



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

**UNIVERSITY PARK ELEMENTARY SCHOOL
4315 UNDERWOOD STREET**

7:30 p.m.

August 14, 2017

MINUTES

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

Present: Mr. Thompson, Mr. Schultz, Mr. Hess, Ms. Verrill, Mr. Caskey, Ms. Wells, Mr. Alvarez
Absent: None
Excused: None

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

3. APPROVAL OF THE AGENDA

Moved by: Mr. Thompson
Yea: 7

Seconded by: Mr. Alvarez
Nay: 0 **Abstain:** 0

4. PERMITS

**A. BUILDING PERMIT APPLICATION TO REPLACE EXISTING 4' FENCE AND ADD A
NEW SECTION**

(Eliana and Campbell Bolton-Wilson, 6711 Queens Chapel Road) Ward 3

Motion: To approve the request for a building permit to replace existing 4' fence and add a new section of fence located on Lot 9, Block 16 and Section 3 at 6711 Queens Chapel Road.

Moved by: Mr. Hess
Yea: 7

Seconded by: Ms. Wells
Nay: 0 **Abstain:** 0

**B. BUILDING PERMIT APPLICATION TO REPLACE EXISTING FRONT AND BACK
WALKWAYS AND LANDINGS**

(Mickey Parish and Ronnie Roerig, 6902 Wells Parkway) Ward 7

Motion: To approve the request for a building permit to replace existing front and back walkways and landings located on Lot 6 and Block 42 at 6902 Wells Parkway.

Moved by: Mr. Alvarez
Yea: 7

Seconded by: Ms. Verrill
Nay: 0 **Abstain:** 0

C. SPECIAL UTILITY PERMIT FOR WASHINGTON GAS

Motion: To approve the special utility permit application for Washington Gas to replace six residential gas services within the public right(s)-of-way on Tennyson Road, Queen’s Chapel Road, 41st Avenue and Adelphi Road.

Moved by: Ms. Wells
Yea: 7

Seconded by: Mr. Hess
Nay: 0 **Abstain:** 0

**D. BUILDING PERMIT APPLICATION TO REMOVE AND REPLACE THREE BASEMENT WINDOWS AND WELLS
(Laura Kennel, 6609 Wells Parkway) Ward 4**

Motion: To approve the request for a building permit to remove and replace 3 basement windows and wells with deeper egress windows and wells located on Lot 19, Block 22 and Section 7 at 6609 Wells Parkway.

Moved by: Ms. Verrill
Yea: 7

Seconded by: Mr. Alvarez
Nay: 0 **Abstain:** 0

**E. BOARD OF ZONING APPEALS: Variance Request V-92-17
(Rebecca and Allendra Letsome/Rosezella Canty-Letsome, 3905 Beechwood Road) Ward 6**

Zoning Ordinance Section 27-442(c)(Table II) prescribes that not more than 30% of the net lot area shall be covered by buildings and off-street parking. A variance of 3.5% net lot coverage is requested for Lot 3 and Block 33 at 3905 Beechwood Road by the applicant.

Motion: To support the application by Rebecca and Allendra Letsome/Rosezella Canty-Letsome for a variance of 3.5% net lot coverage, so as to validate existing conditions and enable construction of a one-story addition with handicapped ramp on Lot 3 and Block 33 at 3905 Beechwood Road, and authorize the Mayor to send a letter to the Board of Zoning Appeals stating the Council’s position. The Council’s position is based on the following criteria:

- (1) A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions; and
- (2) The strict application of this Subtitle will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property; and
- (3) The variance will not substantially impair the intent, purpose, or integrity of the General Plan or Master Plan.

Moved by: Ms. Wells
Yea: 7

Seconded by: Mr. Alvarez
Nay: 0 **Abstain:** 0

PUBLIC COMMENT: A neighbor expressed her concern that the addition to 3905 may diminish her own property value.

5. PUBLIC COMMENT

None

6. NEW BUSINESS

A. PLAYGROUND DESIGN PROPOSAL

Motion: To approve the design for the new multi-age playground adjacent to Wells Parkway near the 911 Memorial as recommended by the Committee on Public Facilities and Services and authorize its purchase and installation per the design.

Moved by: Mr. Thompson
Yea: 7

Seconded by: Mr. Hess
Nay: 0 **Abstain:** 0

B. CONTRACT FOR PLAYGROUND PURCHASE AND INSTALLATION

Motion: Per Section 2-105 (b) of the Town Ordinances, to override sealed bid procedures for good cause and award a contract to Cunningham Recreation for purchase and installation of a new multi-age playground following the design approved by the Council and at the site approved, and to authorize the Mayor and Town Attorney on the behalf of the Town to negotiate and sign a contract for such purchase and installation. Good cause to override the established sealed bid procedure has been demonstrated in that the awarded proposal reflects a further \$ 56,534 GameTime Matching Funds Grant discount from the U.S. Communities Contract (“Contract”) for selected play structures, and further vendor discounts of \$3,160 for installation costs. The Contract is a competitively bid contract between Playcore Wisconsin, Inc. d/b/a GameTime, a corporation doing business in Maryland, and the City of Charlotte, North Carolina in response to a Request For Proposals (RFP #269-2017-028) for Playground Equipment, Outdoor Fitness Equipment, Surfacing, Site Accessories and Related Products and Services solicited on January 25, 2017 and awarded on May 8, 2017.

Moved by: Mr. Thompson
Yea: 7

Seconded by: Ms. Wells
Nay: 0 **Abstain:** 0

C. PARTICIPATION IN THE LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM

Motion: To approve the Town’s participation in the LUCA Program, with the execution of the agreements with Census to conduct LUCA activities, and the data security affidavits as required.

Moved by: Ms. Wells
Yea: 7

Seconded by: Mr. Hess
Nay: 0 **Abstain:** 0

D. AWARD CONTRACT FOR REPAIR OF FALKENBERG PEDESTRIAN BRIDGE

Motion: Per Section 2-105 of Town Code, to award the bid for repair of the Falkenberg pedestrian bridge to Ornametals, Inc., 1400 Marblewood Avenue, Capitol Heights, Maryland following a sealed bid solicitation of proposals (UP-2017-03), and to authorize the Mayor and Town Attorney to negotiate and sign a contract with Ornametals, Inc. for such repair.

Moved by: Mr. Hess
Yea: 7

Seconded by: Ms. Wells
Nay: 0 **Abstain:** 0

E. INTRODUCTION OF LEGISLATIVE RESOLUTION 17-O-06: AMENDING TOWN CODE REGARDING EMERGENCY EGRESS FROM SLEEPING ROOMS

Motion: To introduce LR 2017-O-06 to amend Town Code section 13-217 requiring every sleeping room to have at least one openable window or exterior door approved for secondary emergency egress or rescue. A single means of egress may be approved by the Town in cases of fireproof construction and other approved circumstances.

The earliest this resolution may be considered is at the September 11, 2017 Council meeting.

Moved by: Mr. Thompson
Yea: 7

Seconded by: Mr. Hess
Nay: 0 **Abstain:** 0

7. APPROVAL OF MINUTES: July 24, 2017

Moved by: Mr. Hess
Yea: 6

Seconded by: Mr. Caskey
Nay: 0 **Abstain:** 1 (Alvarez)

8. DEPARTMENT AND COUNCIL REPORTS

A. MAYOR'S REPORT

- Mayor Carey and Mickey Beall met with a representative from the State Highway Administration to address some issues along Baltimore Avenue: drainage at Wells Parkway, maintaining clear passage the sidewalk north of Town Hall, and the signal at Van Buren.
- The Mayor was reappointed to the Maryland Municipal League's Legislative Committee. The first meeting is scheduled for August 30, 2017.
- The Open Meetings Class is scheduled for September 12 in Gaithersburg, MD.
- Mayor Carey will be graduating from the Academy for Excellence with Local Governance at the University of Maryland on September 24, 2017. Tracey Toscano, Town Clerk is already a graduate.
- The Maryland Municipal League Fall Conference is scheduled for October 12-14 in Rockville, MD. Mayor Carey encouraged Councilmembers to attend.
- The Town received confirmation that University Park has been granted \$262,000 in a Community Parks and Playground Grant to construct a new playground.
- Mayor Carey was informed that University Park will not receive the Circuit Rider Grant from the Public House and Community Development. This money was going to be used for a part-time Town Manager position. The Mayor stated that it is important to have a Town Manager and will discuss this topic in the future and plans to make Town Manager one of the budget initiatives in the Fiscal 2019 budget.
- Topics of discussion for the fall Council meetings will be schools and Town Hall.

B. COUNCIL AND COMMITTEE REPORTS

Development Overview Committee - Ms. Wells

The Committee is scheduled to meet on Wednesday, August 16, 2017 at 7:30 p.m. at Town Hall.

Trees, Parks and Environment Committee- Mr. Alvarez

The Committee is scheduled to meet on Wednesday, August 16, 2017 at 6:30 p.m. at Town Hall.

Policy, Rules and Municipal Structure Committee - Ms. Verrill

The Committee is scheduled to meet on August 23, 2017 from 7:00-8:30 p.m. at Town Hall.

Mr. Hess, Ward 3

- Mr. Hess expressed concern about the couch at 6712 44th Avenue.
- He recommends that the trash bin that was recently removed from the Tot Lot be placed behind the bulletin board to avoid trash being accumulated.
- Mr. Hess expressed concern that the burned down house along Baltimore Avenue still does not have a tarp on it.

Responses:

1) The couch has been removed.

2) No action will be taken at this time with moving the trash can. Council agreed to wait and see if there is an issue with accumulation of trash.

3) A tarp will not work on the house since there is no roof. The owners plan to demolish the house.

C. REPORT FROM THE TOWN CLERK ~ Tracey Toscano

- Ms. Toscano thanked those who registered for the Open Meetings Class.
- Ms. Toscano informed Councilmembers that City Hall Selfie Day is August 15 and asked those who come by Town Hall to take a selfie and send it to the Mayor.

D. REPORT FROM THE CHIEF OF POLICE~ Chief Wynnyk

July 2017 Crime Report was distributed.

- Chief reported Corporal Stennett was promoted to Sergeant.
- Five candidates were interviewed for the Administrative Assistant position. The plan is to make an offer for the position on August 15.
- The principal for University Park Elementary School informed Chief Wynnyk that they will not have a crossing guard this year. The police department will assist as much as possible.
- Chief reported on Code Enforcement: 1) Mr. Craig Brown is in contact with the homeowner on Baltimore Avenue regarding the burned down house. 2) There are a few re-inspections for rental properties. 3) Chief Wynnyk reminded the Council that any code enforcement issues can be sent directly to Craig Brown.

F. REPORT FROM THE DIRECTOR OF PUBLIC WORKS ~ Michael Beall

- There was a discussion of the possibility of the State Highway Administration (SHA) paying the Town of University Park to take care of the maintenance along East West Highway and Baltimore Avenue. This would involve mowing and keeping the sidewalks clear.
- A contract has been awarded to reconstruct the stormwater inlet at the intersection of Wells Parkway and Baltimore Avenue. This project will also include adding a second inlet between Wells Parkway and Tuckerman Street. The design has been reviewed with a State Highway Administrative representative. This project should begin no later than the spring of 2018.
- Mr. Thompson expressed his concern about the high water issue along Sheridan Street and Baltimore Avenue. Mr. Beall said that this intersection was a part of their discussion with SHA.
- The uneven pavement on Underwood will be repaired by Washington Gas in the near future.
- In reference to the cemetery, the volunteer and photographer are scheduled to come to University Park to document and repair all of the headstones on August 26.
- A volunteer is scheduled to come and give her professional advice on the cemetery.
- The Public Works tractor was sold for \$22,000. The new piece of equipment, skid steeter, arrived

last week.

G. REPORT FROM THE TOWN TREASURER ~ *Dan Baden*
July 2017 Treasurer's Report was distributed.

9. ADJOURNMENT by consent at 10:00 p.m.