

July 13, 2017

Mr. C. Reginald Bagley, Town Administrator
Town of Brentwood
4300 39th Place
Brentwood, MD 20722

**RE: Conversion of the Brentwood Firehouse
To the Town Center Project
(MR-1701F)**

Dear Mr. Bagley:

The Prince George's County Planning Board had the opportunity to review the proposed Conversion of the Brentwood Firehouse project during its regular meeting on July 13, 2017. A copy of the staff report is enclosed for your records. The staff recommendations are as follows:

Conversion of the Firehouse to the Town Center

- Sidewalk material and design shall be continuous across driveways and driveway aprons.
- The applicant will also be required to submit a Type 2 Tree Conservation Plan or obtain a Letter of Exemption.
- Provide for a historical account of the conversion process by taking before and after pictures of the interior and exterior of the building.

Should you have questions or require additional information regarding the enclosed staff report, please do not hesitate to contact Theodore W. Kowaluk, Planner Coordinator, at 301-952-3209 or via email at Ted.Kowaluk@ppd.mncppc.org.

Sincerely,



Elizabeth M. Hewlett
Chairman

Enclosure

- c: Rocio Treminio-Lopez, Mayor, Town of Brentwood
Councilmember Deni L. Taveras, Prince George's County Council
Redis C. Floyd, Clerk of the Council, Prince George's County Council
Andree Green Checkley, Planning Director, Prince George's County Planning Department
Derick Berlage, Chief, Countywide Planning Division
Maria Ann Martin, Planning Supervisor, Special Projects Section, Countywide Planning Division
Theodore W. Kowaluk, Planner Coordinator, Special Projects Section, Countywide Planning Division



The Maryland-National Capital Park and Planning Commission
Prince George's County Planning Department
Countywide Planning Division
301-952-3650

Note: Staff reports can be accessed at www.pgplanning.org/Planning_Home.htm

Mandatory Referral

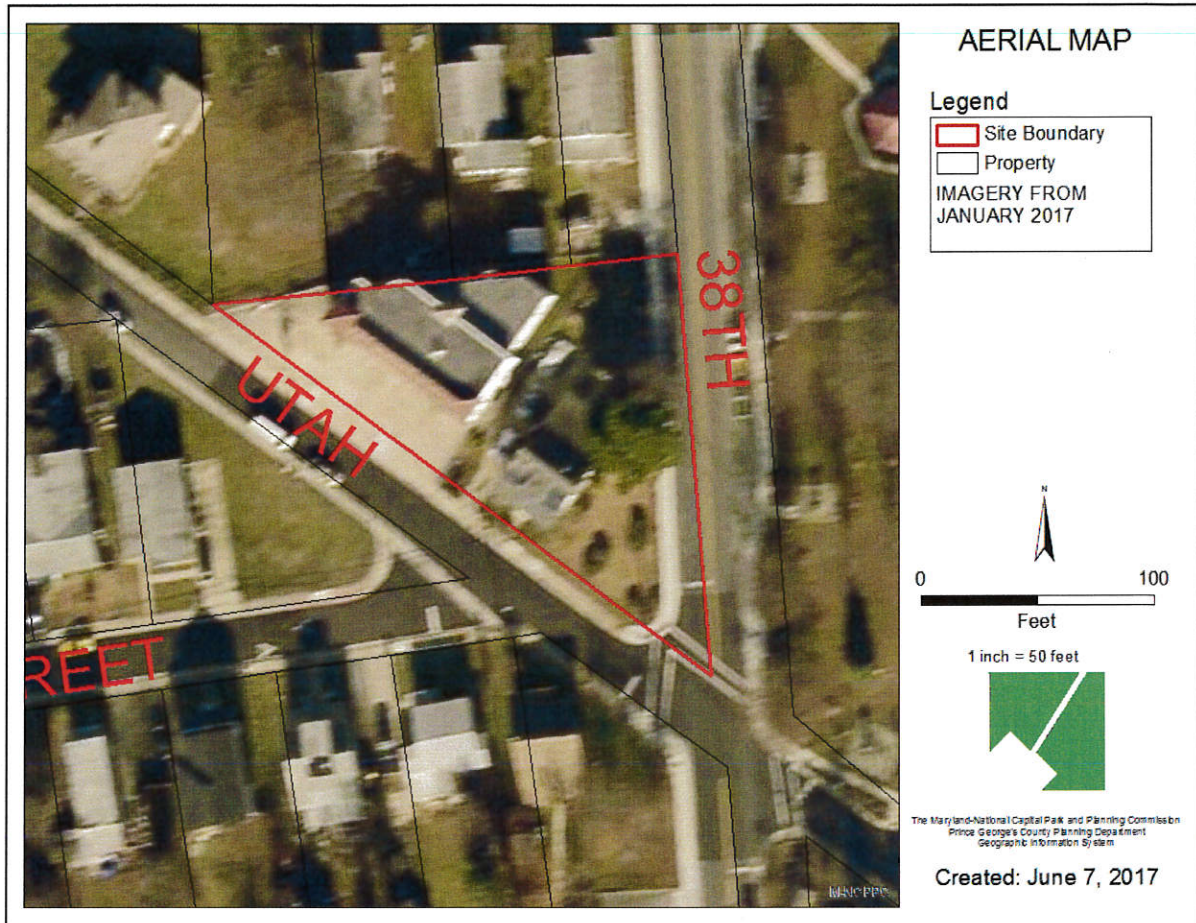
MR-1701F

Application	General Data	
Project Name: Conversion of the Brentwood Firehouse to the Town Center Location: 3712 Utah Avenue Brentwood, MD 20722 Applicant/Address: Town of Brentwood 4300 39 th Place Brentwood, MD 20722	Planning Board Hearing Date:	7/13/17
	Date Accepted:	4/24/17
	Mandatory Action Timeframe:	60-Day Review
	Acreage:	0.196
	Zone:	R-55
	Planning Area:	68
	General Plan Designation:	Established Community
	Council District:	District 2
	Municipality:	Brentwood

Purpose of Application	Notice Date
The applicant is proposing to renovate the existing 6,704 square foot firehouse for re-use as the Municipal Town Center. The building is located at 3712 Utah Avenue Brentwood, MD 20722.	Acceptance Mailing: April 26, 2017

Staff Recommendation	Staff Reviewer:
Transmit Staff Report to: Mr. C. Reginald Bagley, Town Administrator 4300 39 th Place Brentwood, MD 20722	Theodore W. Kowaluk, Project Manager
	Phone Number: 301-952-3209
	Email: Ted.Kowaluk@ppd.mnccppc.org

Map 1 – Aerial View of Project Area



MR-1701F Staff Report – Conversion of the Brentwood Firehouse to the Town Center Project

PROJECT BACKGROUND

The Land Use Article §20-301 through 305 of the Maryland Annotated Code requires the Planning Board to review public construction projects for all federal, state, county and municipal governments, and publicly and privately owned utilities through the Mandatory Referral (MR) review process. The proposed conversion of the Brentwood Firehouse to the Town Center project is being reviewed as part of the MR review process pursuant to the Maryland Annotated Code, and Section 27-294 of the Prince George's County Zoning Ordinance. The project meets requirements for a full Mandatory Review (MR) because the conversion will result in a new use for the facility.

PROJECT SUMMARY

The project involves the renovation of the existing firehouse building for re-use as the Municipal Town Center. The existing building contains 3,350 square feet on the first level and 3,190 square feet on the second level. A one story storage room of 164 sf will be razed and a new stair enclosure of 147 sf will be constructed. The existing building is brick masonry on the front and stuccoed masonry block on the other building facades. A clay tile roof mansard adorns the south elevation with flat roofs behind it. The building shell will be left intact, except that the overhead doors will be replaced with storefront glazing and a double entrance door. A fabric awning will be installed over the existing brick inlay sign for the Volunteer Fire Department, and new sign letters will be installed above the awning to identify the "Brentwood Municipal Town Center".

A new entrance lobby and vestibule will be created within the existing structure providing direct access to a new elevator and stairway to the second level. To the left of the entrance will be created new municipal council chambers. To the right of the entry will be offices for the municipal police department. On the second level of the lower rear portion will be public toilet facilities and an employee lounge. The front second level will provide municipal offices for the town administrator, treasurer, mayor and council work offices, code enforcement, and the town clerk. A conference room and space for archive storage will be provided.

On the exterior, the concrete pavement will be removed, regraded, repaved and landscaped. Seven parking spaces will be created, which includes two accessible parking spaces. A six-foot-wide walkway will be created along the front of the building with a ramp from the parking to the walkway and connect the 15" differential in elevation. A bicycle rack will be installed at one end of the walkway. A slope will be created between the parking and the walkway, landscaped, and illuminated with LED lighting bollards. The walkway will also be illuminated with wall sconces under the fabric awning. The walk will be extended along the east side of the building to a new side egress for police personnel. The west side of the building will be landscaped with trees and shrubs, while the remainder of the east and north sides will be sodded.

STAFF RECOMMENDATIONS

Staff review of the proposed Conversion of the Brentwood Firehouse to the Town Center project includes the following recommendation:

- Sidewalk material and design shall be continuous across driveways and driveway aprons.
- The applicant will also be required to submit a Type 2 Tree Conservation Plan or obtain a Letter of Exemption.

PROJECT LOCATION AND EXISTING CONDITIONS

The proposed conversion of the Brentwood Firehouse to the Town Center project is in Council District 2 and encompasses 0.196 acres of land at the intersection of Utah Avenue and 38th Street in the Town of Brentwood.

The site is located at 3712 Utah Avenue. The deed for the property reverted to the Town of Brentwood when the fire department ceased operations in 2000 and moved into a new facility. Since that time the building has been vacant except for storage of materials for town maintenance operations.

Rights-of-Way

There are no rights-of-way issues involved with this project. The project will be accessed off Utah Avenue.

Existing and Proposed Utilities

Sanitary Sewer/Storm Drain: The project is currently served by sanitary sewer and water service. There are no proposed storm drains or inlets required for this project. A stormwater management facility will not be required as stormwater is currently discharged to the existing curb and gutter system.

REVIEW AND PERMITTING AGENCIES

It should be noted that the Mandatory Referral process does not exempt any project from the need to meet the requirements of any other entitlement process.

Prince George's County Permits

The applicant will need to obtain building, and electrical permits from the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) before beginning work on this project.

ANALYSIS OF PROJECT IMPACT AREAS

The Maryland-National Capital Park and Planning Commission, Prince George's County Planning Department staff has reviewed the proposed project and provided the following comments:

1. ENVIRONMENTAL ASSESSMENT

Before a building permit is issued the applicant will be required to submit a Type 2 Tree Conservation Plan or obtain a Letter of Exemption.

2. TRANSPORTATION ASSESSMENT

The proposal does not conflict with the 2009 *Approved Countywide Master Plan of Transportation* recommendations.

3. HISTORIC PRESERVATION/ARCHEOLOGY

The proposed conversion of the Brentwood Firehouse to the Town Center project will not impact any Prince George's County Historic Sites, Historic Resources, or Archeological Resources.

4. CONSISTENCY WITH DEVELOPMENT/REGULATORY STANDARDS

The proposed use is permitted in the R-55 Zone.

5. CONSISTENCY WITH APPROVED PLANS

The proposal is consistent with 2014 *Plan Prince George's 2035 Approved General Plan* policies for established communities and the 2004 *Approved Sector Plan and Sectional Map Amendment for the Prince George's County Gateway Arts District* policies for redevelopment.

6. EXISTING PUBLIC FACILITIES

The proposed project is in Police District I, which is headquartered at 5000 Rhode Island Avenue, Hyattsville, and is served by Bunker Hill Fire/EMS Company 855 located at 3716 Rhode Island Avenue, Brentwood. The 2008 *Adopted Water and Sewer Plan* places these properties in Water and Sewer Category 3, Community System.

7. COMMUNITY OUTREACH

Notification letters were mailed to adjoining property owners and civic associations informing them of the proposed project and Planning Board hearing date. The Town of Brentwood has also undertaken a significant community outreach effort, actively seeking citizen input. At the time of writing the staff report no inquiries were received from any adjoining property owners or civic associations.

STAFF COMMENTS



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
www.mncppc.org/pgco

Prince George's County Planning Department
Countywide Planning Special Projects

(301) 952-3065

June 26, 2017

MEMORANDUM

TO: Town of Brentwood File MR-1701F

FROM: Theodore W. Kowaluk, Planner Coordinator, Special Projects

SUBJECT: MR-1701F Conversion of the Brentwood Firehouse to the Town Center

On June 26, 2017, I spoke with Katina Shoulars regarding the above referenced case and she stated that the only issue the environmental section would have is either a Type 2 Tree Conservation Plan or a Letter of Exemption would be required before a building permit is issued by DPIE.

Chaconas, Sheila

From: Krause, Robert
Sent: Wednesday, June 14, 2017 11:22 AM
To: Kowaluk, Ted
Subject: RE: MR-1701F Conversion of Brentwood Firehouse to the Town Center

Hi Ted, I think I'm still under the deadline. The proposed project under MR-1701 (Brentwood Town Center) will have no impact on any Prince George's County Historic Sites, Historic Resources, or Archeological resources.

Thanks and let me know if you have any questions,

Robert



Robert Krause, Ph.D
Planner Coordinator-Historic Preservation Section
M-NCPPC
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772
Office: 301-952-5395
Robert.Krause@ppd.mncppc.org

From: Kowaluk, Ted
Sent: Wednesday, June 07, 2017 12:57 PM
To: Reiser, Megan <Megan.Reiser@ppd.mncppc.org>; Krause, Robert <Robert.Krause@ppd.mncppc.org>; Masog, Tom <Tom.Masog@ppd.mncppc.org>; Summerlin, Cheryl <Cheryl.Summerlin@ppd.mncppc.org>; Henderson, Tamika <Tamika.Henderson@ppd.mncppc.org>; Franklin, Judith <Judith.Franklin@ppd.mncppc.org>
Subject: MR-1701F Conversion of Brentwood Firehouse to the Town Center

This Mandatory Referral is for the conversion of the Brentwood Firehouse to the Brentwood Town Center. The proposed project is located at 3712 Utah Avenue in Brentwood. The applicant has submitted the required documents which can be reviewed here [J:\MR Staff Comments\Town of Brentwood\MR-1701F Conversion of Firehouse to Town Center](#). I apologize for the short review period but we are trying to meet the Town's timeline and the project doesn't contain significant changes to the existing structure. Staff comments are due by **June 15, 2017**. If you have any questions or concerns please let me know. Thanks

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



Prince George's County Planning Department
Community Planning Division

14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
TTY: (301) 952-4366
www.mncppc.org/pgco
301-952-3972

June 15, 2017

MEMORANDUM

TO: Ted Kowaluk, Planner Coordinator, Countywide Planning Division

VIA: Scott Rowe, AICP, CNU-A, Acting Division Chief, Community Planning Division *SR-b1 RS*
Frederick Stachura, J.D., Supervisor, North Section, Community Planning Division *fs*

FROM: Valecia Wilson, Senior Planner, North Section, Community Planning Division *VW+LW*

SUBJECT: **MR-1701F Conversion of Brentwood Firehouse to Municipal Center**

DETERMINATIONS

General Plan: This application is consistent with the Plan Prince George's 2035 Approved Plan. The approved General Plan defers to the Master Plan for specific land use recommendations at this location.

Master Plan: This application conforms with the land use recommendations of the *2004 Approved Gateway Arts District Sector Plan*.

BACKGROUND

Location: North of Utah Street, between 38th Street and Upshur Street

Size: 0.2 acres

Existing Uses: Vacant

Proposal: Municipal Town Center

GENERAL PLAN, MASTER PLAN, AND SMA

General Plan: This application is designated as an Established Community. The vision for Established Communities is for infill development at low-to-medium density.

Master Plan:

Planning Area/

Community: 68 Hyattsville-Riverdale-Mt. Rainier-Brentwood

Aviation/MIOZ: N/A

SMA/Zoning: R-55 and Gateway Arts D-D-O

PLANNING ISSUES

The subject site is located within the Traditional Residential Neighborhood Character Area. This character area is largely single-family residential with some arts uses, and is adjacent to some commercial and institutional uses. The proposed use is compatible with the existing development character in this neighborhood, as well as the character area vision, which encourages similar development that will have a low impact on surrounding residential uses.

The Development District Overlay Zone sets forth a series of guidelines (p. 144-156) that govern site and building development within the plan area. Since this project is a renovation of an existing building, many of the standards may not apply, however the applicant is encouraged to consider the following standard for the proposed site changes:

- Access and Circulation
 - Sidewalk materials and design shall be continuous across driveways and driveway aprons. (Standard 4)

c: Long-range Agenda Notebook