



Bowie State MARC Station Development Board

QUARTERLY STATUS REPORT

(January 2013 - March 2013)

Prepared for the:

PRINCE GEORGE'S COUNTY EXECUTIVE and

PRINCE GEORGE'S COUNTY COUNCIL

Submitted: April 2013

PURPOSE:

In accordance with the Bowie State MARC Station Development Board bylaws, 4.04.11, Article II (B) and Article VII, and County Council Resolution CR-5-2011, the Bowie State MARC Station Development Board (hereafter referred to as the "Board") shall prepare and present quarterly status reports to the Prince George's County Council and the County Executive, detailing the Board's goals and accomplishments for each quarter. This end of year report represents the 1st quarter of calendar year 2013 and summarizes the action items underway and completed by the Board between January and March 2013.

Meeting Agendas and Minutes:

The board's bylaws require an agenda for each meeting as well as the recording of minutes, as described in Article VI (C) and VI (H) of the bylaws. The agenda is distributed to board members at least seven days prior to each meeting, along with the previous month's meeting minutes for review. Minutes are approved by board members by a majority vote at the subsequent months' meeting. The approved minutes for February 2013 are attached (Attachment A). The Board did not meet in the months of January and March but staff and subcommittees continued to work on designated action items.

STATUS TO-DATE:

The Board held one meeting this quarter on February 4th. The meeting was held in the Committee Hearing Room 2027 of the Prince George's County Administration Building (CAB).

The Board continues to move forward with its charge of implementing recommendations set forth and approved in the *Bowie State MARC Station Sector Plan and SMA*. The following action items have been accomplished to-date or will continue to be a part of the Board's programming through the calendar year.

New Board Member

During the February meeting, the Board welcomed new member Mr. Jerome Smallwood, Vice President with Old Line Bank. He also serves on the Prince George's County Chamber of Commerce and the Prince George's Community Foundation Board. Mr. Smallwood will serve as a Board member in representation of the local business community.

Landscaping of Median on MD 197

The Development Board is implementing the MD 197 (Laurel Bowie Road) Landscape Plan, purposed with beautifying the main thoroughfare leading up to the entrance of Bowie State University and the future transit-oriented village at the Bowie State MARC Station. M-NCPPC staff has worked diligently with State Highway Administration (SHA) and Bowie State University to finalize detailed construction-level drawings of the plan. The finalized plan was submitted to SHA for review and permit approval in this quarter. A three-party Memorandum of Understanding (MOU) between Maryland-National Capital Park and Planning Commission, State Highway Administration, and Bowie State University is also going through legal reviews with all three entities and it anticipated to be signed off before the end of the 1st quarter. The landscaping is proposed to be installed in April in celebration of Earth Day 2013. The purpose of the project is to enhance the gateways to the university and MARC station and foster a sense of place.

Six-Month Work Program

The Development Board has identified its priorities, actions and timeline for the first half of the year and has expressed it in the six-month work program (Attachment B). The work program identifies meeting dates, submission of quarterly status reports, and recommended next steps to be taken in each month in order to accomplish stated goals for the year, which include:

- Installation of decorative plantings on median of MD 197.
- Development of RFQ/RFP.

RFQ/RFP Development

The finance subcommittee, acting in part of the Development Board, has met twice this quarter in efforts of determining the most appropriate direction and process for moving forward with development of a Request For Qualifications (RFQ) and Request For Proposals (RFP) as the Board's next step. The subcommittee has determined that since the two hundred nineteen acres of County owned land is under the direction of the Prince George's County Central Administrative Services, the agency will therefore lead on developing the RFQ and the RFP with assistance from the Board and its staff.

ATTACHMENT A:

Meeting Minutes for February 4, 2013

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting 16: 2/4/13
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Andrew Roud, Vanessa Akins, Josh Hamlin, Stephen Paul, Troy Thompson, Dr. Richard Lucas, Jerry Sanford, Jerome Smallwood

Staff Attendees: Jackie Brown, Barbara Stone, Raj Kumar, Betty Smoot, William Washburn, Steve Kaii-Ziegler

- I. Welcome/Administration
 - a. Chairman Campbell called the meeting to order and introduced new board members and staff:
 - New member, Jerome Smallwood, is currently the Vice President of Old Line Bank in Greenbelt. Mr. Smallwood stated that he is a lifelong citizen of Prince George's County and currently serves on Prince George's County Chamber of Commerce and Prince George's Community Foundation Board.
 - Steve Kaii-Ziegler is Supervisor in the Community Planning Division of M-NCPPC and will serve as the Project Facilitator to M-NCPPC staff currently working with the Board.
- II. Review and approval of December 3rd meeting minutes
 - a. The minutes were approved with no further discussion
- III. Review and approval of Six-Month Work Program
 - a. The board's current unexhausted funds are due to expire June 31, 2013. The six-month work program lays out the Board intended actions for the period between January and June 2013. The board will determine strategies for utilizing the funds to ensure funds are not retracted by the County.
 - b. Chairman Campbell stated that there were concerns about the speed and direction that the board is heading in, so he met with the county Executive, along with Aubrey Thagard and Jason Williams. Throughout the meeting, the group discussed the overall history of the plan and the site as well as some of the residual benefits of development for the university community. The County Executive stated that he is appreciative of the work that the Board has done and looks forward to its continued progress. Although there are other projects that are of the county's priority, he does not anticipate discontinuing the work of the board. The County Executive advised that it should continue to move forward with due diligence and should certainly consider public private partnerships to ensure highest development capacity. Stakeholders should be aware that the economy is a major driver for what occurs at the site.
 - c. The Chairman will continue to meet with the County Executive regularly in the upcoming months.
 - d. Over the next six months, the Board expects to clarify the process and determine necessity to surplus the property.
 - e. The Board will also need to determine the direction it wants to take in gauging the interest of developers.

- IV. Update regarding MD 197 Landscape Plan
- a. The landscape planting of the MD 197 median is anticipated on April 23, during the annual green week.
 - b. The landscape plan began as a conceptual illustration in the Bowie State MARC Station Sector Plan and SMA.
 - c. In a meeting with State Highway Administration (SHA) and M-NCPPC Parks staff, it was determined that construction documents would be needed, in which parks staff provided a licensed landscape architect to complete the plan.
 - d. Due to several SHA safety restrictions and requirements, the landscape plan had to be downscaled to a single side of plantings, west of the university's entrance.
 - e. There are 5 proposed types of plantings to include: trees (crape myrtles), juniper shrubs, ground cover fountain grass, and daylilies.
 - f. Due to underground utility, the contractors cannot use any ground moving equipment, the plants would have to be installed largely by hand.
 - g. The proposed landscaping will help beautify this area and help to foster a sense of identity and anticipation for future development.
 - h. The total cost of the project is estimated at approximately \$10k.
 - i. The three-party Memorandum of Understanding is currently being reviewed by M-NCPPC legal and is anticipated to be submitted to SHA for internal reviews by the end of February. Upon completion of review by SHA, BSU will then review the MOU. Staff is preparing to have the MOU finalized and signed by all three entities by the end of March.
 - j. Regarding the proposed banner system, since there are no lights or utility poles in the vicinity of the university's entrance in which the banners could be mounted on, the banner system does not seem feasible at this time. Staff also researched ground mounted options for banner installation but due to SHA constraints, this option also does not appear to be feasible at this time.
 - k. The sector plan does present a comprehensive direction for the university community and the county owned property, so the board should continue to evaluate future development in the context of the sector plan.
- V. Update from Finance Subcommittee
- a. The Finance Subcommittee met in January to discuss the direction and/or options for moving forward with a Request for Developer Interest or conducting a development feasibility study. The subcommittee will continue to discuss scenarios and options for this task. Board Member Vanessa Akins stated that she will work closely with other board members, and will especially need participation from Prince George's County Economic Development Corporation (Steven Paul) and Office of the County Executive (Aubrey Thagard) to determine how the Board should move forward with the development feasibility study, as well as determine which entity will house the funding for this action item. It is possible that M-NCPPC could develop an MOU with EDC to house the funds if the board did use them before the end of the fiscal year.

VI. Next steps/other business

- a. The private entity is critical in moving this development forward. The Board needs to begin envisioning what the future site looks like and who the key players will be. The board should also consider federal partners. (i.e. veterans administration)
- b. It would be beneficial if staff provides a track for multiple scenarios for moving forward with issuing an RFI/RFQ for development interest. (finance subcommittee)
- c. Chairman Campbell ended the meeting on a positive note, stating that the county's office vacancy rate is improving which shows a positive change and development potential in the area.

VII. Adjournment

- a. Meeting adjourned at 2:43p.m.

ATTACHMENT B:

Six-Month Work Program for January 2013 – June 2013

PRELIMINARY SIX-MONTH WORKPLAN

January 2013 – June 2013

January 2013

- *Board Meeting: N/A*
- Finance Subcommittee meeting
- Staff prepares 3-party MOU for MD 197 landscape plantings and submits to M-NCPPC Legal Department for review

February 2013

- *Board Meeting: February 4th*
- Finance Subcommittee prepares draft scope of services for Development Feasibility Study
- Staff submits final landscape plan to SHA for review and permit approval.

March 2013

- *Board Meeting: March 4th (tentative)*
- Board review and approval of Scope of services for Development Feasibility Study
- Staff develops RFP for Development Feasibility Study based on Board-approved Scope of Services
- MD 197 MOU signed by all involved parties (M-NCPPC, BSU, and SHA)
- Determine if additional lighting is warranted on MD 197 based on crash data (BSU and SHA).
- Approve Quarterly Status Report, due to County Council and County Executive on March 15th

April 2013

- *Board Meeting: April 1st (tentative)*
- Staff releases RFP consultant proposals for the Development Feasibility Study
- Installation of approved landscaping on MD 197

May 2013

- *Board Meeting: May 6th (tentative)*
- Staff reviews proposals and selects a contractor to perform the Development Feasibility Study

June 2013

- *Board Meeting: June 3rd (tentative)*
- Staff conducts kick-off meeting with contractor and commences feasibility study
- Approve Quarterly Status Report, due to County Council and County Executive on June 15th