

# City of Hyattsville

Hyattsville Municipal Building  
4310 Gallatin Street, 3rd Floor  
Hyattsville, MD 20781  
(301) 985-5000  
[www.hyattsville.org](http://www.hyattsville.org)



## Agenda Regular Meeting

Register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_IVonR8UmRvSAZ00JMIMYxw](https://zoom.us/webinar/register/WN_IVonR8UmRvSAZ00JMIMYxw)

**Monday, November 16, 2020**

**7:00 PM**

**Virtual**

## City Council

**Mayor Candace B. Hollingsworth**  
**Kevin Ward, Council President, Ward 1**  
**Carrianna Suiter, Council Vice President, Ward 3**  
**Bart Lawrence, Ward 1**  
**Robert S. Croslin, Ward 2**  
**Danny Schaible, Ward 2**  
**Ben Simasek, Ward 3**  
**Edouard Haba, Ward 4**  
**Daniel Peabody, Ward 4**  
**Joseph Solomon, Ward 5**  
**Erica Spell Wolf, Ward 5**

## **ADMINISTRATION**

**Tracey E. Douglas, City Administrator**  
**Laura Reams, City Clerk, 301-985-5009, [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org)**

**WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING!**  
**Your participation at this public meeting is valued and appreciated.**

**AGENDA/PACKET:** The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at [www.hyattsville.org](http://www.hyattsville.org) prior to the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

**AMERICANS WITH DISABILITY ACT:** In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**AUDIBLE DEVICES:** Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

**PUBLIC INPUT:** If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publicly at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

**WAYS TO WATCH THE MEETING LIVE:** City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at [hyattsville-md.granicus.com/MediaPlayer.php?camera\\_id=2](http://hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2)

**REPLAY SCHEDULE:** The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 (Verizon) daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings).

**CITY INFORMATION:** Sign up to receive text and email notifications about Hyattsville events, government, police and programs at [www.hyattsville.org/list.aspx](http://www.hyattsville.org/list.aspx)

**INCLEMENT WEATHER:** In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.

**Meeting Notice:**

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Monday, November 16, 2020 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

The meeting will be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon), and available via live stream at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings).

**PUBLIC PARTICIPATION:**

Public comment may be made using the e-comment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or by emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on November 16, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

Members of the public who wish to attend the virtual Council meeting must register in advance using the link below.

[https://zoom.us/webinar/register/WN\\_IVonR8UmRvSAZ00JMIMYxw](https://zoom.us/webinar/register/WN_IVonR8UmRvSAZ00JMIMYxw)

**1. Call to Order and Council Roll Call****2. Pledge of Allegiance to the Flag****3. Approval of Agenda****4. Approval of the Minutes****4.a) Approval of the Minutes**[HCC-146-FY21](#)

I move that the Mayor and Council approve the minutes of the City Council meeting of November 2, 2020.

**Sponsors:** City Administrator

**Attachments:** [Minutes Nov 2, 2020 FINAL](#)

**5. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker****6. Workshop (7:20 p.m. - 7:50 p.m.)**

**6.a) Affordable Housing Action Plan**[HCC-135-FY21](#)

Presentation only

**Sponsors:** City Administrator**Department:** Community & Economic Development**Attachments:** [Hyattsville Housing Action Agenda Phase 1 Report](#)  
[Hyattsville City Council Slide deck FINAL DRAFT](#)**7. City Administrator Update (7:50 p.m. - 8:00 p.m.)****8. Treasurer Update (8:00 p.m. - 8:05 p.m.)****9. Presentations (8:05 p.m. - 8:20 p.m.)****9.a) FY21 Strategic Communications Report**[HCC-134-FY21](#)

Presentation

**Sponsors:** City Administrator**Department:** Communications**Attachments:** [FY 2021 Communications Presentation to Council FINAL](#)**10. Consent Items (8:20 p.m. - 8:25 p.m.)****10.a) FY21 Budget Amendment: Acceptance of Donation for K9 Car Kennel (Police Facility Dog, Nola)**[HCC-130-FY21](#)

I move that the Mayor and Council accept and appropriate a donation in the amount of \$2,345.10 from the Washington DC Community Youth Foundation, Inc. for the purchase and installation of a K9 car kennel for Nola V, the Police Department Facility Dog.

**Sponsors:** City Administrator**Department:** Police Department

**10.b) Distribution Agreement with Capital Area Food Bank**[HCC-131-FY21](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with the Capital Area Food Bank for the weekly receipt and distribution of non-perishable food boxes through December 20, 2020, upon the review and approval of the City Attorney for legal sufficiency, in support of the City's efforts to provide food to families in need during COVID-19.

**Sponsors:** City Administrator

**Department:** Community Services

**Attachments:** [Distribution Agreement Final COVID-19 October-December 2020 \(1\)](#)

**10.c) Agreement with HYCDC: Design and Installation of Signage at Jim Henson Courtyard**[HCC-132-FY21](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with the Hyattsville Community Development Corporation (HYCDC) for the design and installation of informational signage at the Jim Henson Courtyard at the Park, upon the review and approval of the City Attorney for legal sufficiency.

**Sponsors:** City Administrator

**Department:** Community Services

**Attachments:** [Hyattsville Arts Project Management Agreement -HCDC](#)  
[Arts Project exculp agreement](#)

**10.d) Zoning Variance Request V-35-20 - 3003 Lancer Place, Hyattsville**[HCC-137-FY21](#)

I move that the City Council authorize the Mayor to send correspondence to the Prince George's County Board of Zoning Appeals stating the City's support for variance request V-35-20, a request of (1) Five (5) feet front building line width, (2) 3% net lot coverage and (3) a waiver of the parking area location requirement to allow the applicant to obtain a building permit for the proposed construction of a driveway at the subject property at 3003 Lancer Place, Hyattsville.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Information for Hyattsville V-35-20](#)  
[City of Hyattsville Zoning Variance Policy Statement and Variance Process 10 3 11](#)

**10.e) Ultraviolet Disinfecting Solutions for City Buildings**[HCC-138-FY21](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement, not to exceed \$85,000, with Veteran LED to provide ultraviolet disinfecting solutions for the City Municipal building, the new DPW facility, and the park recreation building, upon the review and approval of the City Attorney.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [Hyattsville Public Works Proposal 10-26-20](#)  
[Hyattsville Recreational Building Proposal 10-23-20 \(1\)](#)  
[Hyattsville Municipal Proposal 10-26-20](#)

**10.f) Prince George's County Zoning Rewrite: §27-05**[HCC-140-FY21](#)

I move the Council authorize the Mayor to send correspondence to the Prince George's County District Council as well as the M-NCPPC Planning Board, requesting amendments to proposed Section 27-05 section (B.i.) Alcohol production facility, small-scale and (B.iii) Off-site manufacturing of beer, to incorporate language as follows:

(i) The minimum area of the eating, drinking, and entertainment area of the alcohol production facility, small-scale, shall be 45 percent of the total square footage for the establishment, or a minimum of 1,500 square feet, whichever is greater, unless the building in which it is located is an adaptive reuse or the interior layout of the building makes compliance impracticable.

(iii) Off-site distribution of manufactured beer is allowed, as long as it is done from the rear of the building, and adequate loading and access for the activity is provided, unless the building in which it is located is an adaptive reuse or the exterior of the building makes compliance impracticable.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Memo - County Zoning Rewrite - Section 27 - 10.26.2020 Final](#)  
[CB-013-2018 - PART 27-5 - USE REGULATIONS - Pg 74](#)

**10.g) FY21 Budget Amendment - Prince George's County Tree ReLEAF Grant** [HCC-141-FY21](#)

I move that the Mayor and Council accept and appropriate \$9,000 from the Prince George's County Tree ReLEAF Grant for the planting of trees in the City of Hyattsville.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [Hyattsville Tree ReLEAF 2020-signed](#)

**10.h) Implementing Participatory Budgeting** [HCC-142-FY21](#)

I move that the Mayor and Council establish an ad hoc advisory committee to develop recommendations for a plan to establish a participatory budgeting process beginning with the FY23 budget.

**Sponsors:** Hollingsworth

**Department:** Legislative

**10.i) FY21 Budget Amendment - Acceptance of Donation from Toyota of Bowie** [HCC-144-FY21](#)

I move that the Mayor and Council accept and appropriate \$9,000 from Toyota of Bowie to support food drive initiatives in the City.

**Sponsors:** City Administrator

**Department:** City Clerk

**11. Action Items (8:25 p.m. - 8:45 p.m.)****11.a) Municipal Building: First Floor Entry Renovation** [HCC-136-FY21](#)

I move that the Mayor and Council authorize the City Administrator to enter into a design/build agreement with Keller Construction Management for the renovation of the first-floor entryway at 4310 Gallatin Street at a cost not to exceed \$200,000. The contract agreement authorization is subject to the legal review and approval by the City Attorney.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [Hyattsville City Bldg - Keller D-B proposal 2020 11-04 REVISED](#)

**11.b) Zoning Variance Request V-30-20 - 3545 Madison Place, Hyattsville** [HCC-139-FY21](#)

I move that the City Council authorize the Mayor to send correspondence to the Prince George's County Board of Zoning Appeals stating the City of Hyattsville, at this time, is not in support for Variance Request V-30-20, Variances of 5 feet front yard depth and a waiver of the parking area location requirement for the subject property 3545 Madison Place, Hyattsville. The correspondence shall communicate that the City encourages the applicant to resubmit its applications with revisions demonstrating coordination with the adjacent property and design to reduce the amount of impervious surface created on the property.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Memo - V-30-20](#)  
[Information for Hyattsville V-30-20](#)  
[City of Hyattsville Zoning Variance Policy Statement and Variance Process 10 3 11](#)

**12. Discussion Items (8:45 p.m. - 8:55 p.m.)****12.a) County Sectional Map Amendment (SMA): Clay Property Request for Support** [HCC-143-FY21](#)

Discussion Only

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Clay CMA - City Council Memo - 11.16.20 Final](#)  
[Owner's Exhibit](#)  
[Community Meeting Details](#)  
[Zoning Reference Information](#)

**13. Council Dialogue (8:55 p.m. - 9:05 p.m.)****14. Community Notices and Meetings****14.a) Main City Calendar November 17 - December 7, 2020** [HCC-145-FY21](#)

N/A

**Sponsors:** City Administrator

**Attachments:** [Main City Calendar Nov 17 - Dec 7 2020 FINAL](#)

**15. Motion to Adjourn**