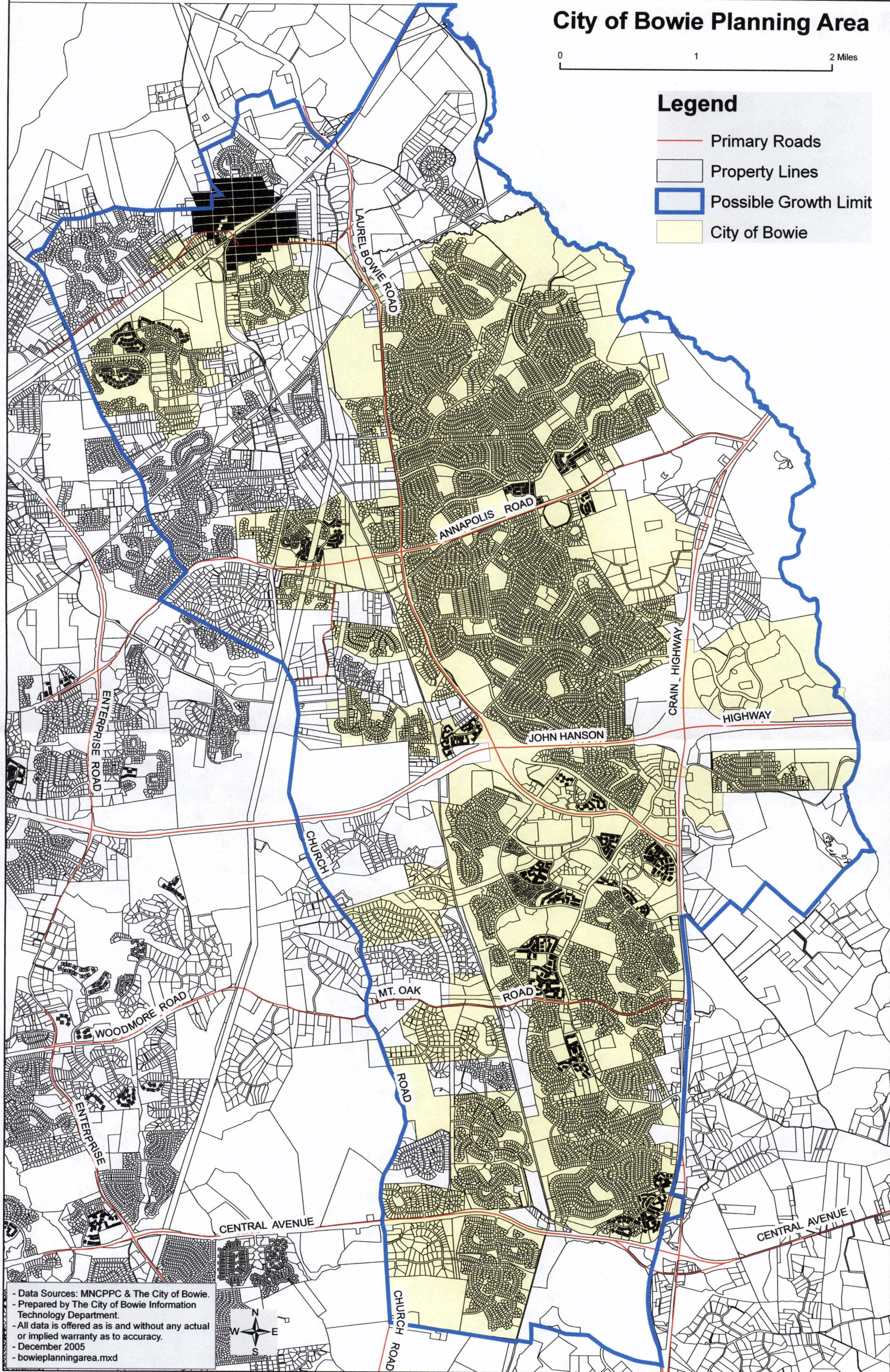


City of Bowie Planning Area



Legend

- Primary Roads
- Property Lines
- Possible Growth Limit
- City of Bowie



- Data Sources: MNCPPC & The City of Bowie.  
- Prepared by The City of Bowie Information  
Technology Department.  
- All data is offered as is and without any actual  
or implied warranty as to accuracy.  
- December 2005  
- bowieplanningarea.mxd



## CITY PROCEDURES REGARDING ANNEXATION

### A. Development Related Annexations

Note: There are three (3) types of Development Related Annexations:

A Detailed Outline of Departmental requirements for Annexation Types 1, 2 and 3 is provided in Exhibit A.

1. The Department of Planning and Economic Development (DPED) will be the lead City Department in all development related annexations.

### INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, DPED will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-\_\_\_\_-06.
3. DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

### ANNEXATION AGREEMENT

4. DPED will provide the developer with a copy of a draft annexation agreement. **Annexations that bring the development into the City before the project is constructed are preferred over those that result in incorporation only after the project is completed.**
5. DPED will negotiate the terms of the Annexation Agreement, working in conjunction with the affected City Departments, the City Attorney and City Manager.
6. DPED shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement prior to DPED scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. DPED gives the go-ahead for the developer to execute the Annexation Agreement and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, DPED schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a

Resolution number from the City Clerk and prepares the Resolution and cover memorandum.

9. Upon approval of the Resolution by City Council, DPED provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to DPED. DPED transmits a copy of the recorded Annexation Agreement to the developer.

#### ANNEXATION RESOLUTION

11. At such time as stipulated by the Annexation Agreement, DPED will schedule a Council Resolution for Introduction of the annexation.
12. DPED shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties (other than the original property) are intended to be included in the annexation, DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. DPED will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
13. DPW will procure an Annexation Boundary Survey.
14. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, DPED will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.
15. DPED obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
16. DPED staff, the City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
17. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
18. DPED prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B). In preparing the Statement of Services memorandum, DPED consults with

appropriate City departments to obtain necessary information.

DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.

19. DPED staff, the City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

#### REGISTRATION

20. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records.
21. The City Clerk provides a copy of the recorded Annexation Resolution to DPED.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names from DPED.

#### B. Resident Driven Annexations

1. The City Manager's Office (CMO) will be the lead City Department in all resident driven annexations.

#### INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, CMO will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-\_\_\_\_-06.
3. CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

#### ANNEXATION AGREEMENT/PETITION FOR ANNEXATION

4. CMO will provide the interested residents with a copy of a draft annexation agreement or Petition for Annexation.
5. CMO will negotiate the terms of any Annexation Agreement, working in conjunction with the affected City Departments and the City Attorney. For a Petition for Annexation, a minimum of 75% residents' signatures is used as a guideline.

6. CMO shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement, if applicable, prior to CMO scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. CMO gives the go-ahead for the residents to execute the Annexation Agreement, if applicable, and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, if applicable, CMO schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a Resolution number from the City Clerk and prepares the Resolution and cover memorandum.
9. Upon approval of the Resolution by City Council, CMO provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to CMO. CMO transmits a copy of the recorded Annexation Agreement to the residents, if applicable.
11. CMO requests DPW and DCS to assess the impact of annexation on City services. A Detailed Outline of Departmental requirements for Annexation Type 4 is provided in Exhibit A.

#### ANNEXATION RESOLUTION

12. At such time as stipulated by the Annexation Agreement or Petition for Annexation, CMO will schedule a Council Resolution for Introduction of the annexation.
13. CMO shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties other than the original are intended to be included in the annexation, CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. CMO will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
14. DPW will procure an Annexation Boundary Survey.
15. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, CMO will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.

16. CMO obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
17. The City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
18. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
19. CMO prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B) prepared by DPED upon the request of CMO. In preparing the Statement of Services memorandum, DPED consults with appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.
20. The City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

#### REGISTRATION

21. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records. The City Clerk provides a copy of the recorded Annexation Resolution to DPED and CMO.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names, if applicable, from DPED.

## ANNEXATION PROCESS

### Types of Annexations

1. **City Annexes planned subdivision and it is constructed to City Code.** (All items below are coordinated by Public Works)

- Council Resolution Required.
- City Permits and Bonds
- Maintenance Bonds.
- Easements and R/W obtained prior to permits.
- City Inspections.
- City Punch Lists.

2. **City Annexes planned subdivision and it is constructed to County Code.**

- Agreement Required (Planning).
- MOU may be required (Planning and Public Works).
- Council Resolution required (Planning).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required (Public Works).
- Site Plan desirable (Planning).
- Schedule "A" (Public Works).
- County DPW&T and DER permits and bonds (Public Works).
- No Maintenance bond.
- Easements and R/W transferred to City (Public Works).
- County Inspection services with one joint final with City (Public Works and Community Services).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County requirements (Public Works and Community Services).

3. **City Annexes Subdivision during active construction and is constructed to County Code.**

- Agreement Required (Planning).
- MOU may be required (Planning and Public Works).
- Council Resolution required (Planning).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required (Public Works).
- Site Plan desirable (Planning).
- Schedule "A" (Public Works).
- County DPW&T and DER permits and bonds (Public Works).
- No Maintenance bond.

- Easements and R/W transferred to City (Public Works).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County Requirements (Public Works and Community Services).

**4. City Annexes and established subdivision constructed under County Code.**

- Agreement Required (City Manager's Office).
- Council Resolution required (City Manager's Office).
- Copy of Approved Street Plans required (Public Works).
- Copy of Storm Drain as-built plans required (Public Works).
- Copy of as-built SWM facilities required (Public Works).
- Copy of permits required. (Public Works)
- Schedule "A" (Public Works).
- Site Plan desirable (Planning).
- Easements and R/W transferred to City (Public Works).
- City Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards (Public Works and Community Services).

p:/joe/annexation/annexation process

## TAX COMPARISON FY23 (City of Bowie vs. Unincorporated County)

County Assessment

FY24

\$450,000.00

Insert your  
property value  
from your tax  
bill

Per **\$100.00** of assessed valuation

### Unincorporated

### Incorporated into Bowie

|         |       |            |
|---------|-------|------------|
| CNT+PGS | 1     | \$4,500.00 |
| State   | 0.112 | \$504.00   |
| P&P 1   | 0.294 | \$1,323.00 |
| San 2   | 0.054 | \$206.21   |
| WSTC 3  | 0.026 | \$117.00   |
| T&G 4   |       | \$240.66   |
| Ryc 5   |       | \$59.73    |
| Swc 6   |       | \$34.42    |
| Btc 7   |       | \$21.51    |
| Mun 8   |       | \$0.00     |
| WPR     |       | \$41.48    |

|             |            |
|-------------|------------|
| Total Taxes | \$7,048.01 |
| *FFB        | \$0.00     |
| Total       | \$7,048.01 |
| **Credit    | \$0.00     |
| FY24 taxes  | \$7,048.01 |

|         |              |                   |                 |
|---------|--------------|-------------------|-----------------|
| CNT+PGS | <b>0.864</b> | \$3,888.00        | FY2024 Tax Rate |
| State   | 0.112        | \$504.00          |                 |
| P&P 1   | 0.294        | \$1,323.00        |                 |
| San 2   | 0            | \$0.00            |                 |
| WSTC 3  | 0.026        | \$117.00          |                 |
| T&G 4   |              | \$0.00            |                 |
| Ryc 5   |              | \$0.00            |                 |
| Swc 6   |              | \$34.42           |                 |
| Btc 7   |              | \$0.00            |                 |
| Mun 8   | <b>0.4</b>   | <b>\$1,800.00</b> |                 |
| WPR     |              | 0                 |                 |

|             |            |
|-------------|------------|
| Total Taxes | \$7,666.42 |
| *FFB        | \$0.00     |
| Total       | \$7,666.42 |
| **Credit    | \$0.00     |
| FY24 taxes  | \$7,666.42 |

Difference in total taxes if incorporated into Bowie:

\$618.41

#### \*FFB-Front Foot Benefit

1. Maryland National Park and Planning
2. Stormdrain Maintenance
3. Washington Suburban Transit Commission
4. Trash and Garbage

#### \*\* County Homestead Tax Credit

5. Recycling
6. Solid Waste Charge
7. Bulky Trash Collection
8. Municipal

Front Foot Benefit is the cost of installing sewer and/or water pipes under the street adjacent to the property.

If you live in the County you may be subject to additional charges on your tax bill such as the State Bay Restoration charge if you utilize a private septic system, a Federally-mandated Clean Water Act fee to address stormwater runoff pollution, a Solid Waste charge for trash and recycling services or a Front Foot Benefit charge if your property is connected to water and/or sewer lines. There also may be special area taxes to pay the debt service on bonds that finance specific infrastructure improvements.

**WPR** is the local Watershed Protection and Restoration Program.



# TAX COMPARISON FY23 (City of Bowie vs. Unincorporated County)

County Assessment

FY23

\$450,000.00

Insert your  
property value  
from your tax  
bill

Per **\$100.00** of assessed valuation

## Unincorporated

## Incorporated into Bowie

|         |       |            |
|---------|-------|------------|
| CNT+PGS | 1     | \$4,500.00 |
| State   | 0.112 | \$504.00   |
| P&P 1   | 0.294 | \$1,323.00 |
| San 2   | 0.054 | \$206.21   |
| WSTC 3  | 0.026 | \$117.00   |
| T&G 4   |       | \$240.66   |
| Ryc 5   |       | \$59.73    |
| Swc 6   |       | \$34.42    |
| Btc 7   |       | \$21.51    |
| Mun 8   |       | \$0.00     |
| WPR     |       | \$41.48    |

|             |            |
|-------------|------------|
| Total Taxes | \$7,048.01 |
| *FFB        | \$0.00     |
| Total       | \$7,048.01 |
| **Credit    | \$0.00     |
| FY23 taxes  | \$7,048.01 |

|         |              |                   |
|---------|--------------|-------------------|
| CNT+PGS | <b>0.854</b> | \$3,843.00        |
| State   | 0.112        | \$504.00          |
| P&P 1   | 0.294        | \$1,323.00        |
| San 2   | 0            | \$0.00            |
| WSTC 3  | 0.026        | \$117.00          |
| T&G 4   |              | \$0.00            |
| Ryc 5   |              | \$0.00            |
| Swc 6   |              | \$34.42           |
| Btc 7   |              | \$0.00            |
| Mun 8   | <b>0.4</b>   | <b>\$1,800.00</b> |
| WPR     |              | 0                 |

|             |            |
|-------------|------------|
| Total Taxes | \$7,621.42 |
| *FFB        | \$0.00     |
| Total       | \$7,621.42 |
| **Credit    | \$0.00     |
| FY23 taxes  | \$7,621.42 |

Difference in total taxes if incorporated into Bowie:

\$573.41

### \*FFB-Front Foot Benefit

1. Maryland National Park and Planning
2. Stormdrain Maintenance
3. Washington Suburban Transit Commission
4. Trash and Garbage

### \*\* County Homestead Tax Credit

5. Recycling
6. Solid Waste Charge
7. Bulky Trash Collection
8. Municipal

Front Foot Benefit is the cost of installing sewer and/or water pipes under the street adjacent to the property.

If you live in the County you may be subject to additional charges on your tax bill such as the State Bay Restoration charge if you utilize a private septic system, a Federally-mandated Clean Water Act fee to address stormwater runoff pollution, a Solid Waste charge for trash and recycling services or a Front Foot Benefit charge if your property is connected to water and/or sewer lines. There also may be special area taxes to pay the debt service on bonds that finance specific infrastructure improvements.

**WPR** is the local Watershed Protection and Restoration Program.



City-Owned Parcels

Legend

Parks and Parcels with Other Improvements

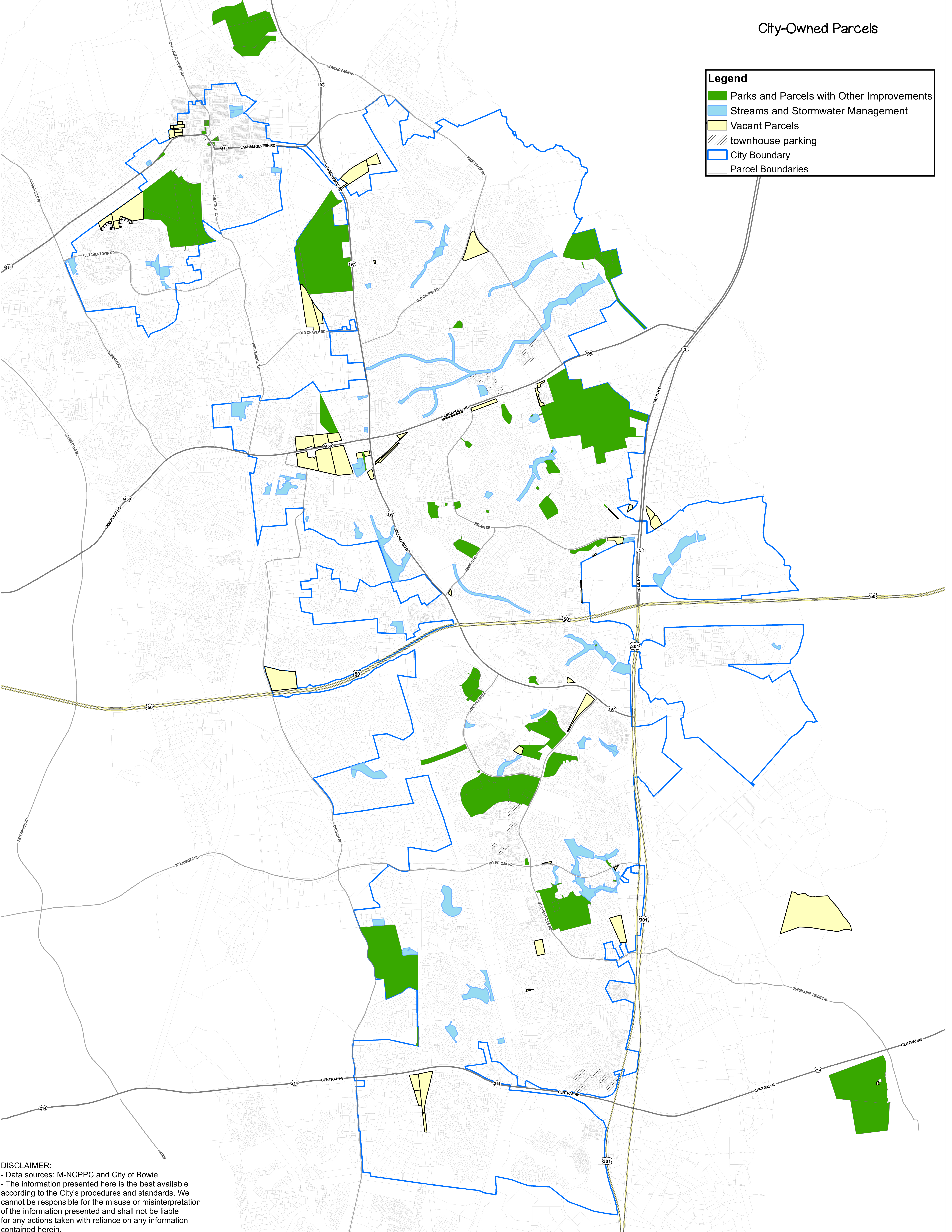
Streams and Stormwater Management

Vacant Parcels

townhouse parking

City Boundary

Parcel Boundaries



DISCLAIMER:  
- Data sources: M-NCPPC and City of Bowie  
- The information presented here is the best available according to the City's procedures and standards. We cannot be responsible for the misuse or misinterpretation of the information presented and shall not be liable for any actions taken with reliance on any information contained herein.



| "LandUse"                                  | Shape_Area | ActualUse2                                     | Actua Use Catgory             |
|--------------------------------------------|------------|------------------------------------------------|-------------------------------|
| Whitemarsh Park                            | 8853814.96 | Whitemarsh Park                                | Park                          |
| golf course                                | 5628789.77 | Golf Course                                    | Park                          |
| Church Rd Park                             | 4221481.03 | Church Road Park                               | Park                          |
| Entzian farm                               | 3315390.67 | Entzian Farm                                   | Solar Array                   |
| forested parcel behind Mill Branch Rd      | 3165816.56 | Forested Parcel abutting Pax R off Mill Branch | Vacant (please don't hurt it) |
| former Tanglewood Park                     | 2512163.86 | Tanglewood Park & adjacent parcels             | Park                          |
| Blacksox Park fields                       | 2491301.25 | Blacksox Park                                  | Park                          |
| former Tanglewood Park                     | 2063390.34 | Tanglewood Park & adjacent parcels             | Park                          |
| Allen Pond                                 | 1992456.06 | Allen Pond Park                                | Park                          |
| Entzian farm                               | 1839231.92 | Entzian Farm                                   | Solar Array                   |
| Jericho Park fields                        | 1543578.72 | Jericho Park fields                            | Park                          |
| DPW back lot                               | 1401715.53 | DPW                                            | City Building                 |
| Jericho Park forested parcel - stream      | 1244435.36 | Jericho Park forested parcel - stream          | Park                          |
| Allen Pond                                 | 1097277.86 | Allen Pond Park                                | Park                          |
| former Tanglewood Park                     | 990758.33  | Tanglewood Park & adjacent parcels             | Park                          |
| abandoned ice arena (only rec use allowed) | 930925.98  | Vacant (abandoned ice arena)                   | Vacant                        |
| former Tanglewood Park                     | 924795.84  | Tanglewood Park & adjacent parcels             | Vacant                        |
| Centennial Park                            | 865811.06  | Centennial Park                                | Park                          |

|                                                                      |           |                                               |                       |
|----------------------------------------------------------------------|-----------|-----------------------------------------------|-----------------------|
| forested parcel on 450 W of 197 - says DFR TO ST MD L14952 F545 2002 | 743899.71 | forested parcel                               | Vacant                |
| Fladung property - future forest mitigation bank?                    | 706513.23 | Forested parcels                              | Vacant                |
| stream/wetland complex behind Longleaf                               | 668479.49 | stream/wetland                                | Stream/Wetland        |
|                                                                      | 656306.54 | forested parcel                               | Vacant                |
| sw pond (and forest) in Glen Allen                                   | 624017.19 | Forested stream                               | Stream/Wetland        |
| Jericho Park forested parcel - stream/wetland                        | 621478.67 | Jericho Park forested parcel - stream/wetland | Park                  |
| cluster open space for Saddlebrook                                   | 588375.34 | forested parcel                               | Vacant                |
| POS FUNDS - McLaughlin property (only rec use allowed)               | 564786.66 | Forested parcels                              | Vacant                |
| Pope's Creek Park                                                    | 558663.69 | Pope's Creek Park                             | Park                  |
| stream in Glen Allen S of Mt Oak                                     | 556488.32 | Stream/Trail                                  | Stream/Wetland        |
| sw pond Dahlia Dr                                                    | 533944.74 | SWM pond                                      | Stormwater Management |
| Parcel I on 214 (forest mitigation site)                             | 504336.22 | Forest Mitigation Bank? A44 corridor?         | Vacant                |
| Melford upper pond                                                   | 495454.21 | SWM pond                                      | Stormwater Management |
| golf course (open space to north)                                    | 469550.80 | Forested parcels                              | Park                  |
| Kenhill Center                                                       | 465440.08 | Kenhill Center                                | City Building         |
| forested parcel on 450 W of 197 - says DFR TO ST MD L14952 F545 2002 | 457107.36 | forested parcel                               | Vacant                |
| Buckingham Park                                                      | 448610.46 | Buckingham Park                               | Park                  |
| DPW WWTP/solid waste                                                 | 446062.09 | DPW                                           | City Building         |

|                                                       |           |                                    |                       |
|-------------------------------------------------------|-----------|------------------------------------|-----------------------|
| Tall Oaks sw pond                                     | 442690.76 | SWM pond                           | Stormwater Management |
| stream north of Idlewild                              | 425771.13 | Levitt streams                     | Stream/Wetland        |
| stream in Meadowbrook                                 | 425353.06 | Levitt streams                     | Stream/Wetland        |
|                                                       | 425353.06 | Levitt streams                     | Stream/Wetland        |
|                                                       | 425353.06 | Levitt streams                     | Stream/Wetland        |
|                                                       | 423012.00 | forested parcel behind car dealers | Vacant                |
| woods along Everst, trail (Linear Park?)              | 410007.83 | Linear Park                        | Park                  |
|                                                       | 404037.11 | IDK                                | Stream/Wetland        |
| Glen Allen Park                                       | 401727.19 | Glen Allen Park                    | Park                  |
| Allen Pond                                            | 396664.22 | Allen Pond Park                    | Park                  |
|                                                       | 394295.16 | Dog Park                           | Park                  |
| Senior Center                                         | 389496.75 | Senior Center, Gym, Bowie Commons  | City Building         |
| subsidized housing behind the gym                     | 389496.75 | Senior Center, Gym, Bowie Commons  | City Building         |
|                                                       | 389496.75 | Senior Center, Gym, Bowie Commons  | City Building         |
| open space - cluster subdivision                      | 383411.22 | forested parcel                    | SWM pond              |
|                                                       | 380773.82 |                                    | Vacant                |
| golf course (open space to west)                      | 379346.11 | Forested parcels                   | Park                  |
| stream in Heather Hills                               | 342672.94 | Levitt stream                      | Stream/Wetland        |
| forested parcel on western corner of Mitchelville/197 | 306487.15 | forested parcel                    | Vacant                |

|                                                                      |           |                       |                               |
|----------------------------------------------------------------------|-----------|-----------------------|-------------------------------|
| stream north of Idlewild                                             | 293205.35 | Levitt streams        | Stream/Wetland                |
| stream north of Idlewild                                             | 285688.92 | Levitt streams        | Stream/Wetland                |
| Melford lower pond                                                   | 278539.52 | SWM pond              | Stormwater Management         |
| Belair Meadows                                                       | 277493.97 | Belair Meadows        | Park                          |
|                                                                      | 275668.72 | townhome parking area | Residential (TH) parking area |
| stream in Buckingham                                                 | 275500.61 | Levitt stream         | Stream/Wetland                |
| stream in Meadowbrook                                                | 274397.83 | Levitt streams        | Stream/Wetland                |
|                                                                      | 274397.83 | Levitt streams        | Stream/Wetland                |
| forested parcel on 450 W of 197 - says DFR TO ST MD L14952 F545 2002 | 273907.35 | forested parcel       | Vacant                        |
| Bowie Gateway sw pond on Harbour                                     | 268171.54 | SWM pond              | Stormwater Management         |
|                                                                      | 268171.54 | SWM pond              | Stormwater Management         |
| DPW road                                                             | 259386.07 | DPW                   | City Building                 |
|                                                                      | 257044.17 | Forested Parcels      | Vacant                        |
| Glen Allen Park                                                      | 256691.06 | Glen Allen Park       | Park                          |
| City Hall                                                            | 255503.53 | City Hall             | City Building                 |
| Belair Mansion                                                       | 243481.68 | Belair Mansion        | City Building                 |
| Dixon Crossing sw pond & wetland                                     | 234738.75 | SWM pond              | Stormwater Management         |
| stream north of Yorktown                                             | 234524.79 | Levitt streams        | Stream/Wetland                |
| water plant                                                          | 225798.12 | Water Treatment Plant | Utility                       |

|                |           |                                                |                               |
|----------------|-----------|------------------------------------------------|-------------------------------|
|                | 217754.87 | DPW                                            | City Building                 |
|                | 208705.01 | Acorn Hill Park                                | Park                          |
|                | 208614.64 | Stream                                         | Stream/Wetland                |
|                | 208128.48 | Levitt streams                                 | Stream/Wetland                |
|                | 206547.78 | Forested Parcel (behind homes on Peach Walker) | Vacant                        |
|                | 206053.14 | Forest Mitigation Bank? A44 corridor?          | Vacant                        |
|                | 193209.13 | Levitt streams                                 | Stream/Wetland                |
|                | 185914.35 | Stream w/trail                                 | Stream/Wetland                |
|                | 182248.14 | forested parcel (450)                          | Vacant                        |
|                | 181301.91 | townhome parking area                          | Residential (TH) parking area |
|                | 179747.78 | SWM pond                                       | Stormwater Management         |
|                | 179059.53 | SWM pond                                       | Stormwater Management         |
|                | 178821.88 | SWM pond                                       | Stormwater Management         |
|                | 178028.34 | Levitt stream                                  | Stream/Wetland                |
|                | 177130.90 | HOA open space                                 | Vacant                        |
|                | 173749.70 | forested parcel along RR track (Tall Oaks)     | Stream                        |
|                | 172458.41 | Senior Center, Gym, Bowie Commons              | City Building                 |
| Bates property | 171870.19 | Forested parcels                               | Vacant                        |

|                           |           |                                    |                               |
|---------------------------|-----------|------------------------------------|-------------------------------|
| Sherwood Manor parcel (s) | 170556.10 | forested parcel                    | Vacant                        |
|                           | 170530.72 | Levitt stream                      | Stream/Wetland                |
|                           | 168496.97 | Forested parcels                   | Vacant                        |
|                           | 157980.83 | townhome parking area              | Residential (TH) parking area |
|                           | 156230.66 | open space in front of model homes | Vacant                        |
|                           | 147540.69 | Levitt stream                      | Stream/Wetland                |
|                           | 147332.32 | wetland                            | Stream/Wetland                |
|                           | 145406.40 | townhome parking area              | Residential (TH) parking area |
|                           | 144622.69 | stream                             | Stream/Wetland                |
|                           | 137867.26 | Levitt streams                     | Stream/Wetland                |
|                           | 137320.91 | SWM pond                           | Stormwater Management         |
|                           | 136207.14 | SWM pond                           | Stormwater Management         |
|                           | 135912.87 | townhome parking area              | Residential (TH) parking area |
|                           | 132163.06 | wetland                            | Stream/Wetland                |
|                           | 131926.96 | Levitt stream                      | Stream/Wetland                |
|                           | 131544.01 | Levitt streams                     | Stream/Wetland                |
|                           | 128513.00 | Senior Center, Gym, Bowie Commons  | City Building                 |
|                           | 126097.22 | forested parcel                    | Vacant (stream)               |



|                            |           |                                       |                               |
|----------------------------|-----------|---------------------------------------|-------------------------------|
|                            | 125349.22 | townhome parking area                 | Residential (TH) parking area |
|                            | 124349.19 | Levitt streams                        | Stream/Wetland                |
|                            | 123676.91 | Levitt streams                        | Stream/Wetland                |
| BSR & Midwood Lane sw pond | 122855.72 | SWM pond                              | Stormwater Management         |
|                            | 119082.91 | SWM pond                              | Stormwater Management         |
|                            | 116913.68 | Forest Mitigation Bank? A44 corridor? | Vacant                        |
|                            | 116832.23 | Stream w/trail                        | Stream/Wetland                |
|                            | 115099.77 | townhome parking area                 | Residential (TH) parking area |
|                            | 114526.52 | Forested Parcels                      | Vacant                        |
|                            | 113999.04 | stream/wetland                        | Stream/Wetland                |
|                            | 111759.08 | SWM pond                              | Stormwater Management         |
|                            | 108959.94 | wetland                               | Stream/Wetland                |
|                            | 108346.23 | Allen Pond Park                       | Park                          |
|                            | 107568.84 | HOA open space                        | Vacant                        |
|                            | 106781.44 | SWM pond                              | Stormwater Management         |
|                            | 106136.33 | stream                                | Stream/Wetland                |
|                            | 103652.52 | SWM pond                              | Stormwater Management         |
|                            | 102604.14 | Forested stream                       | Stream/Wetland                |
| Sherwood Manor parcel (n)  | 100957.44 | forested parcel                       | Vacant                        |

|           |          |                                           |                               |
|-----------|----------|-------------------------------------------|-------------------------------|
|           | 90093.27 | Blacksox Park                             | Park                          |
|           | 89879.29 | DPW                                       | City Building                 |
|           | 89720.69 | townhome parking area                     | Residential (TH) parking area |
|           | 88783.83 | townhome parking area                     | Residential (TH) parking area |
|           | 88489.37 | SWM pond                                  | Stormwater Management         |
|           | 88314.36 | Levitt streams                            | Stream/Wetland                |
|           | 88253.37 | townhome parking area                     | Residential (TH) parking area |
| Everst Dr | 87621.87 | vacant lot (was going to be fire dept?)   | Vacant                        |
|           | 87295.97 | Major Lansdale Park                       | Park                          |
|           | 86996.65 | Utility                                   | Utility                       |
|           | 86231.74 | Allen Pond Park                           | Park                          |
|           | 85248.79 | SWM pond                                  | Stormwater Management         |
|           | 82591.65 | Stream                                    | Stream/Wetland                |
|           | 82484.31 | SWM pond                                  | Stormwater Management         |
|           | 82089.25 | drainage channel on wooded lot            | Stormwater Management         |
|           | 80748.68 | weird Stewarts Landing 2 sq ft city owned | SWM pond                      |
|           | 79900.75 | drainage channel on wooded lot            | Stormwater Management         |
|           | 77896.11 | Stream w/trail                            | Stream/Wetland                |

|            |          |                                       |                               |
|------------|----------|---------------------------------------|-------------------------------|
|            | 75036.71 | Forest Mitigation Bank? A44 corridor? | Vacant                        |
|            | 73546.65 | Belair Stables                        | City Building                 |
|            | 71355.88 | Stream                                | Stream/Wetland                |
|            | 70229.39 | SWM pond                              | Stormwater Management         |
|            | 69760.64 | forested parcel                       | Vacant                        |
|            | 67113.87 | Belair Towns parking areas            | Residential (TH) parking area |
|            | 65596.94 | forested parcel                       | Vacant                        |
|            | 65308.93 | forested parcel                       | Vacant                        |
|            | 64509.04 | Levitt stream                         | Stream/Wetland                |
|            | 62294.89 | stream and utility                    | Stream/Wetland                |
|            | 60676.00 | Utility                               | Utility                       |
|            | 60601.11 | forested parcel (reforestation)       | Vacant                        |
|            | 60255.23 | townhome parking area                 | Residential (TH) parking area |
|            | 58281.13 | SWM pond                              | Stormwater Management         |
|            | 57875.53 | Stream                                | Stream/Wetland                |
| Allen Pond | 57610.18 | Parks & Grounds Building              | City Building                 |
|            | 57364.54 | SWM pond                              | Stormwater Management         |
|            | 57073.56 | Stream                                | Stream/Wetland                |
|            | 54638.87 | Forested parcels                      | Park                          |

|                                  |          |                                    |                               |
|----------------------------------|----------|------------------------------------|-------------------------------|
|                                  | 54434.04 | Forested stream                    | Stream/Wetland                |
|                                  | 53381.69 | Belair Towns parking areas         | Residential (TH) parking area |
|                                  | 52847.12 | Levitt streams                     | Stream/Wetland                |
|                                  | 51846.40 | Forested stream                    | Stream/Wetland                |
|                                  | 51098.77 | IDK                                | Stream                        |
|                                  | 49339.18 | SWM pond                           | Stormwater Management         |
|                                  | 45685.54 | stream                             | Stream/Wetland                |
|                                  | 45418.20 | Senior Center, Gym, Bowie Commons  | City Building                 |
|                                  | 45181.82 | Vacant                             | Vacant                        |
|                                  | 45149.09 | ROW                                | Vacant                        |
|                                  | 44587.01 | forested parcel (random!)          | Improved                      |
| weird triangle at 197/Holiday Ln | 43337.59 | forested parcel                    | Vacant                        |
|                                  | 42843.88 | SWM pond                           | Stormwater Management         |
|                                  | 42035.00 | Centennial Park                    | Park                          |
|                                  | 41579.93 | stream/wetland                     | Stream/Wetland                |
|                                  | 40927.88 | road                               | Road                          |
|                                  | 40464.26 | Belair Towns parking areas         | Residential (TH) parking area |
|                                  | 37666.98 | Tanglewood Park & adjacent parcels | Park                          |
|                                  | 36996.71 | ROW                                | Vacant                        |

|                     |          |                            |                               |
|---------------------|----------|----------------------------|-------------------------------|
|                     | 36087.06 | radio museum               | City Building                 |
| Banbury Lane parcel | 35595.16 | forested parcel            | Vacant                        |
|                     | 33925.08 | Veterans Park              | Park                          |
|                     | 31842.94 | Town Green Park            | Park                          |
|                     | 31304.24 | SWM pond                   | Stormwater Management         |
|                     | 29049.94 | Forested Parcel            | Stream/Wetland                |
|                     | 28229.67 | stream valley/pond outlet? | Stream/Wetland                |
|                     | 26998.23 | townhome parking area      | Residential (TH) parking area |
|                     | 26361.37 | DPW                        | City Building                 |
|                     | 25139.56 | parking lot                | Residential Parking Lot       |
|                     | 23967.97 | Belair Towns parking areas | Residential (TH) parking area |
|                     | 23278.58 | Bowie Sign                 | Vacant                        |
|                     | 20692.61 | ROW                        | Vacant (w/utility)            |
|                     | 20048.32 | SWM pond                   | Stormwater Management         |
|                     | 19836.84 | Trail                      | Park                          |
|                     | 19258.52 | Stream                     | Stream/Wetland                |
|                     | 19215.97 | SWM pond                   | Stormwater Management         |
|                     | 18902.81 | ROW                        | Vacant                        |
|                     | 18777.21 | SWM pond                   | Stormwater Management         |

|  |          |                                                |                               |
|--|----------|------------------------------------------------|-------------------------------|
|  | 16995.37 | Levitt streams                                 | Stream/Wetland                |
|  | 16338.98 | stream and utility                             | Stream/Wetland                |
|  | 15041.85 | SWM pond                                       | Stormwater Management         |
|  | 14878.82 | SWM pond                                       | Stormwater Management         |
|  | 14814.98 | Belair Towns parking areas                     | Residential (TH) parking area |
|  | 14756.12 | Forested parcel (weird little thing on Mt Oak) | Vacant                        |
|  | 13381.85 | SWM pond                                       | Stormwater Management         |
|  | 13201.24 | Utility                                        | Utility                       |
|  | 13115.65 | SWM pond                                       | Stormwater Management         |
|  | 12903.27 | ROW                                            | Vacant (w/utility)            |
|  | 12818.76 | Genealogy Library                              | City Building                 |
|  | 12810.07 | SWM pond                                       | Stormwater Management         |
|  | 12643.14 | Utility                                        | Utility                       |
|  | 12563.76 | pump house                                     | Utility                       |
|  | 11862.92 | SWM pond                                       | Stormwater Management         |
|  | 11664.81 | Entzian Farm                                   | Vacant                        |
|  | 11314.63 | forested parcel (random)                       | Vacant                        |
|  | 11197.02 | forested parcel (random)                       | Vacant                        |
|  | 10427.31 | Vacant?                                        | Park                          |

|  |          |                                       |                       |
|--|----------|---------------------------------------|-----------------------|
|  | 10426.27 | drainage channel on wooded lot        | Stormwater Management |
|  | 9986.84  | DPW                                   | City Building         |
|  | 9954.05  | forested parcel                       | Vacant                |
|  | 9345.67  | Trail                                 | Park                  |
|  | 9071.26  | Welcome Center & RR Museum            | City Building         |
|  | 8713.77  | ROW                                   | Utility               |
|  | 7529.81  | Vacant                                | Vacant                |
|  | 7517.64  | Stream w/trail                        | Stream/Wetland        |
|  | 7452.31  | Trail                                 | Park                  |
|  | 7356.13  | open space                            | Vacant                |
|  | 7307.26  | stream/wetland                        | Stream/Wetland        |
|  | 6943.13  | Forested Parcels                      | Trail                 |
|  | 6652.08  | Stream                                | Stream/Wetland        |
|  | 6198.07  | Forest Mitigation Bank? A44 corridor? | Vacant                |
|  | 5727.44  | Tanglewood Park & adjacent parcels    | Park                  |
|  | 5613.34  | ROW                                   | Vacant                |
|  | 5351.30  | Stream w/trail                        | Stream/Wetland        |
|  | 5215.87  | Utility                               | Utility               |
|  | 5020.94  | stream and utility                    | Utility               |
|  | 4638.86  | stream                                | Stream/Wetland        |

|  |         |                             |               |
|--|---------|-----------------------------|---------------|
|  | 4601.48 | pump house                  | Utility       |
|  | 3102.23 | 10th St Park                | Park          |
|  | 3009.69 | Huntington Community Center | City Building |
|  | 2890.83 | Huntington Community Center | City Building |
|  | 2803.38 | Huntington Community Center | City Building |
|  | 2766.24 | 10th St Park                | Park          |
|  | 2726.83 | Huntington Community Center | City Building |
|  | 2724.38 | Huntington Community Center | City Building |
|  | 2677.33 | 10th St Park                | Park          |
|  | 2663.73 | Huntington Community Center | City Building |
|  | 2649.85 | Huntington Community Center | City Building |
|  | 2572.66 | Huntington Community Center | City Building |
|  | 2565.06 | 10th St Park                | Park          |
|  | 2559.91 | Huntington Community Center | City Building |
|  | 2533.94 | 10th St Park                | Park          |
|  | 2524.60 | Huntington Community Center | City Building |
|  | 2518.78 | 10th St Park                | Park          |
|  | 2507.82 | Huntington Community Center | City Building |
|  | 2487.19 | Huntington Community Center | City Building |
|  | 2465.49 | 10th St Park                | Park          |
|  | 2435.26 | Huntington Community Center | City Building |



|  |         |                             |               |
|--|---------|-----------------------------|---------------|
|  | 2419.85 | Huntington Community Center | City Building |
|  | 2415.98 |                             | City Building |
|  | 2396.97 | Huntington Community Center | City Building |
|  | 2337.83 | Forested Parcels            | Vacant        |
|  | 2337.23 | RR museum                   | City Building |
|  | 2330.00 | Huntington Community Center | City Building |
|  | 2312.94 | Huntington Community Center | City Building |
|  | 2269.44 | Huntington Community Center | City Building |
|  | 2202.03 | 10th St Park                | Park          |
|  | 2104.18 | 10th St Park                | Park          |
|  | 2033.89 | 10th St Park                | Park          |
|  | 2028.06 | Huntington Community Center | City Building |
|  | 2017.70 | 10th St Park                | Park          |
|  | 1991.93 | 10th St Park                | Park          |
|  | 1986.65 | Glen Allen Park             | Park          |
|  | 1955.85 | Huntington Community Center | City Building |
|  | 1885.22 | Forested Parcels            | Vacant        |
|  | 1842.91 | 10th St Park                | Park          |
|  | 1814.40 | Trail                       | Park          |
|  | 1581.42 | ROW                         | Vacant        |
|  | 1471.90 | Vacant                      | ROW           |

|  |         |                             |               |
|--|---------|-----------------------------|---------------|
|  | 1438.88 | one tree behind the mansion | City Building |
|  | 1193.81 | Trail                       | Park          |
|  | 1138.91 | Trail                       | Park          |
|  | 1138.91 | Trail                       | Park          |
|  | 1138.91 | Trail                       | Park          |
|  | 980.63  | 10th St Park                | Park          |
|  | 947.42  | Trail                       | Park          |
|  | 869.77  | Forested Parcels            | Vacant        |
|  | 614.06  | Trail                       | Park          |
|  | 539.72  | parking lot                 | parking lot   |
|  | 500.52  | parking lot                 | parking lot   |
|  | 454.34  | parking lot                 | parking lot   |
|  | 411.72  | parking lot                 | parking lot   |
|  | 410.14  | Trail                       | Park          |
|  | 371.20  | parking lot                 | parking lot   |
|  | 314.54  | Trail                       | Park          |
|  | 158.90  | parking lot                 | parking lot   |
|  | 131.18  | Trail                       | Park          |
|  | 77.21   | Trail                       | Park          |
|  | 4.10    | Trail                       | Park          |

# City Council Briefing

Annexation and City Property Assets



RESOLUTION  
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND  
ADOPTING AN ANNEXATION POLICY ESTABLISHING  
THE PRINCIPLES TO BE USED BY THE CITY  
TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation process, which document is in need of revision and updating.

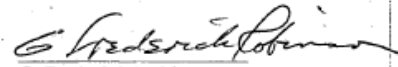
NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

- A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.
- B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.
- C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:
  - 1. The annexation involves property bordered on three sides by the existing corporate limits of the City;
  - 2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;
  - 3. The annexation will unify split neighborhoods; or

- 4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.
- D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.
- E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on March 6, 2006.

  
 G. Frederick Robinson  
 Mayor

Attest:

  
 Pamela A. Fleming  
 City Clerk

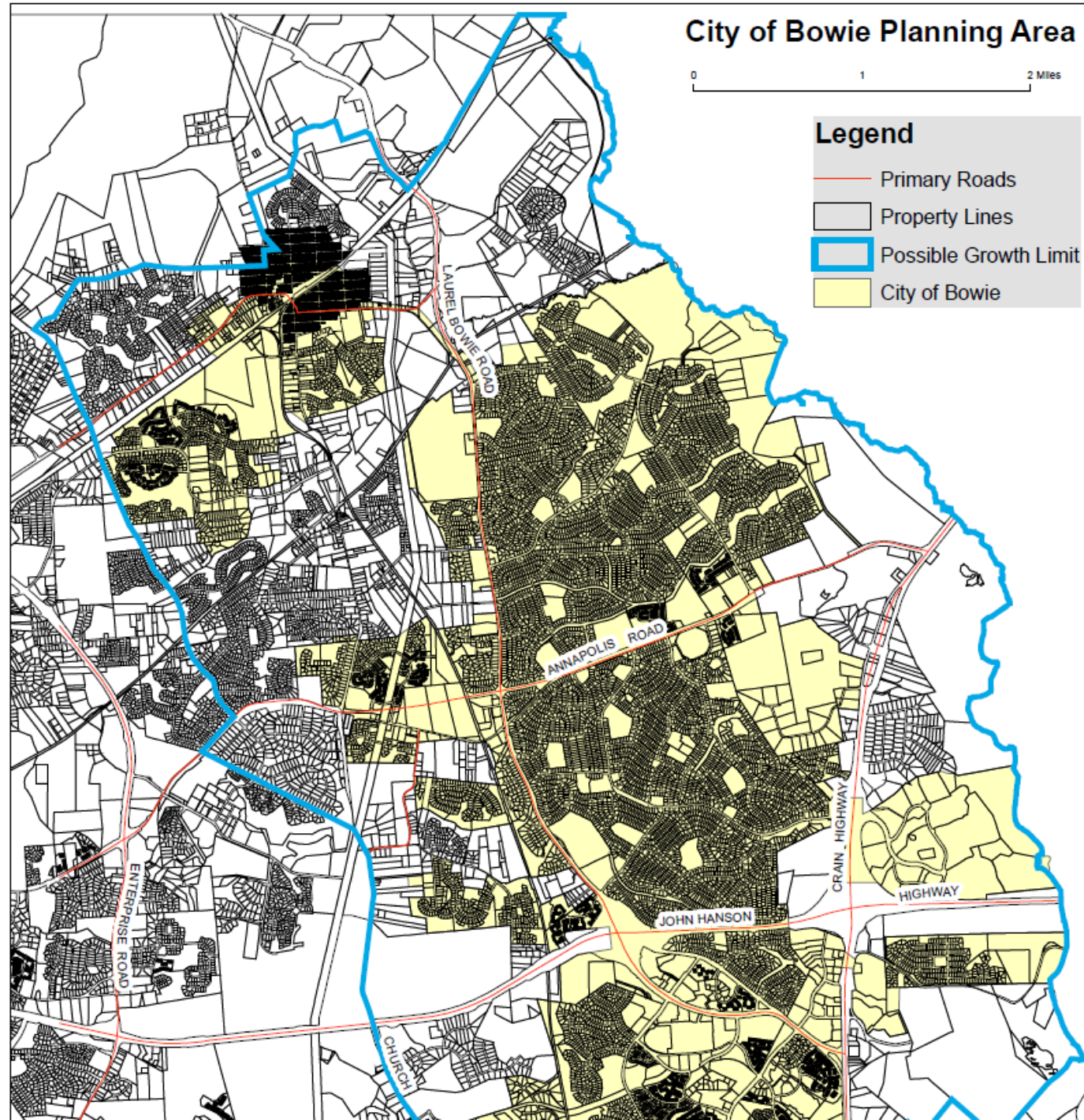


## City of Bowie Planning Area

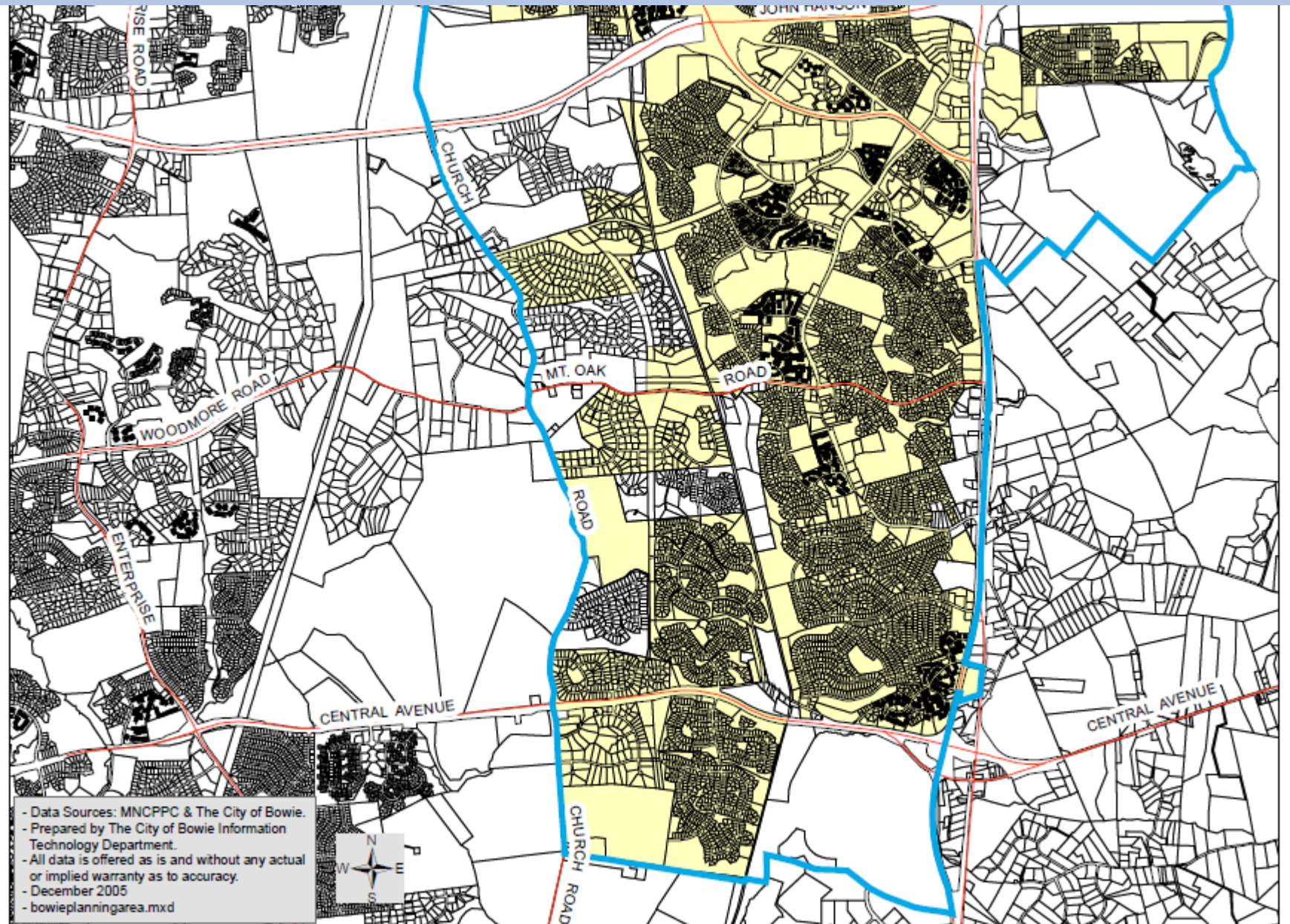
0 1 2 Miles

### Legend

- Primary Roads
- Property Lines
- Possible Growth Limit
- City of Bowie







CITY OF BOWIE, MARYLAND  
ANNEXATION - FINANCIAL IMPACT  
FISCAL YEAR 2021

**Name of annexation area:****Input data**

|                                                 |         |
|-------------------------------------------------|---------|
| No. of homes annexing into City                 | 0       |
| Average assessed values of annexing homes       | \$0     |
| Total number of City households                 | 19,889  |
| Police Protection:                              |         |
| Per capita allocation                           | \$2.50  |
| Average household size (2014 -2018 Census data) | 2.63    |
| City tax rate (per \$100 of assessed value)     | \$0.400 |

**Revenues**

Real Property Taxes ( \$0 X \$0.400 ) \$0

| Source               | FY21<br>Budget      | Per<br>Household* | Houses<br>Annexing | Projected<br>Revenue |            |
|----------------------|---------------------|-------------------|--------------------|----------------------|------------|
| State Income Taxes   | \$12,085,400        | \$807.64          | 0                  | \$0                  |            |
| Motor Vehicle Taxes  | 2,271,800           | 114.22            | 0                  | 0                    |            |
| Cable Franchise Fees | 1,949,900           | 98.04             | 0                  | 0                    |            |
| Police Protection    | 567,500             | **                |                    | 0                    |            |
| Total                | <u>\$16,874,600</u> |                   |                    | <u>\$0</u>           | <u>\$0</u> |

\*FY21 Budget appropriation divided by 19,889 households.

\*\*State allocates funds to municipalities at a rate of \$2.50 per capita;  
 0 households X 2.63 average household size equals  
 0 people X \$2.50 per capita = \$0

Total Annual Revenues equals \$0 plus \$0 \$0

**Expenditures**

| Services           | FY21<br>Budget      | Cost per<br>Household* | Houses<br>Annexing | Additional<br>Cost for<br>Services |                                 |
|--------------------|---------------------|------------------------|--------------------|------------------------------------|---------------------------------|
| Solid Waste        | \$6,421,600         | \$322.87               | 0                  | \$0                                |                                 |
| Street Maintenance | 6,659,600           | 334.84                 | 0                  | 0                                  |                                 |
| Equipment Charges  | 2,588,100           | 130.13                 | 0                  | 0                                  | (FY2021 amount - EARF schedule) |
| Parks & Grounds    | 3,089,800           | 155.35                 | 0                  | 0                                  |                                 |
| Stormwater         |                     |                        |                    |                                    |                                 |
| Management         | 642,100             | 32.28                  | 0                  | 0                                  |                                 |
| Code Compliance    | 881,400             | 44.32                  | 0                  | 0                                  |                                 |
| Senior Services    | 1,399,800           | 70.38                  | 0                  | 0                                  |                                 |
| Youth Services     |                     |                        |                    |                                    |                                 |
| Bureau             | 1,363,300           | 68.55                  | 0                  | 0                                  |                                 |
| Animal Control     | 233,200             | 11.73                  | 0                  | 0                                  |                                 |
| Police Department  | 13,843,500          | 696.04                 | 0                  | 0                                  |                                 |
| Emergency Mgmt.    | 458,800             | 23.07                  | 0                  | 0                                  |                                 |
| Total*             | <u>\$37,581,200</u> |                        |                    | <u>\$0</u>                         | <u>\$0</u>                      |

Projected Revenues \$ -  
 Projected Expenditures -  
**Net Impact** \$ -



# Annexation Impact Analysis-FY14

**Name of annexation area:** Adnell Woods - Huntington City (Hunt Valley Developers and Adjacent Lots)

## Input data

|                                             |           |
|---------------------------------------------|-----------|
| No. of homes annexing into City             | 80        |
| Average assessed values of annexing homes   | \$406,000 |
| Total number of City households             | 21,086    |
| Police Protection:                          |           |
| Per capita allocation                       | \$2.50    |
| Average household size (2010 Census data)   | 2.64      |
| City tax rate (per \$100 of assessed value) | \$0.400   |

## Revenues

Real Property Taxes ( \$32,480,000 X \$0.400 ) \$129,920

| Source               | FY14 Budget         | Per Household* | Houses Annexing | Projected Revenue |                 |
|----------------------|---------------------|----------------|-----------------|-------------------|-----------------|
| State Income Taxes   | \$8,556,400         | \$405.79       | 80              | \$32,463          |                 |
| Motor Vehicle Taxes  | 457,400             | 21.69          | 80              | 1,735             |                 |
| Cable Franchise Fees | 1,758,300           | 83.39          | 80              | 6,671             |                 |
| Police Protection    | 497,400             | **             |                 | 528               |                 |
| Total                | <u>\$11,269,500</u> |                |                 | <u>\$41,397</u>   | <u>\$41,397</u> |

\*FY14 Budget appropriation divided by 21,086 households.

\*\*State allocates funds to municipalities at a rate of \$2.50 per capita;  
80 households X 2.64 average household size equals  
211 people X \$2.50 per capita = \$528

Total Annual Revenues equals \$129,920 plus \$41,397 \$171,317

## Expenditures

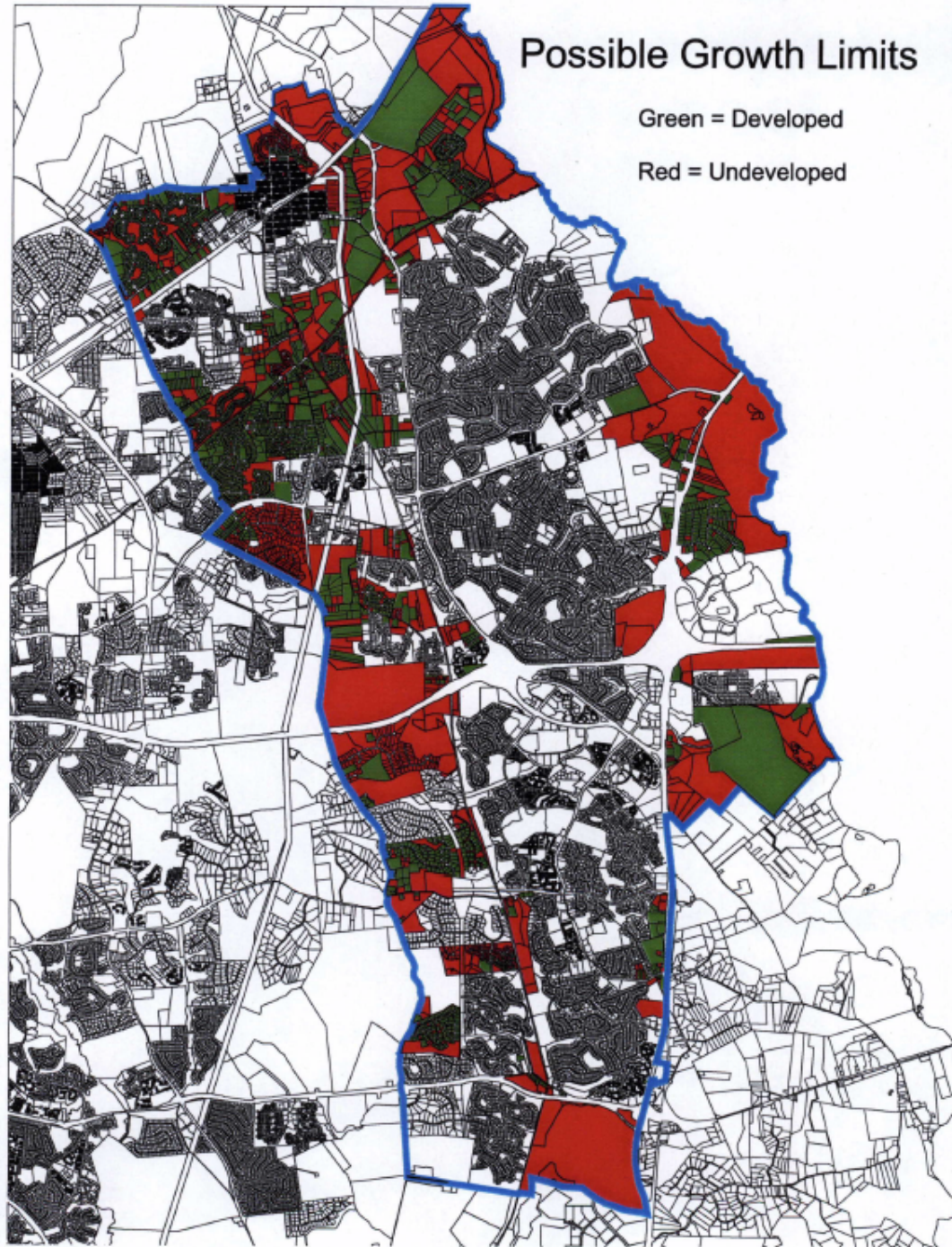
| Services           | FY14 Budget         | Cost per Household* | Houses Annexing | Additional Cost for Services |                         |
|--------------------|---------------------|---------------------|-----------------|------------------------------|-------------------------|
| Solid Waste        | \$4,883,200         | \$231.58            | 80              | \$18,527                     |                         |
| Street Maintenance | 6,539,300           | 310.13              | 80              | 24,810                       |                         |
| Equipment Charges  | 1,910,200           | 90.59               | 80              | 7,247                        | (FY14 Transfer to EARF) |
| Parks & Grounds    | 2,588,500           | 122.76              | 80              | 9,821                        |                         |
| Stormwater         |                     |                     |                 |                              |                         |
| Management         | 441,400             | 20.93               | 80              | 1,675                        |                         |
| Code Compliance    | 680,300             | 32.26               | 80              | 2,581                        |                         |
| Senior Services    | 1,087,900           | 51.59               | 80              | 4,127                        |                         |
| Youth Services     |                     |                     |                 |                              |                         |
| Bureau             | 925,600             | 43.90               | 80              | 3,512                        |                         |
| Animal Control     | 249,700             | 11.84               | 80              | 947                          |                         |
| Police Department  | 7,748,600           | 367.48              | 80              | 29,398                       |                         |
| Emergency Mgmt.    | 257,800             | 12.23               | 80              | 978                          |                         |
| Total              | <u>\$27,312,500</u> |                     |                 | <u>\$103,623</u>             | <u>\$103,623</u>        |

Projected Revenue \$ 171,317  
Projected Expenditures (103,623)  
Net Impact \$ 67,694

## Possible Growth Limits

Green = Developed

Red = Undeveloped



# Attributes of Possible Growth Limits Area

- The Possible Growth Limits area includes 7,444 acres or 11.63 square miles. If the entire growth limits area were incorporated into the City, the size of the City would expand to almost 30 square miles.
- Staff determined that 6,655 lots would be included in the growth limits area including 3,934 developed dwelling units and 2,721 undeveloped dwelling units. Applying the 2000 Census person per household factor of 2.74 to the dwelling unit total an estimated population of 18,234 residents would result. If the entire growth limits area were incorporated and developed as noted above the City's population would increase by approximately 33% to 73,596 residents.
- The total assessed value of all property within the growth limits area is \$702,188,300. However, tax exempt property is valued at \$78,203,680. Of this amount over \$43 million of assessed valuation occurs at Bowie State University. Tax exempt property encompasses 1,865 acres or about 25% of the Possible Growth Limits area.
- There are numerous vacant commercial properties or proposed commercial developments within the growth limits area.
- There are over 85 miles of public roads within the Possible Growth Limits area. This includes over 34 miles of State and County roads and 51 miles of local roads.

# TAX COMPARISON FY23 (City of Bowie vs. Unincorporated County)

County Assessment

FY24

\$450,000.00

Insert your  
property value  
from your tax  
bill

Per \$100.00 of assessed valuation

## Unincorporated

|             |       |            |
|-------------|-------|------------|
| CNT+PGS     | 1     | \$4,500.00 |
| State       | 0.112 | \$504.00   |
| P&P 1       | 0.294 | \$1,323.00 |
| San 2       | 0.054 | \$206.21   |
| WSTC 3      | 0.026 | \$117.00   |
| T&G 4       |       | \$240.66   |
| Ryc 5       |       | \$59.73    |
| Swc 6       |       | \$34.42    |
| Btc 7       |       | \$21.51    |
| Mun 8       |       | \$0.00     |
| WPR         |       | \$41.48    |
| Total Taxes |       | \$7,048.01 |
| *FFB        |       | \$0.00     |
| Total       |       | \$7,048.01 |
| **Credit    |       | \$0.00     |
| FY24 taxes  |       | \$7,048.01 |

## Incorporated into Bowie

|             |       |            |                 |
|-------------|-------|------------|-----------------|
| CNT+PGS     | 0.864 | \$3,888.00 | FY2024 Tax Rate |
| State       | 0.112 | \$504.00   |                 |
| P&P 1       | 0.294 | \$1,323.00 |                 |
| San 2       | 0     | \$0.00     |                 |
| WSTC 3      | 0.026 | \$117.00   |                 |
| T&G 4       |       | \$0.00     |                 |
| Ryc 5       |       | \$0.00     |                 |
| Swc 6       |       | \$34.42    |                 |
| Btc 7       |       | \$0.00     |                 |
| Mun 8       | 0.4   | \$1,800.00 |                 |
| WPR         |       | 0          |                 |
| Total Taxes |       | \$7,666.42 |                 |
| *FFB        |       | \$0.00     |                 |
| Total       |       | \$7,666.42 |                 |
| **Credit    |       | \$0.00     |                 |
| FY24 taxes  |       | \$7,666.42 |                 |

Difference in total taxes if incorporated into Bowie:

\$618.41

\*FFB-Front Foot Benefit

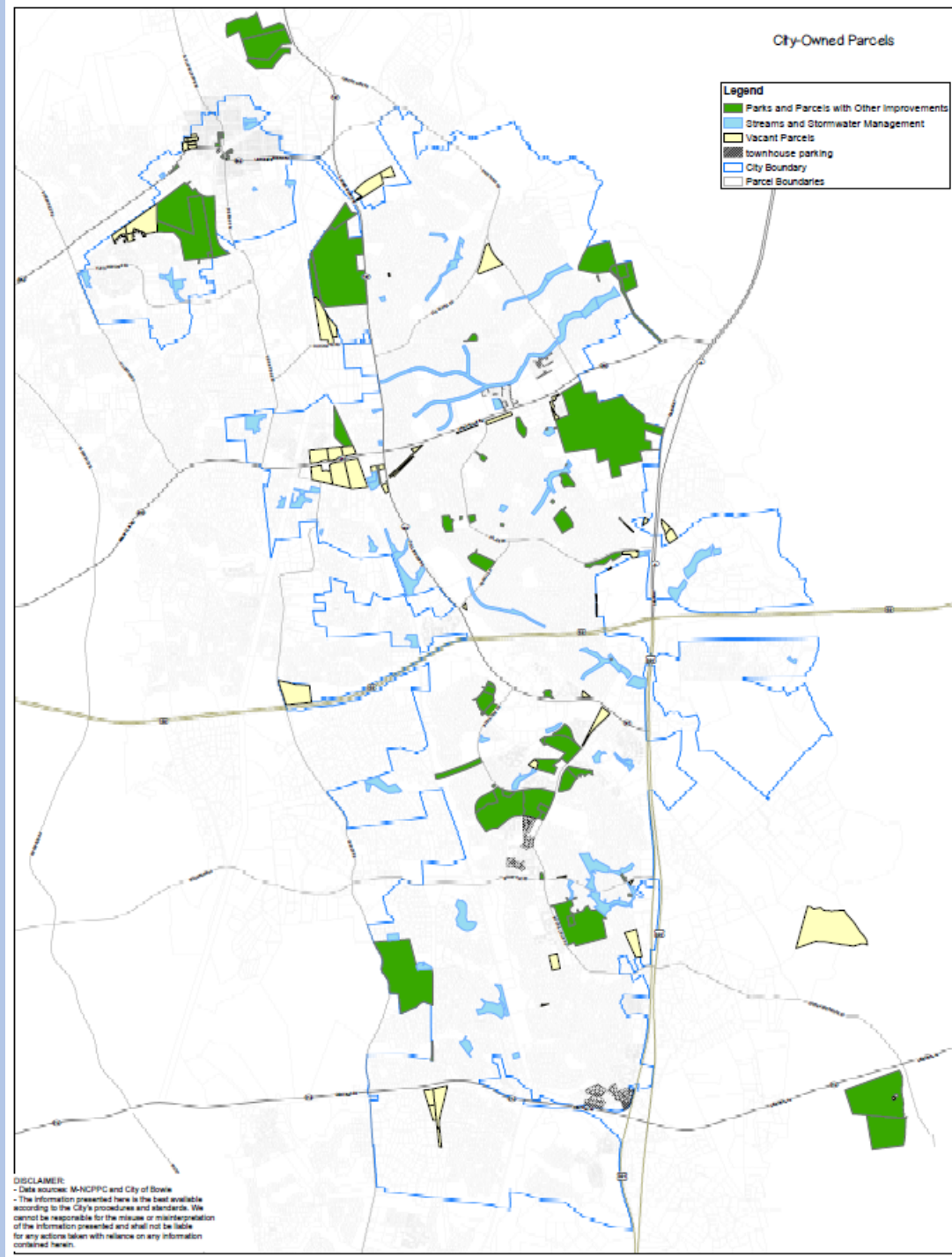
1. Maryland National Park and Planning
2. Stormdrain Maintenance
3. Washington Suburban Transit Commission
4. Trash and Garbage

\*\* County Homestead Tax Credit

5. Recycling
6. Solid Waste Charge
7. Bulky Trash Collection
8. Municipal



# City-Owned Property Assets



# Questions