



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL**

**UNIVERSITY PARK ELEMENTARY SCHOOL
4315 UNDERWOOD STREET**

7:30 p.m.

October 17, 2016

MINUTES

1. CALL TO ORDER: *Mayor Lenford Carey* at 7:30 p.m.

Present: Mr. Thompson, Mr. Gekas, Mr. Hess, Mr. Caskey, Mr. Cron, Mr. Alvarez
Absent: None
Excused: Ms. Verrill

2. PLEDGE OF ALLEGIANCE was led by Mr. Cron.

3. APPROVAL OF THE AGENDA as modified.

Moved by: Mr. Cron **Seconded by:** Mr. Alvarez
Yea: 6 **Nay:** 0 **Abstain:** 0

4. PRESENTATIONS

A. Public Works Mechanic and Supervisor Kerry (Butch) Hall is retiring after 50 years of employment with the Town. Mayor Carey, former Mayors and Director of Public Works Mickey Beall reminisced about their personal relationship with Mr. Hall. A small reception followed.

5. PERMITS

**A. BUILDING PERMIT APPLICATION TO INSTALL A SHED
(Joseph Adler of 6701 Wells Parkway) Ward 4**

Motion: To approve the request for a building permit to install a 15'x 8' shed, white in color, located on Lot 1, Block 31 and Section 7 at 6701 Wells Parkway.

Moved by: Mr. Thompson **Seconded by:** Mr. Alvarez
Yea: 6 **Nay:** 0 **Abstain:** 0

B. BUILDING PERMIT APPLICATION TO REPLACE EXISTING DRIVEWAY AND WALKWAY

(Allendra and Rebecca Letsome of 3905 Beechwood Road) Ward 6

Motion: To approve the request for a building permit to replace existing 29'x 11' driveway and 3'x 29' walkway located on Lot 3, Block 33 and Section 7 at 3905 Beechwood Road.

Moved by: Mr. Cron

Seconded by: Mr. Hess

Yea: 6

Nay: 0

Abstain: 0

6. PRESENTATIONS-continued

B. Loretta Vitale Saks, along with a steering committee, presented regarding aging in place and plans on gathering information about needs of older town residents. A discussion with suggestions followed:

- Encouraged the use of services the Town currently provides i.e., bus service to support the well-being of seniors and disabled.
- Create a database. It was discussed that a database is time consuming and some residents may not want personal information publicized.
- Coordinate efforts with the Woman's Club or the Civic Association.
- Use a block or Ward approach in getting the names of residents in need.
- Obtain voter registration list. The voter registration list includes birthdays, which would help identify the elderly.
- Communicate with the older residents through the newsletter.
- Distribute an informative door hanger prior to a personal visit to the resident.
- Reach out for volunteers through the Town website.
- Encouraged the use of the Hyattsville Community Center on Adelphi Road, which can be used by University Park residents.

C. Brittney Drakeford and Bryan Barnett-Woods from Prince George's County Planning Department of Maryland National Capital Park and Planning Commission (M-NCPPC) gave a presentation of Module 3 zoning ordinance and subdivision regulations rewrite. A discussion along with questions and answers followed:

- Residents are encouraged to go online to <http://zoningpgc.pgplanning.com/> and review the draft All comments are welcome.
- The comprehensive review draft will include all public comments and this will be available in January 2017.
- The deadline for best consideration of comments is November 1 and will be included in the comprehensive review. Any comments received after this date will be considered.
- Module 1 = zones and uses; Module 2 = design standards; Module 3 = process.
- The new process will provide an opportunity to have input and to have some say on a proposed development prior to it moving further.
- Planning staff is looking into making sure that the pre-application meeting is transparent and making sure the developer provides more details for the community.
- The plan is that the zoning ordinance would be approved, but would not go into effect until approximately six months later. During this time, a procedures manual would be put together. It was suggested that the Code not go into effect until the procedures manual is out.

- Town Attorney Suellen Ferguson suggested that the pre-application include a certain amount of specificity as to what kind of variances will be needed. It should not be generalized, since this is not useful.
- It was suggested that the pre-application process be tested.
- Town Attorney asked that this presentation focus on: 1) in what ways will the Town and its residents be able to participate? 2) how is our ability to participate going to be reduced or removed? 3) what about these procedures is going to make it better for the Town and its residents to make their views known and have some kind of impact? 4) what is it that's here that reduces our ability to comment and what are the procedures for handling by-right and then other development with that focus?
- A Councilmember stated that we are not that interested in making it easy for developers. We want to make sure the development is right and in the right place. The development needs to be transparent and the community needs to be involved substantially at useful parts of the process.
- A resident highly recommended that the procedures manual be vetted by the public before it is passed.
- Major site plans are required to do a pre-application meeting with a neighborhood, while pre-application meetings are encouraged but not required for minor site plans.
- Residential: 0-10 units is direct permit, 11-75 units is a minor site plan and more than 75 units is a major site plan. Commercial: 100,000 square feet or more is a major site plan, less than 100,000 square feet is a minor site plan. Feedback is showing that the threshold is what needs to be changed.
- If an appeal is made, the public must be notified of the decision standing for all the minor site plans. Bryan Barnett-Woods was not sure how the public would be notified, but said he would follow up with the answer.
- If the minor site plan is appealed, it is brought to the Planning Board who would appeal it as an appellate body, so they would look to see if the law was followed.
- A concern was expressed about how you just have an appellate review of a record that is just administrative with no taking of testimony.

7. PUBLIC COMMENT

None.

8. NEW BUSINESS

A. Recognize the contribution of Kerry (Butch) Hall and the important role he has served.

Motion: To adopt Resolution 2016-R-07, proclaiming congratulations to Kerry (Butch) Hall on the occasion of his retirement and declare November 1, 2016 Kerry (Butch) Hall Day in University Park.

Moved by: Mr. Cron

Yea: 6

Seconded by: Mr. Gekas

Nay: 0

Abstain: 0

9. APPROVAL OF MINUTES: *October 03, 2016*

Moved by: Mr. Alvarez

Yea: 5

Seconded by: Mr. Thompson

Nay: 0

Abstain: 1 (Gekas)

10. DEPARTMENT AND COUNCIL REPORTS

A. MAYOR'S REPORT

- Chair of the Stream Committee Dana Shea has stepped down. Mayor Carey is in search of his replacement.
- There is an Ethics Commission vacancy. The Mayor has several names, but Councilmembers are invited to suggest appointees.
- The Maryland Municipal League Fall Conference went very well.

B. COUNCIL REPORTS

None

C. REPORT FROM THE TOWN ATTORNEY ~ *Suellen Ferguson*

None

D. REPORT FROM THE TOWN CLERK ~ *Tracey Toscano*

None

E. REPORT OF THE TOWN TREASURER ~ *Dan Baden*

September 2016 Treasurer's Report was distributed.

F. REPORT ON POLICE DEPARTMENT ACTIVITIES ~ *Chief Wynnyk*

September 2016 Crime Report was distributed.

- Police Department replaced ballistic vests with assistance from a grant.
- Chief Wynnyk will be hosting a Prince George's Chiefs of Police Association Meeting next week. All are welcome to attend.
- On November 5, there will be a Public Safety Community forum to discuss current events across the country.
- The Code Compliance Officer completed 24 house inspections in September along with ten re-inspections.

G. REPORT ON THE DEPARTMENT OF PUBLIC WORKS ~ *Michael Beall*

- Pepco pruning project is complete and removal of trees has begun.
- East-West Highway paving is scheduled to begin on October 18.
- Public Works hired a mechanic on September 22.
- Mr. Beall will soon be scheduling the contractor for the Van Buren bridge project.
- Leaf season starts on November 1.
- The planting at the Veteran's Memorial is almost completed.
- After reviewing the bid for the path project, a decision was made to return the \$20,000 grant.
- When the pension plan was passed in 2009, the Town anticipated the retirement of certain individuals. 4 individuals will have retired from the Public Works Department as of November 1, 2016.
- Recycling of electronics and paper shredding will take place on Saturday, October 22 at University Park Elementary School.

11. ADJOURNMENT by consent at 10:05 p.m.