MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
June 1, 2020
REGULAR SESSION

The Council meeting will be conducted entirely remotely with no in-person meeting attendance.
To join the Council meeting through a video conference, please use the link below.
Join Meeting: https://us02web.zoom.us/j/86439977540?pwd=Y0pLWHRJTGxabi85QXQycFd4YkY1UT09
To join with audio only: +1 301 715 8592 US
Meeting ID: 864 3997 7540
Password: 603049

Public Participation:
Participants who join the video/audio conference will be muted and video turned off during the meeting except for Mayor, Council and staff. Participants will have the opportunity to speak during Public Comment - agenda item #6. During that time, all participants will be taken off mute. If you would like to make a comment, please state your name and Mayor Carey will call on you to speak. Public comments will be limited to three minutes.

Public comments or questions may also be made by emailing the Town Clerk Andrea Marcavitch at amarcavitch@upmd.org. All electronic comments must be submitted by 6 p.m. on June 1, 2020. Comments received will be read by the Town Clerk during public comment.

A closed session has been called to begin at 7 p.m. to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluations of appointees, employees, or officials over whom it has jurisdiction; or (ii) any other personnel matter that effects one or more specific individuals.

REVISED AGENDA

1. **CALL TO ORDER:** ***Mayor Carey***

Present:	Brosch	**Absent:**	Brosch
	Schultz		Schultz
	Morrissey		Morrissey
	Verrill		Verrill
	Caskey		Caskey
	Wells		Wells
	Stephen		Stephen

2. **PLEDGE OF ALLEGIANCE** – Mayor Carey

3. APPROVAL OF THE AGENDA

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

4. CONSENT AGENDA

Motion: To approve the following consent agenda item.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

A. BUILDING PERMIT APPLICATION TO REPLACE 4' FENCE
(Robert Cox and Monica Hesse, 4302 Tuckerman Street) Ward 1
To replace 4' fence located on Lots 12-14, Block 6 and Section 1 at 4302 Tuckerman Street.

B. BUILDING PERMIT APPLICATION TO ADD TWO-STORY ADDITION
(Kevin Cheek, 4433 Wells Parkway) Ward 3
To demo garage and add a 19'x 22' two-story addition located on Lot 10 and Block 3 at 4433 Wells Parkway.

C. BUILDING PERMIT APPLICATION TO REPLACE SHED
(Nicholas Pyenson, 4009 College Heights Drive) Ward 6
To replace existing shed with a 12'6"x 10'1" shed located on Lot 5, Block 34 and Section 7 at 4009 College Heights Drive.

5. PERMITS

A. PUBLIC HEARING

Section 4-115. <u>Special Exceptions</u>
The Common Council may consider an application for a special exception based upon a particular case or situation, and may approve the application provided that there is a showing of hardship, unique topography, unusual circumstances or safety considerations that warrant an exception. Special exceptions shall be granted by the Council only if it finds that such exception:

(a) will not adversely affect the public health, safety, welfare or interest, nor the reasonable use of adjoining properties;
(b) will not violate any covenants applicable to the property;
(c) can be granted without substantial impairment of the purpose and intent of the Town building regulations;
(1) will not interfere with or obstruct the visibility of motorists or cyclists; and
(2) will not unduly impede the enforcement of any other applicable law. (Revised, effective December 12, 1989, February 28, 1998)

BUILDING PERMIT APPLICATION WITH SPECIAL EXCEPTION FOR A 6' FENCE
(John Perhonis and Kathy Karlson of 4330 Clagett) Ward 5

A request has been made for a building permit to install a 120' section of non-conforming 6' fence on the side and rear property lines located on Lot 7 and Block 26 at 4330 Clagett. This requires a Special Exception per Section 4-115 Sub-sections A-E of the Town Code. To approve a Special Exception, Council must make the requisite findings.

Motion:

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

B. SPECIAL UTILITY PERMIT: PEPCO VEGETATION MANAGEMENT FOR TREE REMOVAL

Motion: To approve Special Utility Permit for Pepco SP-2020-01 to remove trees listed in Appendix A from the Town right-of-way as itemized on the permit and with the conditions as proposed.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

C. SPECIAL UTILITY PERMIT: PEPCO VEGETATION MANAGEMENT FOR TREE PRUNING

Motion: To approve Special Utility Permits for Pepco SP-2020-02 to prune trees from the Town right-of-way as itemized on the permit and with the conditions as proposed.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

6. PUBLIC COMMENT

7. CONTINUING BUSINESS

A. FY2020 PUBLIC WORKS BUDGET TRANSFER

Motion: To transfer $3,000 from Public Works line item 6410-04, *Snow Removal,* to Public Works line item 6580-05, *Vehicle Maintenance,* to cover higher than anticipated costs.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

Two readings required for approval. This is the second reading.

B. ADOPTION OF LEGISLATIVE RESOLUTION 20-O-05: AMENDMENT OF THE FISCAL YEAR 2020 BUDGET – COVID-19 FUNDING (*Second Reading*)

Motion: To adopt Legislative Resolution 20-O-05 amending the Fiscal Year 2020 Budget to establish a new revenue line item to receive COVID-19 funding from Prince George's County, and a new expenditures line item for authorized COVID-19 expenditures from that funding source.

The earliest date this motion may be considered for passage is June 1, 2020.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

C. ADOPTION OF EMERGENCY LEGISLATIVE RESOLUTION 20-O-06: AMENDING CHAPTER 13, ARTICLE 2, SECTION 13-203 *RENTAL PROPERTY LICENSE AND RENEWALS*

Motion: To adopt emergency Legislative Resolution 20-O-06 to amend Chapter 13 "Housing", Article 2, "Rental Housing Code", Section 13-203, "Rental property license and renewals" of the Code of Ordinances of the Town of University Park to allow a required inspection to be postponed or altered in scope by resolution of the Mayor and Council.

The earliest date this motion may be considered for passage is June 1, 2020.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

8. NEW BUSINESS

A. APPROVE AMENDMENT TO UPPD GENERAL ORDER SECTION 400.1, *FIREARMS*

Motion: To approve amendment of the General Order Manual revising section 400.1, *Firearms* to change the patrol rifle authorized for use from one which is personally owned to one which is issued by the University Park Police Department.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

B. APPROVE AMENDMENT TO UPPD GENERAL ORDER BY ADDING SECTION 604.0, *POLICE SPECIALTY CERTIFICATION PAY BONUS*

Motion: To approve amendment of the General Order Manual by adding new section 604.0, *Police Specialty Certification Pay Bonus* to establish requirement eligibility for officers to a receive Police Specialty Certification Pay Bonus which enhances the officer's skill level, job readiness and professional development, and creates value for the University Park Police Department and the Town of University Park.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

C. POLICE, TRAFFIC AND PUBLIC SAFETY COMMITTEE RECOMMENDATION

Motion: On recommendation of the Police, Traffic and Public Safety Committee to authorize the Director of Public Works to obtain quotes from three or more engineering firms with rideable contracts for design and engineering of Queens Chapel Road and, if desirable, to complete all additional design work required for the later stages of the project.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

D. RESOLUTION 2020-R-04: TO AUTHORIZE USE OF RENTAL INSPECTION CHECKLIST

Motion: To adopt Resolution 2020-R-04 to authorize the use of a Rental Inspection Checklist to be completed by the homeowner or property manager in lieu of an on-site inspection by the Code Compliance Officer.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

E. REVISE TOWN ADMINISTRATOR'S EMPLOYMENT AGREEMENT

Motion: To revise the Town Administrator's employment agreement allowing an increase from 20 hours per week to 24 hours per week.

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

F. MUNICIPAL AUTHORITY
Discussion regarding municipal authority legislation.

Motion:

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

9. APPROVAL OF MINUTES: *May 18, 2020*

Moved by: **Seconded by:**

Yea: **Nay:** **Abstain:**

10. MAYOR AND COUNCIL REPORTS

A. MAYOR'S REPORT

B. TOWN ADMINISTRATOR'S REPORT

C. COUNCIL AND COMMITTEE REPORTS

11. ADJOURNMENT

**** A Closed Session has been called ****

Agenda Item 4A
Cox/Hess Building Permit Application

Building Permit Application

♦The Town of University Park ♦

An incorporated municipality in Prince George's County, Maryland Town Hall, 6724 Baltimore Avenue, University Park, Maryland 20782 ***Phone****: (301) 927-4262* ***Fax****: (301) 277-4548* ***Email:*** *townhall@upmd.org*

For Office Use Only
Ward # 1 Date Received: 5/20/20
Permit Application: Approved [ ]
Rejected [ ]
Check/Cash Amt.: $10.00
Permit Number: _____
Date Issued: _____

Name of Applicant(s): **Robert Cox and Monica Hesse**

Telephone Number: **(202) 374-9602** Home **(202) 629-7866** Cell

Email: robdotcox@gmail.com

Street Address of Property: 4302 Tuckerman Street

Lot Number: **parts of 12-14** Block Number: **6** Section Number: **1**

Person/Company Doing the Work: **Robert Cox**

Address/Phone: **4302 Tuckerman Street / 202-374-9602**

Signature of Property Owner: Robert Cox Date: 5/20/2020

Description of Work

Check all that apply:

[x] **Fence**: Height: 4' , Material: Wood or metal , Style: _____

[ ] **Outbuilding**: Dimensions: _____ , Height at Apex: _____

Materials: _____

[ ] **Other**: (*Please Specify*):

Dimensions: _____ , Height at Apex: _____

Materials: _____

Please Specify Reason for Structure:

Replacement of current wire fence.

[ ] **POD or Dumpster** (check one) Unit will be placed on the property: _____ or on the street: _____

Dates the unit will be delivered: _____ picked up: _____

Permit and Non-Refundable Filing Fee Paid **($10 + 10% of County permit fee (if applicable))**= $10

Caution: *To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.*

Revised 5/2012

CONSUMER INFORMATION NOTES:

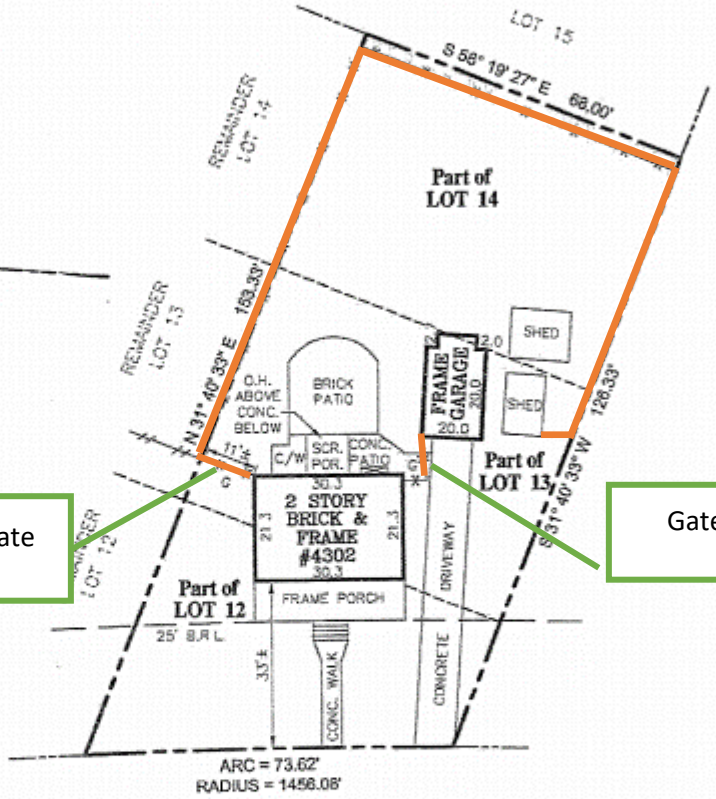
1. This plan is a benefit to a consumer insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing.
2. This plan is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements.
3. This plan does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or re-financing.
4. Building line and/or Flood Zone information is taken from available sources and is subject to interpretation of originator.
5. No Title Report furnished.

Notes:

1. Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 1 foot.
2. Fences have been located by approximate methods.
3. Total Area = 9,180 S.F. per Tax Records.

X Robert Cox

X Monica Hesse



STATE OF MARYLAND
JEFFREY A. FOSTER
REG. NO. 587
PROPERTY LINE SURVEYOR

TUCKERMAN STREET
(50' R/W)

LOCATION DRAWING
Parts of LOTS 12-14, BLOCK 6
SECTION ONE
UNIVERSITY PARK
PRINCE GEORGE'S COUNTY, MARYLAND

SURVEYOR'S CERTIFICATE	REFERENCES		
"THE INFORMATION SHOWN HEREON HAS BEEN BASED UPON THE RESULTS OF A FIELD INSPECTION PURSUANT TO THE DEED OR PLAT OF RECORD. EXISTING STRUCTURES SHOWN HAVE BEEN FIELD LOCATED BASED UPON MEASUREMENTS FROM PROPERTY MARKERS FOUND OR FROM EVIDENCE OF LINES OF APPARENT OCCUPATION."	PLAT BK. 2 PLAT NO. 69	SNIDER & ASSOCIATES LAND SURVEYORS 20270 Goldenrod Lane, Suite 110 Germantown, Maryland 20876 301/948-5100, Fax 301/948-1286	
Jeffrey A. Foster MARYLAND PROPERTY LINE SURVEYOR REG. NO. 587 Expires: 04-02-2017	LIBER 9391 FOLIO 727	DATE OF LOCATIONS WALL CHECK: HSE. LOC.: 1-10-17	SCALE: 1" = 30' DRAWN BY: K.W.L. JOB NO.: 94-0080

2017 - 20

Supplemental information regarding fence permit application at 4302 Tuckerman St

We are currently deciding between a wood or a metal fence.

If wood is used, this would be the fence style (scalloped):

If metal is used, this would be the fence style:

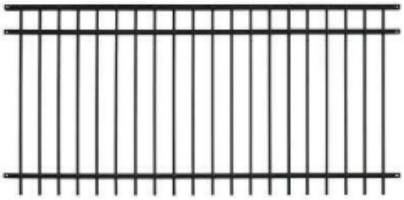


Photo of section of current fence to be replaced:

Agenda Item 4B
Cheek Building Permit Application

Building Permit Application

♦The Town of University Park ♦

An incorporated municipality in Prince George's County, Maryland
Town Hall, 6724 Baltimore Avenue, University Park, Maryland 20782
***Phone:** (301) 927-4262 **Fax:** (301) 277-4548 **Email:** townhall@upmd.org*

For Office Use Only
Ward # 3 Date Received: 5/27/20
Permit Application: Approved [ ]
Rejected [ ]
#403
Check/Cash Amt.: $135.90
Permit Number: _____
Date Issued: _____

Name of Applicant(s): KEVIN CHEEK

Telephone Number: (240) 601-4245 Home (301) 943-2845 Cell

Work: _____ Email: KEVINCHEEK9@AOL.COM

Street Address of Property: 4433 WELLS PARKWAY UNIVERSITY PARK MD 20782

Lot Number: 10 Block Number: 3 Section Number: 01

Person/Company Doing the Work: KEVIN CHEEK

Address/Phone: 4433 WELLS PARKWAY UNIVERSITY PARK MD 20782

Signature of Property Owner: [signature] Date: 5-10-20

Description of Work

Check all that apply:

[ ] **Fence:** Height: _____, Material: _____, Style: _____

[ ] **Outbuilding:** Dimensions: _____, Height at Apex: _____

Materials: _____

[X] **Other:** *(Please Specify)*: Addition

Dimensions: 22 x 19, Height at Apex: 26 ft

Materials: Concrete siding, wood, brick, concrete.

Please Specify Reason for Structure: 1 BEDROOM + 1 OFFICE, 1 MUDROOM

[✓] **POD or Dumpster** (check one) Unit will be placed on the property: _____ or on the street: ✓

Dates the unit will be delivered: TBD picked up: _____

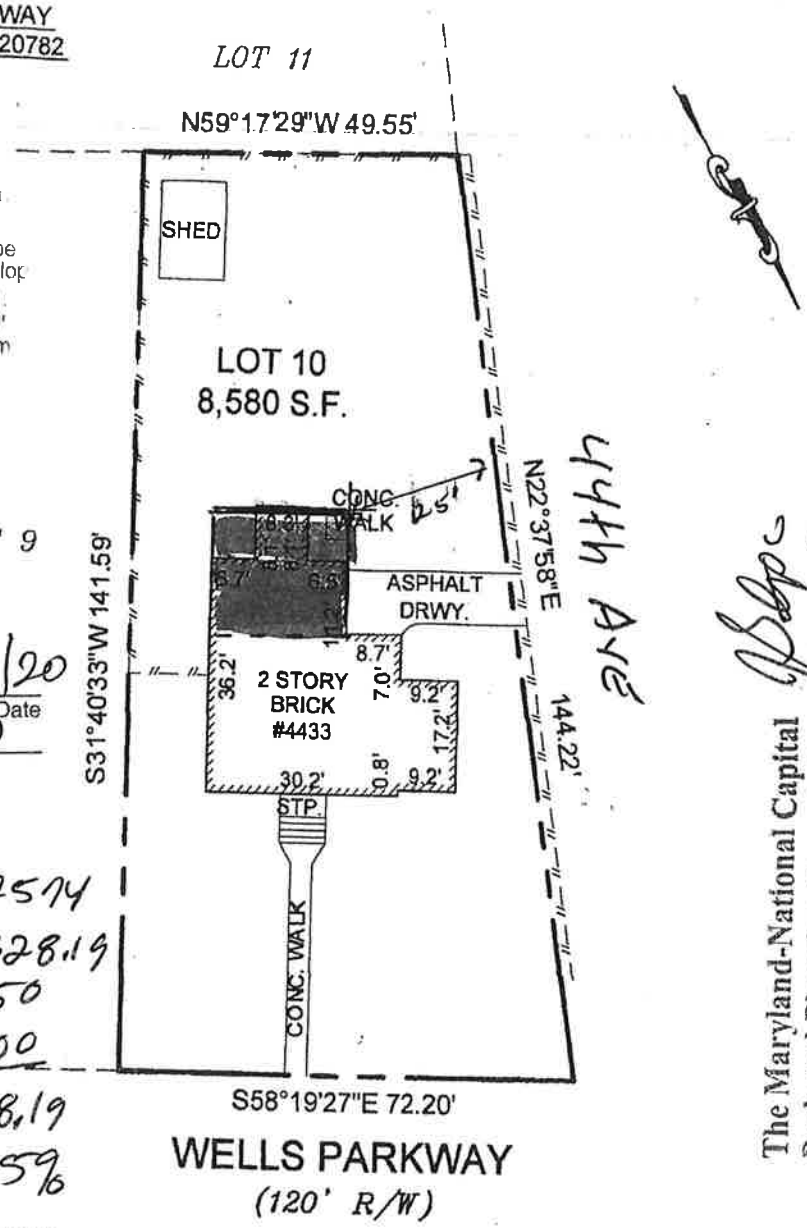
Permit and Non-Refundable Filing Fee Paid **($10 + 10% of County permit fee (if applicable))**= $ 135.90

Caution: *To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.*

Revised 5/2012

MARYLAND WASHINGTON, D.C. VIRGINIA

ADDRESS: 4433 WELLS PARKWAY
HYATTSVILLE, MD 20782



444 Ave

Approved for Soils, Grading and Drainage
By: Dameely 3/11/20
Date
Permit #: 9573-2020

Zoned R-55
30% lot coverage = 2574
House & Addition = 1328.19
10x15 Shed = 150
8x25 Ornamental = 200
1678.19
or 19.5%

The Maryland-National Capital Park and Planning Commission
APPROVED
PERMIT # 9573-2020-R6UA
OK to demo garage & add 22x19 2-story addition
3-11-2020

NOTES:
1. THIS IMPROVEMENT LOCATION DRAWING:
   A. IS OF BENEFIT TO A CONSUMER ONLY INSOFAR AS IT IS REQUIRED BY A LENDER OR A TITLE INSURANCE COMPANY OR ITS AGENT IN CONNECTION WITH CONTEMPLATED TRANSFER, FINANCING OR REFINANCING;
   B. IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OR LOCATION OF FENCES, GARAGES, BUILDINGS, OR OTHER EXISTING OR FUTURE IMPROVEMENTS; AND
   C. DOES NOT PROVIDE FOR THE ACCURATE IDENTIFICATION OF PROPERTY BOUNDARY LINES, BUT SUCH IDENTIFICATION MAY NOT BE REQUIRED FOR THE TRANSFER OF TITLE OR SECURING FINANCING OR REFINANCING.
2. THE LEVEL OF ACCURACY OF APPARENT SETBACK DISTANCES IS ONE FOOT, MORE OR LESS.
3. THIS PLAT WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT.
4. SUBJECT TO ALL EASEMENTS ON RECORD.
5. A BOUNDARY SURVEY IS RECOMMENDED TO ACCURATELY LOCATE BOUNDARY LINES, HOUSE AND IMPROVEMENTS ON PROPERTY.

DRAWN BY: DS
FILE: #4433HLOC_2020

I HEREBY CERTIFY THAT IMPROVEMENTS ARE LOCATED AS SHOWN HEREON AND TO THE BEST OF MY INFORMATION, PROFESSIONAL KNOWLEDGE AND BELIEF, THERE ARE NO ENCROACHMENTS EXCEPT AS SHOWN.

STATE OF MARYLAND
FITZROY JERRY BERTRAND
EXPIRES: 03-14-21
No. 566
REGISTERED PROPERTY LINE SURVEYOR

FITZROY J. BERTRAND
SURVEYOR

3/9/2020
DATE

LOCATION DRAWING
LOT 10: BLOCK 3
UNIVERSITY PARK
PLAT: #2 @ 69
PRINCE GEORGE'S COUNTY, MARYLAND
SCALE: 1" = 30' DATE: 3/9/20

REAL ESTATE SURVEYORS & DEVELOPERS, LLC
Residential, Commercial, Industrial and Land
WWW.RESDLLC.COM
LAUREL LAKES EXECUTIVE PARK
8325 CHERRY LANE
LAUREL, MARYLAND 20707
TEL: (301)604-3105 FAX: (301)604-3108

4433 WELLS PKWY HYATTSVILLE 20782 CASE NUMBER : 9573-2020-00

PRINCE GEORGE'S COUNTY

PERMIT

ISSUANCE DATE : May-22-2020

EXPIRATION DATE :

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900

PROPERTY OWNER

KEVIN L CHEEK
4433 WELLS PKWY
HYATTSVILLE, MD 20782 (240) 601-4245

CONTRACTOR

KEVIN L CHEEK
4433 WELLS PKWY
HYATTSVILLE, MD 20782 (240) 601-4245
LICENSE NUMBER:

OCCUPANT

ARCHITECT

TYPE OF PERMIT : **DPIE RGUW**
WORK DESCRIPTION : **demo garage and add 19' x 22' 2-story addition**
EXISTING USE : **SFD**
USE (MNCPPC ZONING) : **DWELLING/SINGLE FAMILY DETACH**
SUBDIVISION : **UNIVERSITY PARK**

OWNERSHIP :		HEIGHT FT :	26			ELECTRICITY :	
LIBER :	00000	WIDTH FT :	22		418	CENTRAL A/C :	
FOLIO :	000	DEPTH FT :	19	OCCUPANCY LOAD :		ELEVATOR :	
ED/ACCT NO. :	19 / 2123909	NO STORIES :		SITE CERTIFICATE :		ESCALATOR :	
LOT :	10	DWELL UNTS :		STRUCTURE CERT :		BASEMENT :	
BLOCK :	3	PARKING SP :	0	SEWER :	WSSC	BOILER NUMBER :	
TAX MAP :	042	LIVE LOAD :		WATER :	WSSC	CBCA :	N
SCD :		USE GROUP :		HEATING :		HISTORICAL :	N
SPEC EXCEPT :		TYPE CONST :		PARCEL :		SIGN NUMBER :	

Conditions

As outlined in County Code Subtitle 4-111 no work shall be performed during the hours of 9:00 p.m. to 7:00 a.m., unless work is performed pursuant to Section 4-120 of this Subtitle .

Only the Licensed Contractor or Homeowner, named on the Permit as contractor, is permitted to perform the scope of work on the permit at the address specified.

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

THIS PERMIT IS VOID SIX (6) MONTHS FROM DATE ISSUED IF CONSTRUCTION HAS NOT STARTED, HAS BEEN SUSPENDED OR DISCONTINUED UNLESS OTHERWISE INDICATED

Melinda Bolling

Melinda Bolling

INSPECTION AREA :

INSPECTION APPROVALS

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

Friday, May 22, 2020
DPIE Status

Permit Inspection ePayments

Permit ePayments (Single Case)

eCheck/ACH payments will incur a service fee of $1.50.
Visa Consumer Debit Transactions will incur a service fee of $3.95 (flat fee).
All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.

* Permit Number : [ ] - [ ] - [ ]

Example: 1001 - 2013 - 00

Fields marked with an asterisk * are required.

Track Fee Status

Permit Details:

Permit Number :	**9573-2020-00**
Permit Name :	**CHEEK ADDITION**
Address :	**4433 Wells Pkwy.Town Of University Park Hyattsville, 20782**
Permit Type :	**DPIE RGUW**
Permit Use Type :	**Single Family**
Work Description :	**demo garage and add 19' x 22' 2-story addition**

Permit/Case Fees Details:

Select	Fees Description	Fee Date	TOTAL FEE	Status
	PARK AND PLANNING	Mar 04, 2020	$5.00	PAID
	GRADING	Mar 11, 2020	$42.00	PAID
	STORMDRAIN TECHNICAL REVIEW	Mar 11, 2020	$157.50	PAID
	U&O 1&2 FAMILY DWELLING	May 12, 2020	$89.25	PAID
	ADDITION/MISC RESIDENTIAL	May 12, 2020	$912.50	PAID

*Telephone Number: [ ]
(111-111-1111)

Process Payment Cancel Payment

Location

9400 Peppercorn Place, Largo, Maryland 20774

More building locations.

2013© Prince George's County, Maryland. All Rights Reserved.

Friday, May 22, 2020
DPIE Status

Permit▽ Inspection▽ ePayments▽

Permit ePayments (Single Case)

eCheck/ACH payments will incur a service fee of $1.50.
Visa Consumer Debit Transactions will incur a service fee of $3.95 (flat fee).
All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.

* Permit Number : [ ] - [ ] - [ ]

Example: 1001 - 2013 - 00

Fields marked with an asterisk * are required.

Track Fee Status

Permit Details:

Permit Number :	**9573-2020-01**
Permit Name :	**CHEEK ADDITION**
Address :	**4433 Wells Pkwy.Town Of University Park Hyattsville, 20782**
Permit Type :	**DPIE RGUW**
Permit Use Type :	**Single Family**
Work Description :	**REV PER STRUCT 00:remove garage and install 2 story addition at rear of house**

Permit/Case Fees Details:

Select	Fees Description	Fee Date	TOTAL FEE	Status
	RESIDENTIAL BLDG PRMT MODIFICATION PRIOR TO ISSUANCE	May 06, 2020	$52.50	PAID

*Telephone Number: [ ]
(111-111-1111)

Process Payment Cancel Payment

Location

9400 Peppercorn Place, Largo, Maryland 20774

More building locations.

Sitemap Privacy Policy Accessibility 2013© Prince George's County, Maryland. All Rights Reserved.

2015 IEEC CODE COMPLIANCE

[illegible]

APPLICABLE CODES

Building Code
2015 International Building Code
International Code Council

New residential construction for 1 & 2 family dwellings
2015 International Residential Code
International Code Council

Energy Efficiency commercial or residential occupancy
2015 International Energy Conservation Code
International Code Council

Mechanical Work
2015 International Mechanical Code
International Code Council

Fire Prevention Code
2014 NFPA 70
National Fire Protection Assn

Life Safety Code
2015 NFPA 101
National Fire Protection Assn

Automatic Sprinkler Systems Code
2013 NFPA 13
National Fire Protection Assn

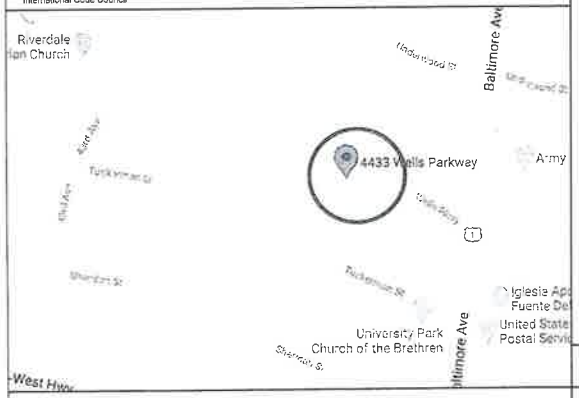
Sprinkler Systems for 1&2 Family Dwellings
2013 NFPA 13D
National Fire Protection Assn

Repairs to existing residential or commercial structures
2015 International Existing Building Code
International Code Council

Electrical Work
2014 National Electrical Code
National Fire Protection Assn

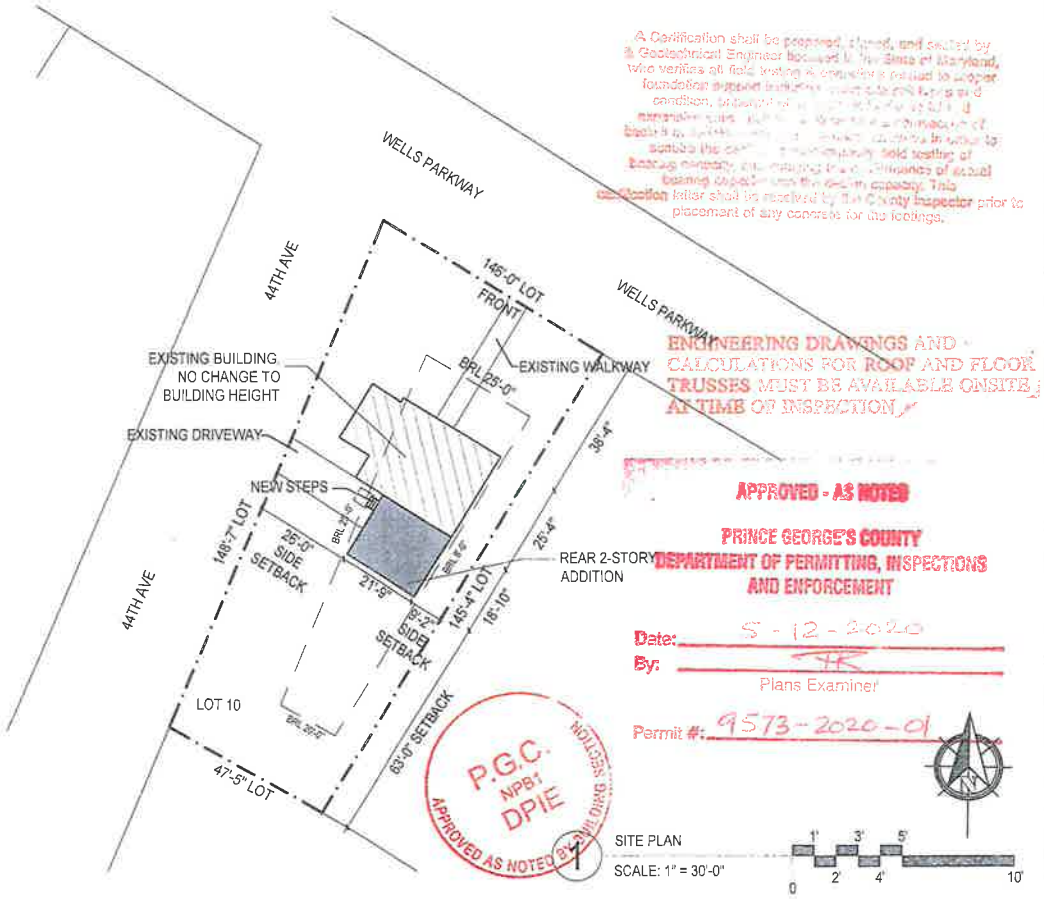
Plumbing Work
2015 International Plumbing Code
International Code Council

Fire Alarm Code
2013 NFPA 72 National Fire Alarm Code
National Fire Protection Assn



4433 WELLS PARKWAY
HYATTSVILLE, MD 20782

SINGLE FAMILY HOUSE -
2-STORY REAR ADDITION WITH SELECTIVE DEMO
OF EXISTING REAR 1-STORY FORMER GARAGE



A Certification shall be prepared, signed, and sealed by a Geotechnical Engineer licensed in the State of Maryland, who verifies all field testing & computations related to proper foundation [illegible] condition, [illegible] sealed testing of bearing capacity, [illegible] of actual bearing capacity [illegible] capacity. This certification letter shall be received by the County Inspector prior to placement of any concrete for the footings.

ENGINEERING DRAWINGS AND CALCULATIONS FOR ROOF AND FLOOR TRUSSES MUST BE AVAILABLE ONSITE AT TIME OF INSPECTION

APPROVED - AS NOTED

PRINCE GEORGE'S COUNTY
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

Date: 5-12-2020
By: TR
Plans Examiner
Permit #: 9573-2020-01

P.G.C. NPS DPIE APPROVED AS NOTED BUILDING SECTION

SITE PLAN
SCALE: 1" = 30'-0"

0 1' 2' 3' 4' 5' 10'

CONSTRUCTION TYPE
TYPE 5B - BRICK EXT WALL UNPROTECTED

IBC USE GROUP:
TYPE R-3 (SINGLE FAMILY DWELLING)

4433 WELLS PARKWAY, HYATTSVILLE, MD 20782-1126
MAP 42-GRID C2-NEIGHBORHOOD 19012480.17
SUBDIVISION 2480-SECTION 1-BLOCK 3- LOT 10

EXISTING 1-STORY GARAGE REMOVAL
AND ADD 2-STORY REAR ADDITION
SCALE: 1" = 30'-0"

PROFESSIONAL CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NUMBER 15709, EXPIRATION DATE 12/31/2020

CONTRACT DOCUMENTS MADE BY CA PREPARED BY A LICENSED ARCHITECT FOR CA FIRM

REVISIONS
1 4-4

CLIENT
MR. KEVIN CHEEK

OWNERSHIP
CHEEK KEVIN L

OWNERSHIP ADDRESS
4433 WELLS PARKWAY
HYATTSVILLE, MD 20782

AOAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

BUILDING INFORMATION

4433 WELLS PARKWAY
USE: RESIDENTIAL
PRINCIPAL RESIDENCE - YES
2-STORY SINGLE FAMILY WITH BASEMENT
PRIMARY STRUCTURE BUILT1941
LAND AREA: 8,580 SF
ABOVE GRADE LIVING AREA = 1,795 SF
COUNTY USE: 001
PLAT NO: A-0968

DRAWING LIST

0000-G=G1 TITLE SHEET & SITE PLAN
0001-AD=AD1 DEMO FIRST FLOOR PLAN
0002-AD=AD2 DEMO SECOND FLOOR PLAN
0003-AD=AD3 DEMO ROOF PLAN
0004-AD=AD4 DEMO SIDE ELEVATION
0005-AD=AD5 DEMO REAR ELEVATION
0006-AD=AD6 DEMO SIDE ELEVATION
0007-S=S1 FOUNDATION & 1ST FLR FRAMING PLAN
0008-S=S2 2ND FLOOR FRAMING PLAN
0009-S=S3 ROOF FRAMING PLAN
0010-A=A1 1ST FLOOR PLAN
0011-A=A2 2ND FLOOR PLAN
0012-A=A3 ROOF PLAN
0013-A=A4 PROPOSED SIDE ELEVATION
0014-A=A5 PROPOSED REAR ELEVATION
0015-A=A6 PROPOSED SIDE ELEVATION
0016-A=A7 SECTION
0017-A=A8 WALL BRACING INFO

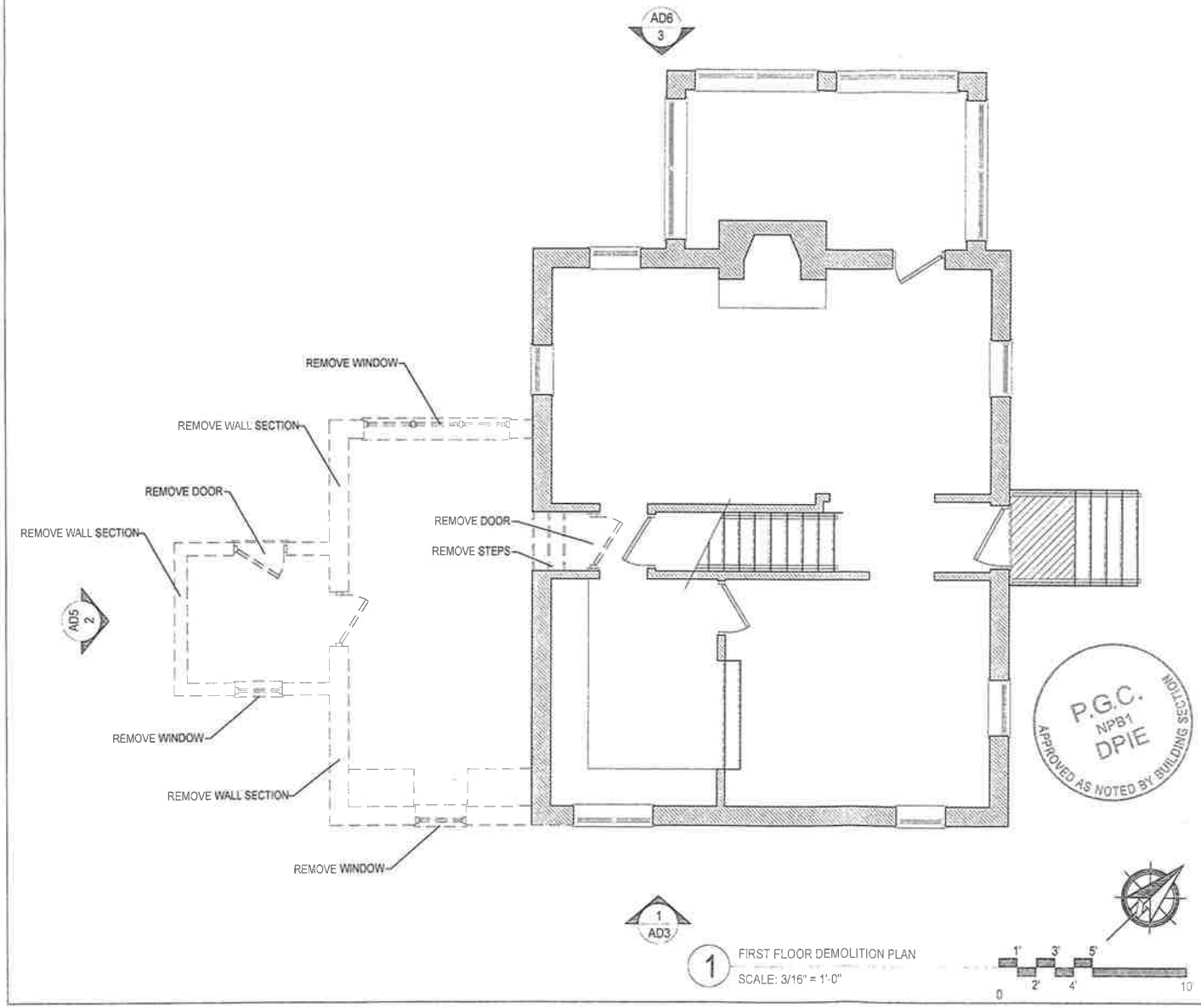
LEGEND

NOT IN SCOPE
EXISTING PARTITION TO REMAIN
NEW PARTITION

0000-G=G1
TITLE SHEET AND SITE PLAN

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020

FIELD COPY



1 FIRST FLOOR DEMOLITION PLAN
SCALE: 3/16" = 1'-0"

LEGEND

- NOT IN SCOPE
- DEMO PARTITION
- EXISTING PARTITION TO REMAIN
- NEW PARTITION
- NEW 2-hr FIRE RATED PARTITION UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- DOOR TYPE SYMBOL (36") DENOTES DOOR WIDTH, DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

PROFESSIONAL CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 15709, EXPIRATION DATE: 31 JAN 2020

CONTRACT DOCUMENTS MAY NOT BE PREPARED BY A LICENSED ARCHITECT FOR ARCHITECTURE DESIGN
EFFIX # 11109

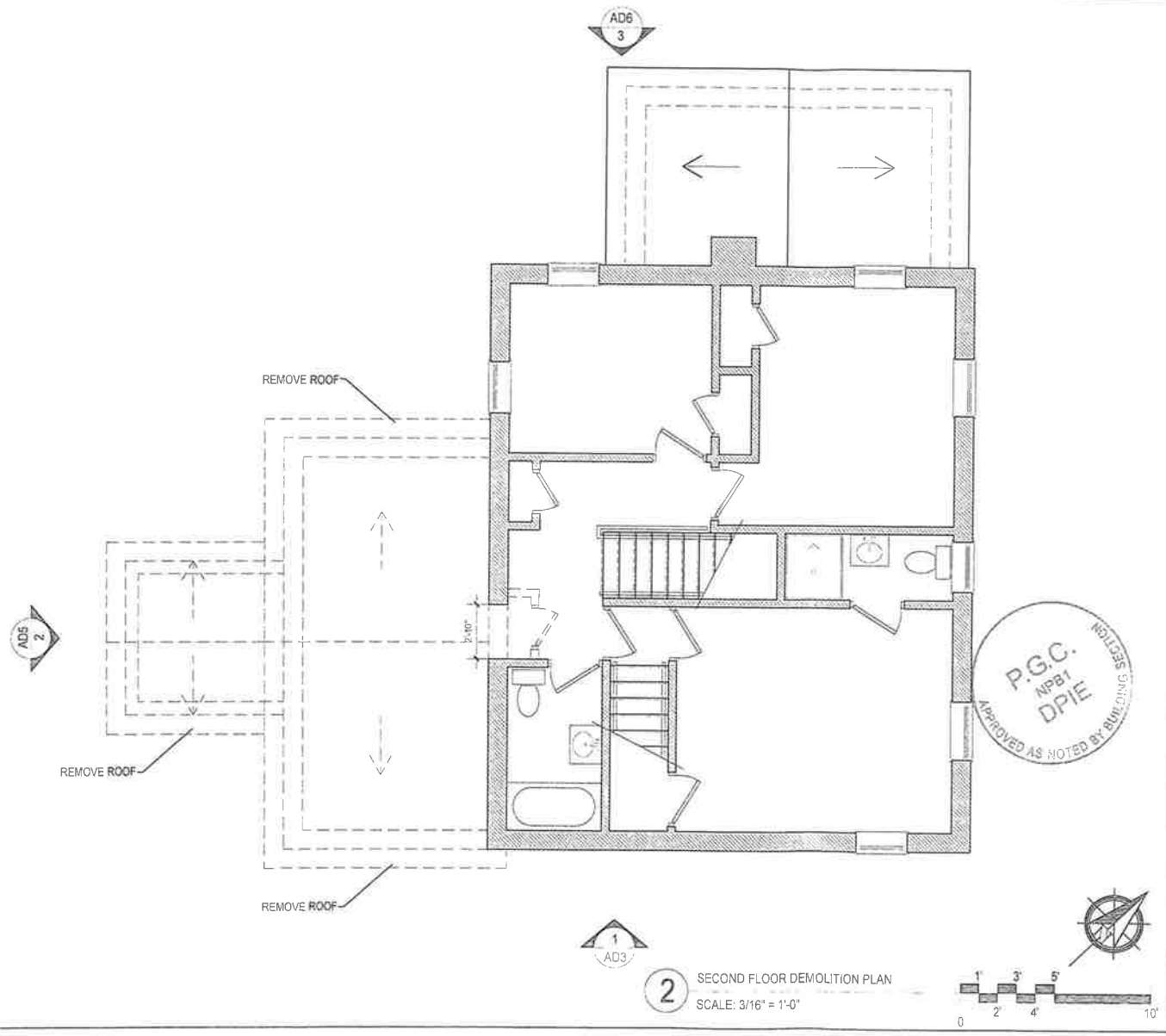
REVISIONS
1 -/-/-

CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-953-1077

0001-AD=AD1
DEMOLITION PLANS

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020



2 SECOND FLOOR DEMOLITION PLAN
SCALE: 3/16" = 1'-0"

LEGEND

- NOT IN SCOPE
- DEMO PARTITION
- EXISTING PARTITION TO REMAIN
- NEW PARTITION
- NEW 2-hr FIRE RATED PARTITION UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- DOOR TYPE SYMBOL 36" DENOTES DOOR WIDTH, DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

PROFESSIONAL CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 15709, EXPIRATION DATE JUNE 30, 2021.

CONTRACT DOCUMENTS AND DATA PREPARED BY A LICENSED ARCHITECT FOR ARCHITECTURE OF RECORD

REVISIONS

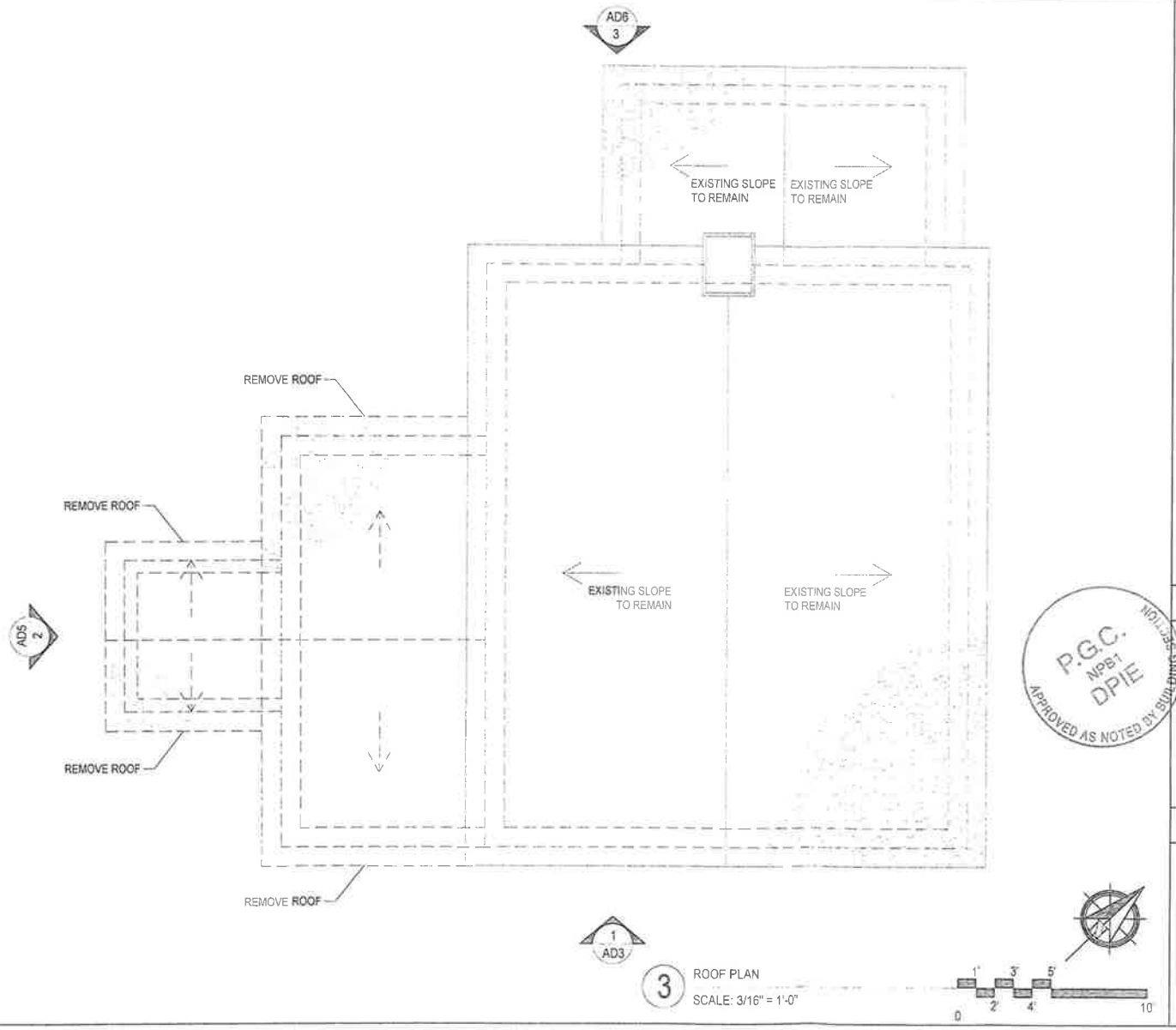
1

CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0002-AD=AD2
DEMOLITION PLANS

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020



3 ROOF PLAN
SCALE: 3/16" = 1'-0"

P.G.C.
NPB1
DPIE
APPROVED AS NOTED BY SUBDIVISION SECTION

LEGEND

- NOT IN SCOPE
- DEMO PARTITION
- EXISTING PARTITION TO REMAIN
- NEW PARTITION
- NEW 2-hr FIRE RATED PARTITION UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- DOOR TYPE SYMBOL 36" DENOTES DOOR WIDTH. DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

PROFESSIONAL CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NUMBER 15709, EXPIRATION DATE: 1/31/2020

LIMITED LIABILITY NOTE
PREPARED BY A LICENSED ARCHITECT FOR ARCHITECTURE DESIGN ONLY

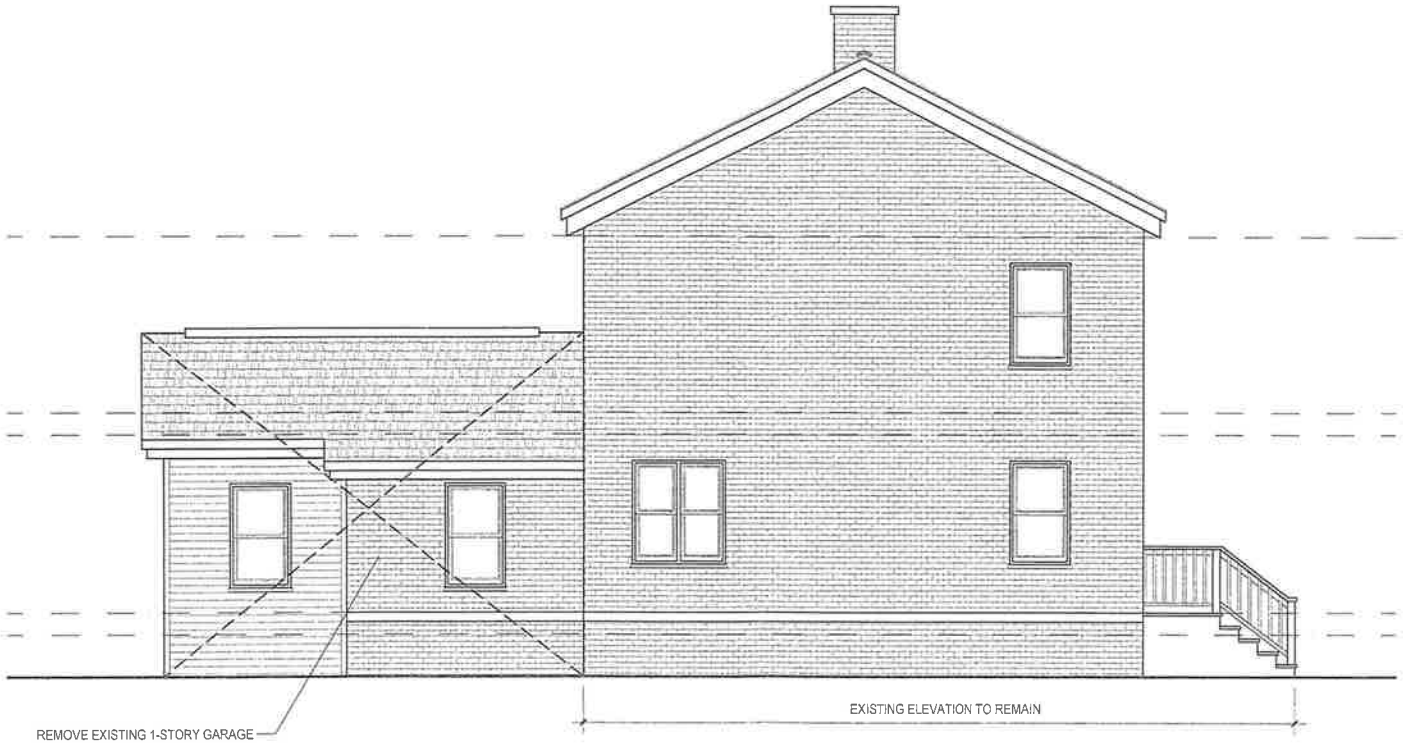
REVISIONS
1

CLIENT
MR. KEVIN CHEEK

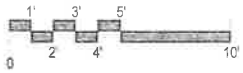
ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0003-AD=AD3
ROOF PLAN

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020



1 DEMO SIDE ELEVATION
SCALE: 3/16" = 1'-0"



P.G.C.
NP81
DPIE
APPROVED AS NOTED BY BUILDING SECTION

PROFESSIONAL CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 15709, EXPIRATION DATE 3/27/2021

CONTRACT DOCUMENTS HAVE BEEN PREPARED BY A LICENSED ARCHITECT IN MARYLAND UNDER THE DESIGN TITLE 9.31B

REVISIONS

-/-

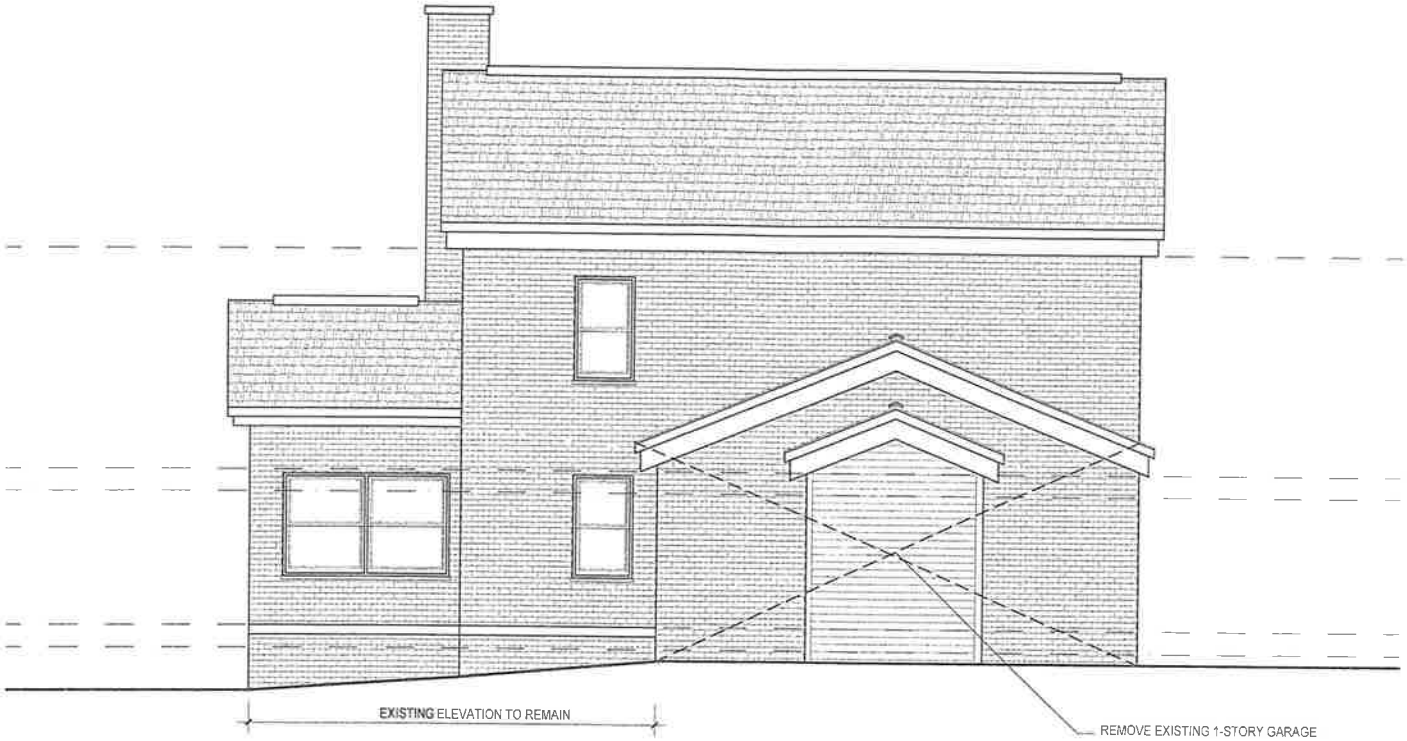
CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

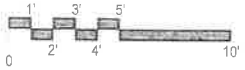
0004-AD=AD4

DEMO SIDE ELEVATION

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020



2 DEMO REAR ELEVATION
SCALE: 3/16" = 1'-0"



P.G.C.
NPB1
DPIE
APPROVED
PLANS SECTION

PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 15709, EXPIRATION DATE 3/27/2021

CONTRACT DOCUMENTS WERE SEALED FOR PERMIT PURPOSES BY ARCHITECT FOR PROJECT NO. (see 0.00)

REVISIONS
1 2

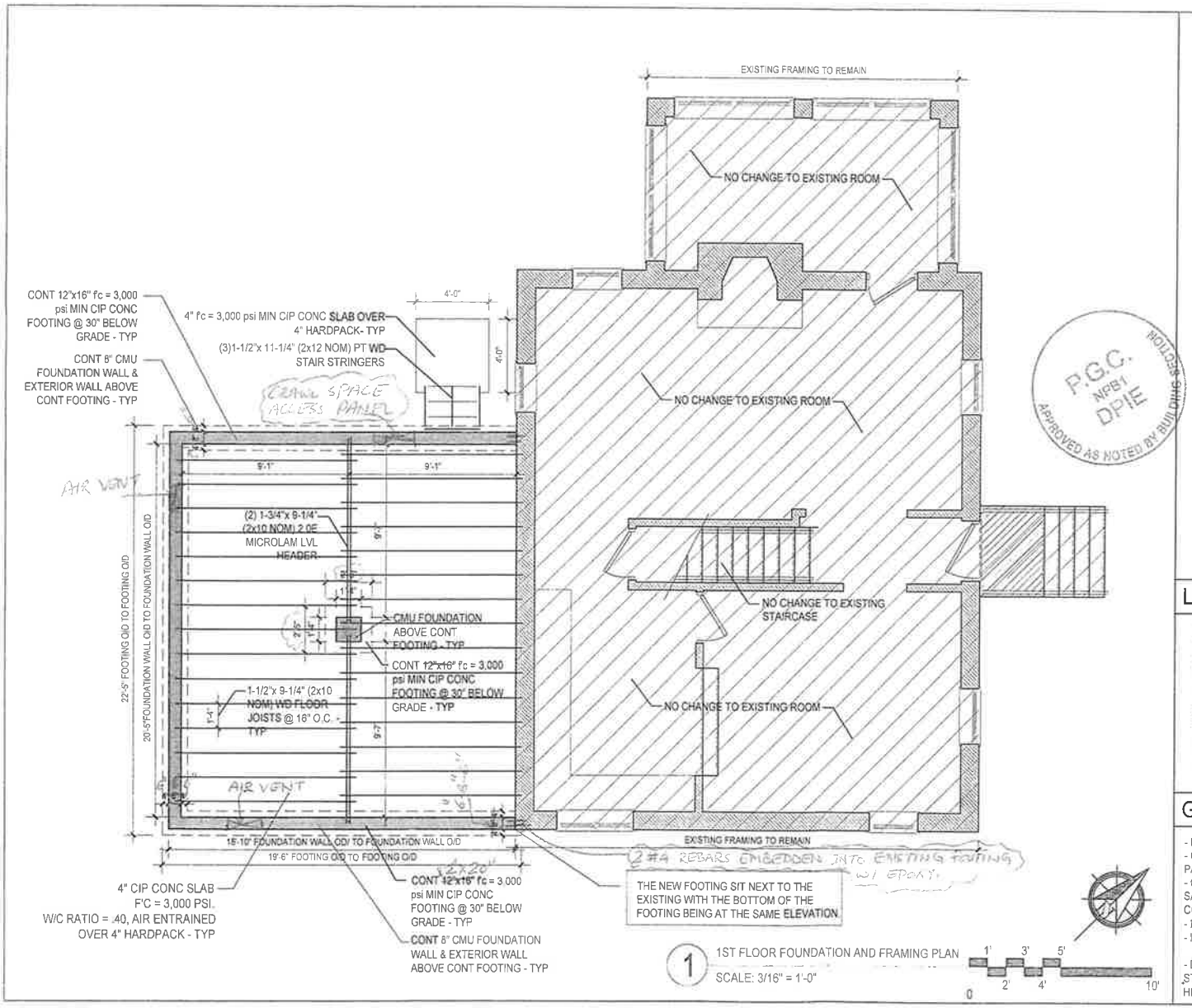
CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0005-AD=AD5

DEMO REAR ELEVATION

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020



1 1ST FLOOR FOUNDATION AND FRAMING PLAN
SCALE: 3/16" = 1'-0"

0 1' 2' 3' 4' 5' 10'

LEGEND

- NOT IN SCOPE
- DEMO PARTITION
- EXISTING PARTITION TO REMAIN
- NEW PARTITION
- NEW 2-hr FIRE RATED PARTITION UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- DOOR TYPE SYMBOL (36") DENOTES DOOR WIDTH, DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT

REVISIONS

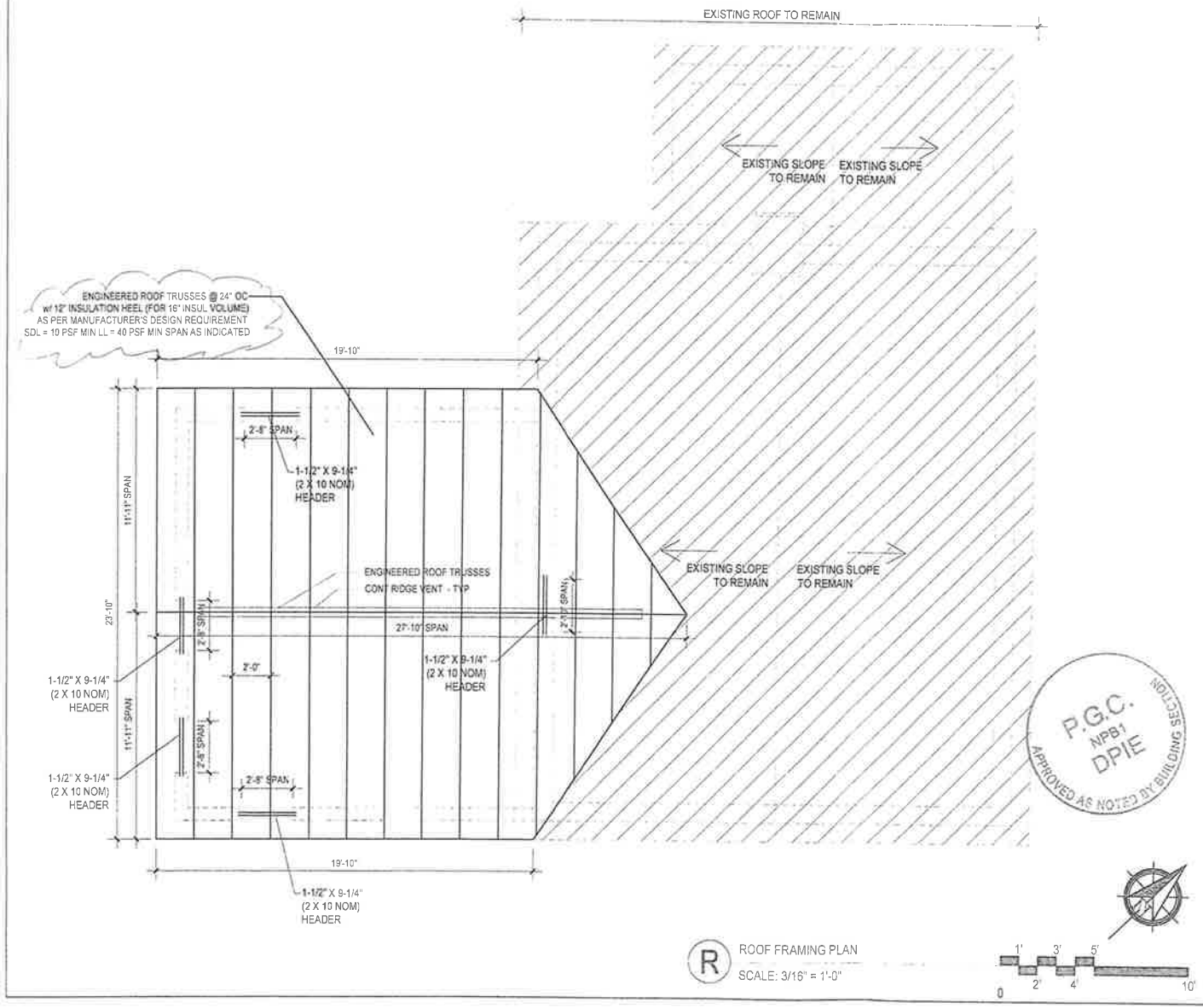
1 -1-

CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0007-S=S1
FRAMING PLANS

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020



R ROOF FRAMING PLAN
SCALE: 3/16" = 1'-0"

LEGEND

- NOT IN SCOPE
- DEMO PARTITION
- EXISTING PARTITION TO REMAIN
- NEW PARTITION
- NEW 2-hr FIRE RATED PARTITION UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- DOOR TYPE SYMBOL (36") DENOTES DOOR WIDTH. DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

REVISIONS

1 #/-

CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

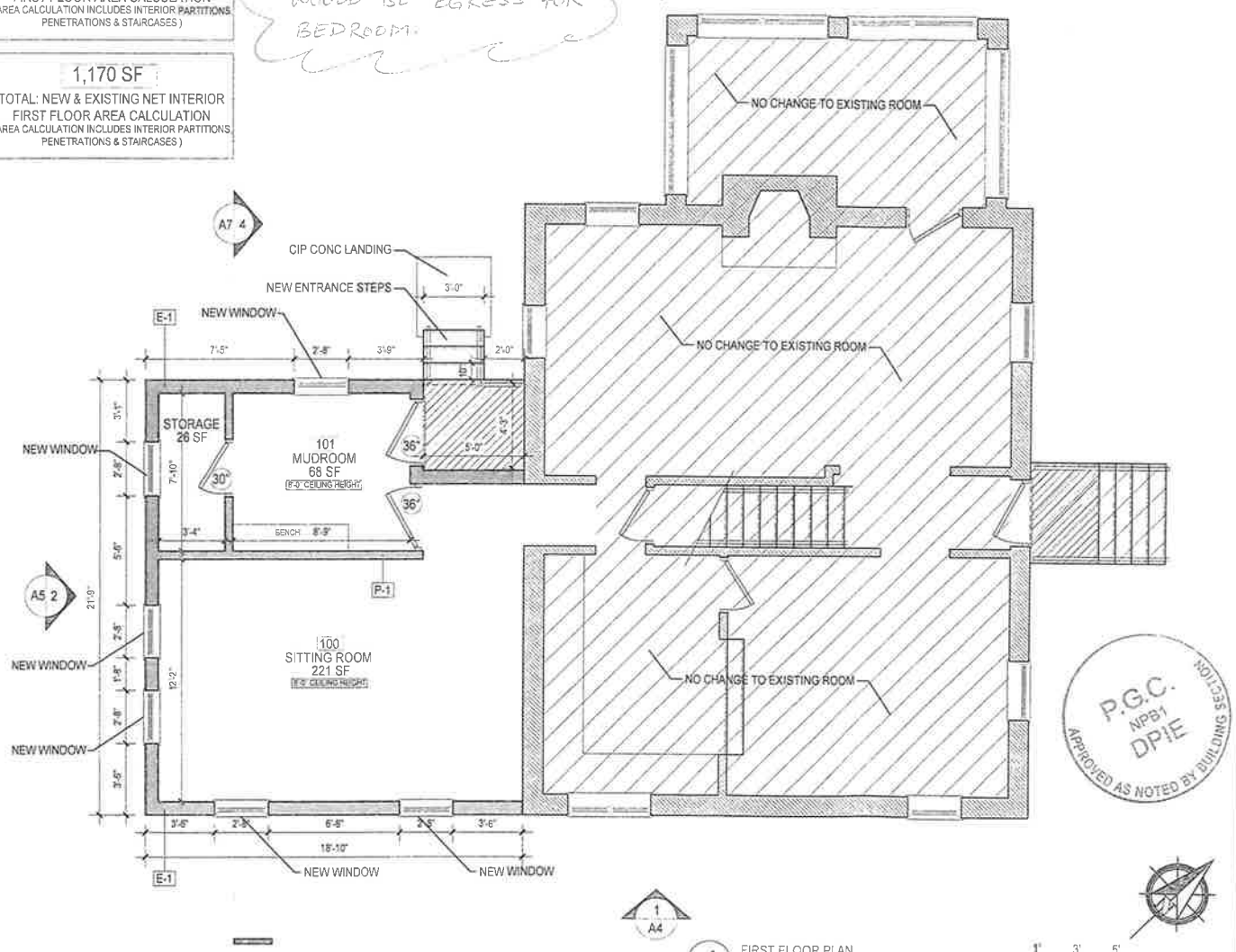
0009-S=S3
FRAMING PLANS

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020

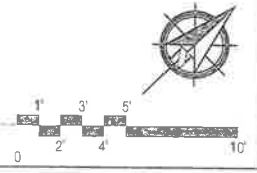
345 SF
ADDITIONAL NET INTERIOR
FIRST FLOOR AREA CALCULATION
(AREA CALCULATION INCLUDES INTERIOR PARTITIONS, PENETRATIONS & STAIRCASES)

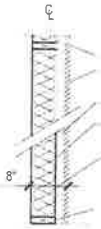
1,170 SF
TOTAL: NEW & EXISTING NET INTERIOR
FIRST FLOOR AREA CALCULATION
(AREA CALCULATION INCLUDES INTERIOR PARTITIONS, PENETRATIONS & STAIRCASES)

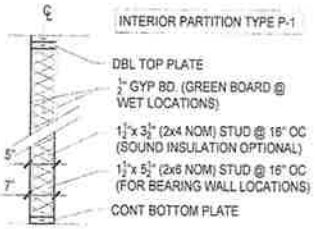
* AT LEAST ONE WINDOW WOULD BE EGRESS FOR BEDROOM.



1 FIRST FLOOR PLAN
SCALE: 3/16" = 1'-0"







LEGEND

- NOT IN SCOPE
- DEMO PARTITION
- EXISTING PARTITION TO REMAIN
- NEW PARTITION
- NEW 2-hr FIRE RATED PARTITION UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- DOOR TYPE SYMBOL (36") DENOTES DOOR WIDTH, DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

REVISIONS

CLIENT
MR. KEVIN CHEEK

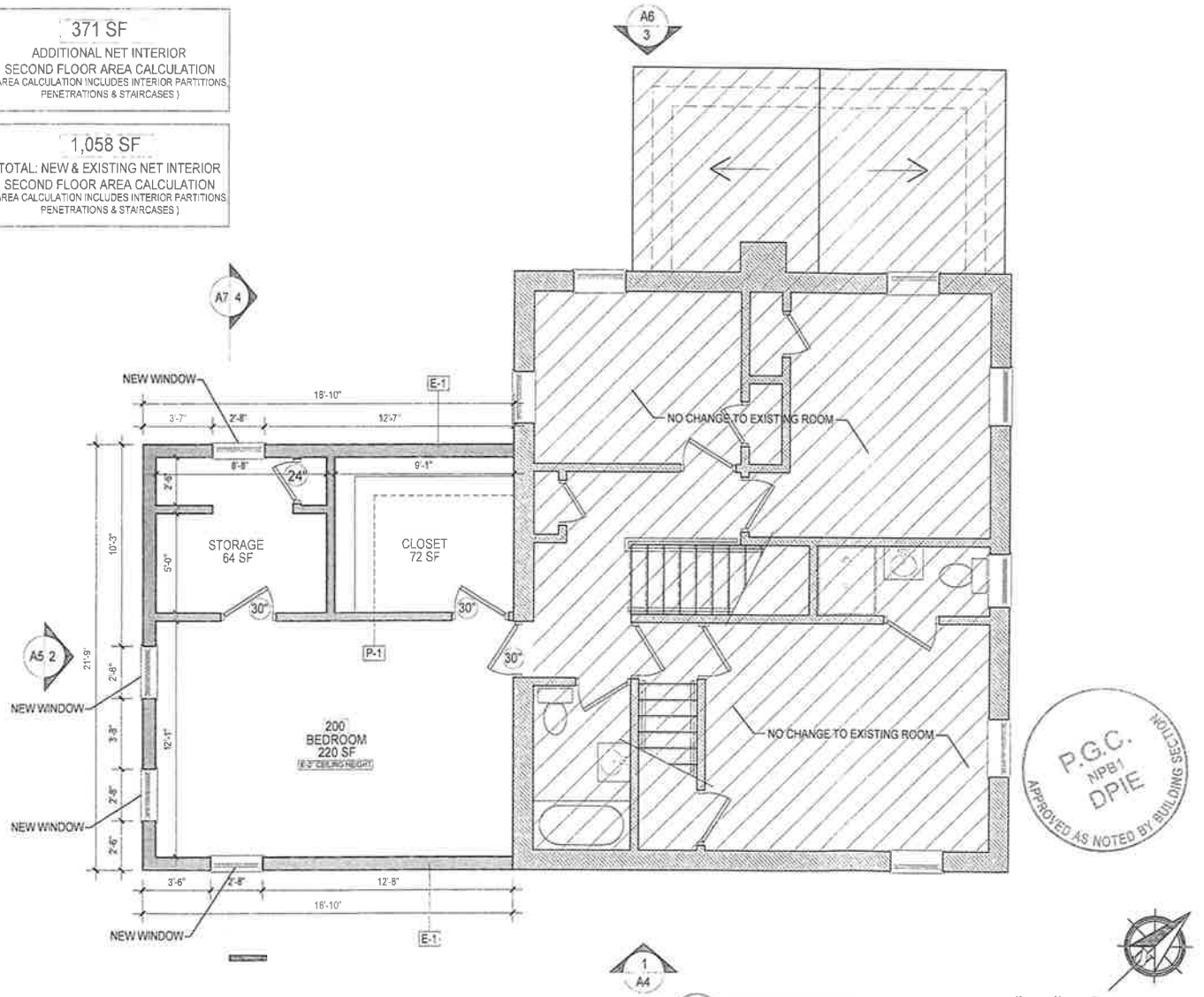
ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0010-A=A1
FIRST FLOOR PLAN

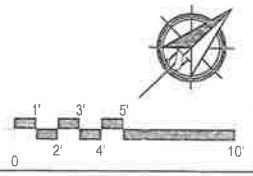
4433 WELLS PARKWAY
JOB # 20-006
FEB 2020

371 SF
ADDITIONAL NET INTERIOR
SECOND FLOOR AREA CALCULATION
(AREA CALCULATION INCLUDES INTERIOR PARTITIONS, PENETRATIONS & STAIRCASES)

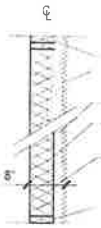
1,058 SF
TOTAL: NEW & EXISTING NET INTERIOR
SECOND FLOOR AREA CALCULATION
(AREA CALCULATION INCLUDES INTERIOR PARTITIONS, PENETRATIONS & STAIRCASES)



2 SECOND FLOOR PLAN
SCALE: 3/16" = 1'-0"

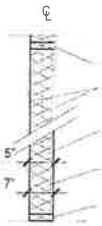


P.G.C.
NP81
DPIE
APPROVED AS NOTED BY BUILDING SECTION



EXTERIOR PARTITION TYPE E-1

DBL TOP PLATE
J. HARDIE BOARD SIDING
OR EQ APPROVED
BUILDING WRAP
$\frac{1}{2}$" MIN EXTERIOR BOARDING
(DENSGLASS GOLD OR EQ APPROVED)
$1\frac{1}{2}$"x $5\frac{1}{2}$" (2x6 NOM) STUD @ 16" OC w/
R-21 min PARTITION INSULATION
R-21 min TOTAL ASSEMBLY
CONT PT BOTTOM PLATE



INTERIOR PARTITION TYPE P-1

DBL TOP PLATE
$\frac{1}{2}$" GYP BD. (GREEN BOARD @
WET LOCATIONS)
$1\frac{1}{2}$"x $3\frac{1}{2}$" (2x4 NOM) STUD @ 16" OC
(SOUND INSULATION OPTIONAL)
$1\frac{1}{2}$"x $5\frac{1}{2}$" (2x6 NOM) STUD @ 16" OC
(FOR BEARING WALL LOCATIONS)
CONT BOTTOM PLATE

LEGEND

NOT IN SCOPE
DEMO PARTITION
EXISTING PARTITION TO REMAIN
NEW PARTITION
NEW 2-hr FIRE RATED PARTITION
UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- **DOOR TYPE SYMBOL** (36") DENOTES **DOOR WIDTH, DOOR STYLE CLIENT'S** CHOICE. **ALL DOORS** ARE 6'-8" IN HEIGHT.

PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 15709, EXPIRATION DATE 1/31/2020.

CONTRACT DOCUMENTS NOT FOR CONSTRUCTION UNLESS SIGNED AND SEALED BY A LICENSED ARCHITECT
FOR ARCHITECTURE DESIGN
(410) 4-1-1009

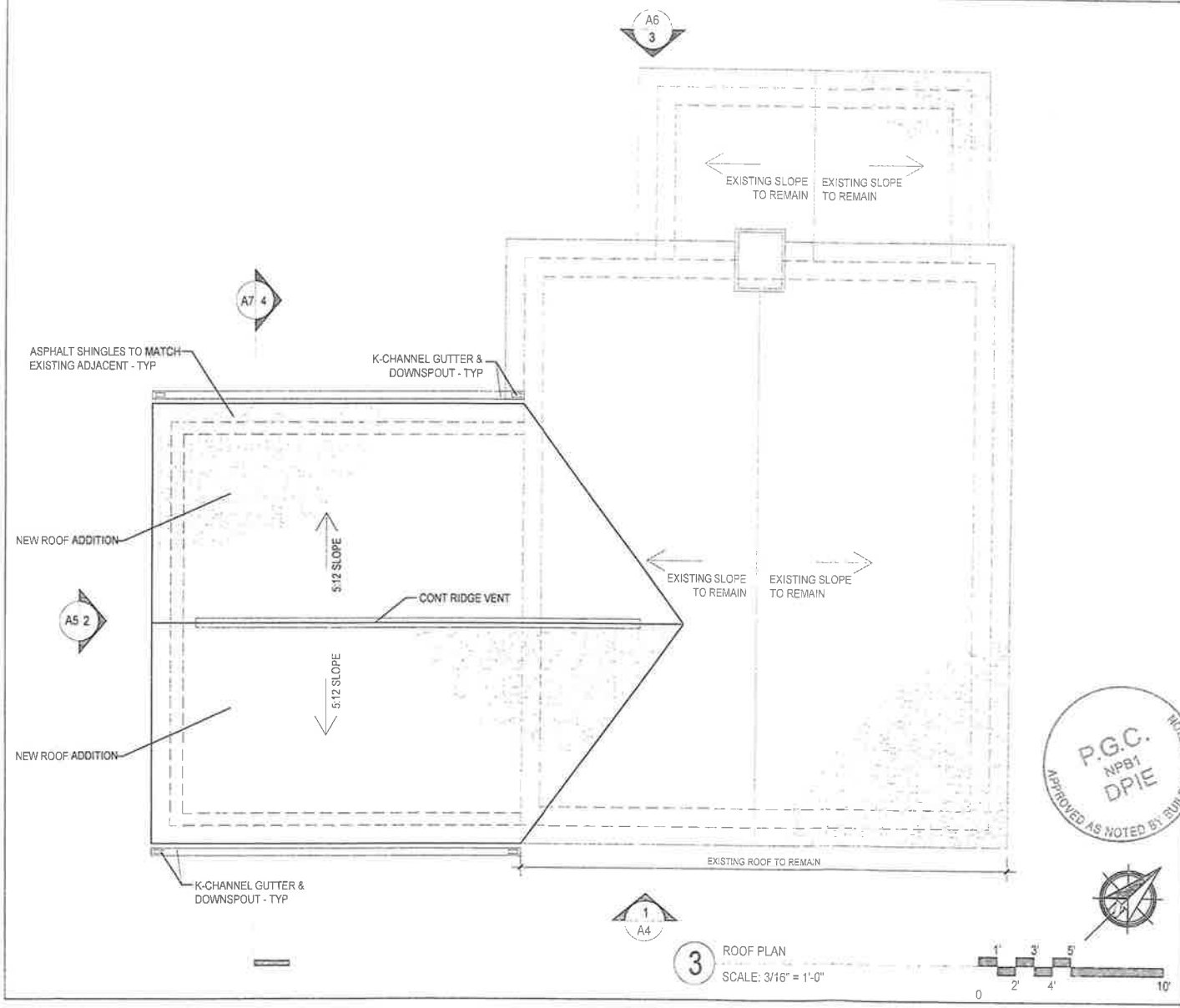
REVISIONS
1 -/-/-

CLIENT
MR. KEVIN CHEEK

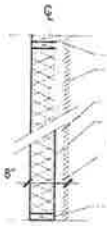
ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0011-A=A2
SECOND FLOOR PLAN

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020

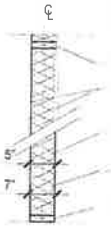


3 ROOF PLAN
SCALE: 3/16" = 1'-0"



EXTERIOR PARTITION TYPE E-1

DBL TOP PLATE
J. HARDIE BOARD SIDING OR EQ APPROVED
BUILDING WRAP
$\frac{1}{2}$" MIN EXTERIOR BOARDING (DENSGLASS GOLD OR EQ APPROVED)
$1\frac{1}{2}$"x $5\frac{1}{2}$" (2x6 NOM) STUD @ 16" OC w/ R-21 min PARTITION INSULATION
R-21 min TOTAL ASSEMBLY
CONT PT BOTTOM PLATE



INTERIOR PARTITION TYPE P-1

DBL TOP PLATE
$\frac{1}{2}$" GYP BD. (GREEN BOARD @ WET LOCATIONS)
$1\frac{1}{2}$"x $3\frac{1}{2}$" (2x4 NOM) STUD @ 16" OC (SOUND INSULATION OPTIONAL)
$1\frac{1}{2}$"x $5\frac{1}{2}$" (2x6 NOM) STUD @ 16" OC (FOR BEARING WALL LOCATIONS)
CONT BOTTOM PLATE

LEGEND

- NOT IN SCOPE
- DEMO PARTITION
- EXISTING PARTITION TO REMAIN
- NEW PARTITION
- NEW 2-hr FIRE RATED PARTITION UL DESIGN No. U301

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE

- DOOR TYPE SYMBOL STYLE CLIENT'S (36") DENOTES DOOR WIDTH, DOOR CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

P.G.C. NPB1 DPIE APPROVED AS NOTED BY BUILDING SECTION

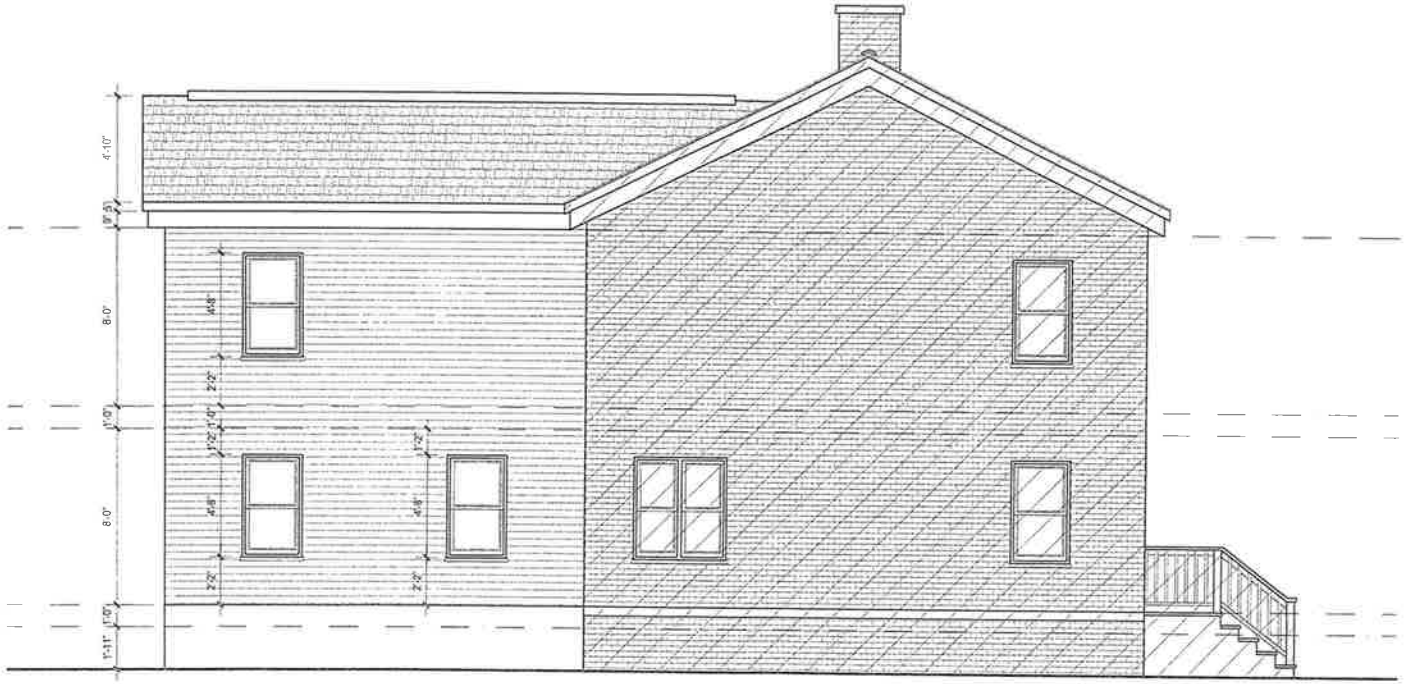
REVISIONS

CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0012-A=A3
ROOF PLAN

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020



1 PROPOSED SIDE ELEVATION

SCALE: 3/16" = 1'-0"

1' 3' 5'
0 2' 10'

P.G.C.
NPB1
DPIE
APPROVED AS NOTED BY BUILDING SECTION

PROFESSIONAL CERTIFICATION
I CERTIFY THAT these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, License number 15709, Expiration Date 11/27/2021

CONTRACT DOCUMENTS HAVE BEEN PREPARED BY A LICENSED ARCHITECT FOR ARCHITECTURE OF DESIGN ISSUE # 1 FOR

REVISIONS

1 ...

CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0013-A=A4
SIDE ELEVATION

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020

2 PROPOSED REAR ELEVATION
SCALE: 3/16" = 1'-0"

1' 3' 5'
0 2' 4' 10'

P.G.C.
NPB1
DPIE
APPROVED AS NOTED BY BUILDING SECTION

REVISIONS

CLIENT
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT
MD LIC# 15709
443-963-1077

0014-A=A5
REAR ELEVATION

4433 WELLS PARKWAY
JOB # 20-006
FEB 2020

Agenda Item 4C
Pyenson Building Permit Application

Building Permit Application

♦The Town of University Park♦

An incorporated municipality in Prince George's County, Maryland
Town Hall, 6724 Baltimore Avenue, University Park, Maryland 20782
***Phone:** (301) 927-4262 **Fax:** (301) 277-4548 **Email:** townhall@upmd.org*

For Office Use Only
Ward # 6 Date Received: 5/27/20
Permit Application: Approved [ ] Rejected [ ]
Check/Cash Amt: $10.00
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Nicholas Pyenson

Telephone Number: ( ) 202-480-6307 Home ( ) same Cell

Work: n/a Email: pyenson@gmail.com

Street Address of Property: 4009 College Heights Dr.

Lot Number: 5 Block Number: ~~23~~ 34 Section Number: 7

Person/Company Doing the Work: Nicholas Pyenson

Address/Phone: same

Signature of Property Owner: [signature] Date: 5/25/2020

Description of Work

Check all that apply:

[ ] **Fence:** Height: _____, Material: _____, Style: _____

[✓] **Outbuilding:** Dimensions: ~~6~~ 12'6" x ~~6~~ 10'1" , Height at Apex: 7'1"

Materials: polycarbonate + aluminum frame:

[ ] **Other:** *(Please Specify)*:

Dimensions: _____ , Height at Apex: _____

Materials: _____

Please Specify Reason for Structure: replacement shed; see additional document, Pyenson replacement shed 2020.doc.

[ ] **POD or Dumpster** (check one) Unit will be placed on the property: _____ or on the street: _____

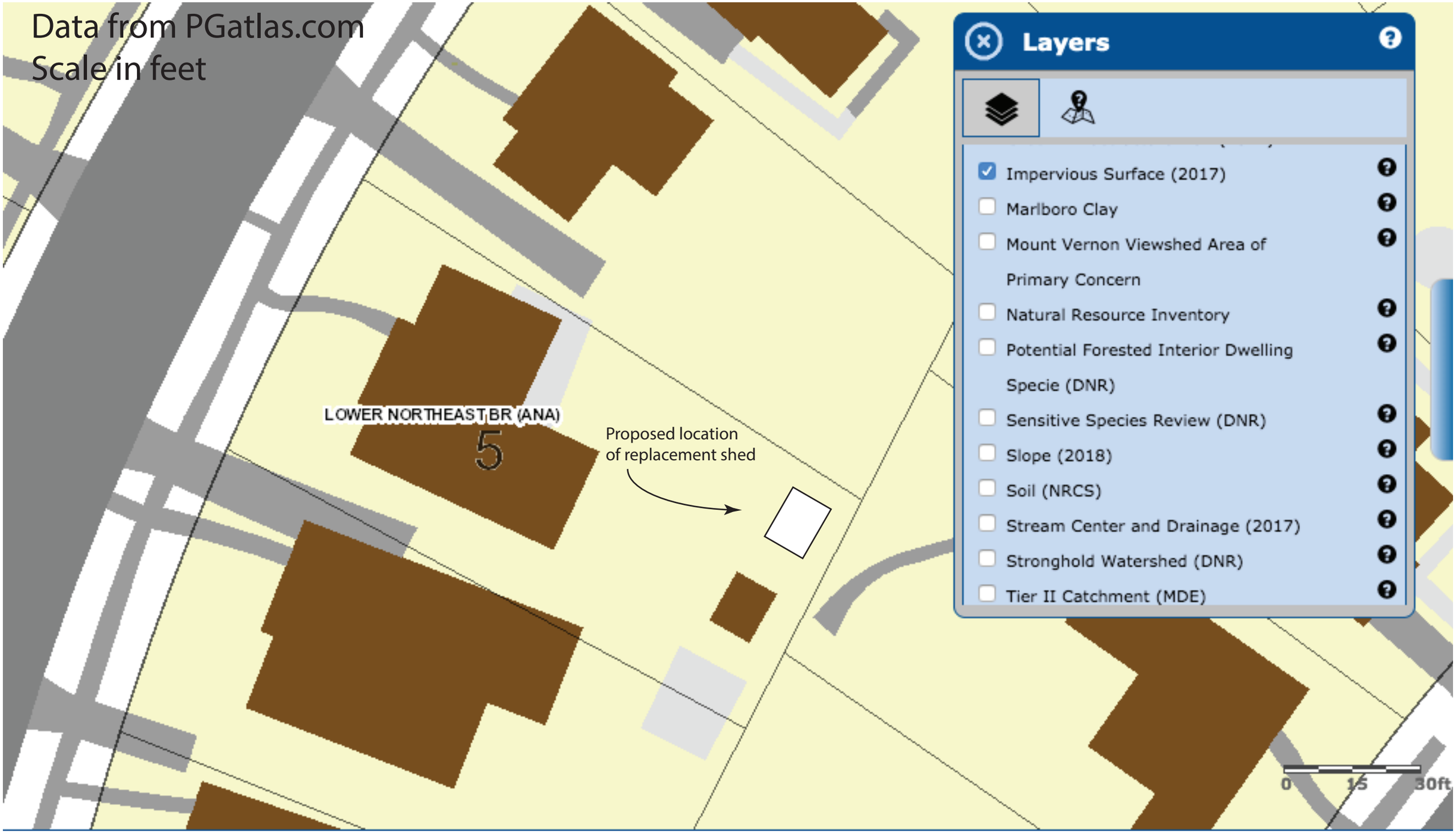
Dates the unit will be delivered: _____ picked up: _____

Permit and Non-Refundable Filing Fee Paid **($10 + 10% of County permit fee (if applicable))** = $ 10.00

Caution: *To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.*

Revised 5/2012

Scanned with CamScanner


Data from PGatlas.com
Scale in feet
LOWER NORTHEAST BR (ANA)
5
Proposed location
of replacement shed
Layers
Impervious Surface (2017)
Marlboro Clay
Mount Vernon Viewshed Area of Primary Concern
Natural Resource Inventory
Potential Forested Interior Dwelling Specie (DNR)
Sensitive Species Review (DNR)
Slope (2018)
Soil (NRCS)
Stream Center and Drainage (2017)
Stronghold Watershed (DNR)
Tier II Catchment (MDE)
0
15
30ft

Pyenson - Replacement Shed at 4009 College Heights Drive

Current shed on the property is a dilapidated shed (10'x12') that is not weatherproof and blocks access to southern corner of our property, preventing proper lawn maintenance that is currently covered by brush and very old paint cans.

We propose adding a replacement shed (10'1”x 12'6”) that would be located on the rear property. It will be located at the proper distance from the property lines (2’ away). We have discussed the proposed replacement shed with our neighbors.

After installing the replacement shed, we would remove the old one.

Our property does not have a driveway or a garage, and with a relatively small backyard, a shed is an essential part of good lawn care and storing outdoor items.

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Special Tax Recapture: None

Account Identifier: District - 19 Account Number - 2151959

Owner Information

Owner Name:	PYENSON NICHOLAS D PYENSON EMILY C H	**Use:**	RESIDENTIAL
		Principal Residence:	YES
Mailing Address:	4009 COLLEGE HEIGHTS DR HYATTSVILLE MD 20782-	**Deed Reference:**	/32635/ 00096

Location & Structure Information

Premises Address:	4009 COLLEGE HEIGHTS DR HYATTSVILLE 20782-0000	**Legal Description:**	

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	A-1264
0042	00B1	0000	19012480.17	2480	07	34	5	2019	Plat Ref:	

Town: UNIVERSITY PARK

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1949	1,691 SF		7,540 SF	001

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1	NO	STANDARD UNIT	BRICK/ FRAME	4	1 full/ 1 half		

Value Information

	Base Value	Value As of 01/01/2019	Phase-in Assessments As of 07/01/2019	As of 07/01/2020
Land:	150,300	200,300		
Improvements	154,500	203,500		
Total:	304,800	403,800	337,800	370,800
Preferential Land:	0			0

Transfer Information

Seller: LARAWAY ROBERT K	**Date:** 04/29/2011	**Price:** $324,900
Type: ARMS LENGTH IMPROVED	**Deed1:** /32635/ 00096	**Deed2:**
Seller: AURORA LOAN SERVICES LLC	**Date:** 11/05/2010	**Price:** $170,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /32142/ 00211	**Deed2:**
Seller: LOPEZ,JOSE H	**Date:** 08/30/2010	**Price:** $237,060
Type: NON-ARMS LENGTH OTHER	**Deed1:** /31968/ 00614	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2019	07/01/2020
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: Approved 07/26/2011

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

CURVE DATA

BLK	NO.	DELTA	R	ARC	TAN	CHORD	BEARING
33	1	44°-17'-18"	25'-0"	19.32	10.18	18.85	N 71°-13'-18" W
	2	180°-00'-00"	50'-0"	157.08	50.00	100.00	S 45°-00'-00" W
	3	90°-00'-00"	25'-0"	39.27	25.00	35.36	S 45°-00'-00" W
	4	90°-00'-00"	25'-0"	39.27	25.00	35.36	S 45°-00'-00" E
	5	180°-00'-00"	50'-0"	157.08	50.00	100.00	N 45°-00'-00" E
	6	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	7	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	8	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	9	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	10	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	11	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	12	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	13	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	14	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	15	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	16	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
34	1	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	2	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	3	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	4	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	5	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	6	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	7	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	8	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	9	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	10	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	11	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	12	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	13	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	14	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	15	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	16	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
35	1	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	2	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	3	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	4	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
36	1	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	2	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	3	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	4	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
38	1	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	2	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	3	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	4	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
39	1	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	2	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" E
	3	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
	4	90°-00'-00"	25'-0"	39.27	25.00	35.36	N 45°-00'-00" W
Remainder							

ENGINEER'S CERTIFICATE

I hereby certify that the plan shown hereon is correct; That this Subdivision of part of the lands conveyed by [illegible] Jackson, et al to Milton Polinger, et al by deed dated June 20, 1946 and recorded June 28, 1946 in L. 724 F. 141, as and included one half interest in which was further conveyed by Milton Polinger, Attorney, et al to Roy M. Hecksberg and Minnie Hecksberg, his wife, by deed dated June 26, 1946 and recorded June 28, 1946 in L. 724 F. 141, all references made being to the Land Records of Prince Georges County, Maryland;

That the total area included in this plan of Subdivision is 16.03 Acres;

And that Stones designated thus ■ and Iron Pipes designated thus ● are in place as shown.

SEPTEMBER 2, 1947

REGISTERED PROFESSIONAL ENGINEER AND LAND SURVEYOR NO. 5112

OWNER'S DEDICATION

We, Milton Polinger and Edith Polinger, his wife, hereby by the entireties, Howard Polinger and Geraldine Polinger, his wife, hereby by the entireties, and Roy M. Hecksberg and Minnie Hecksberg, his wife, owners of the property shown hereon and described in the Engineer's Certificate, hereby adopt this plan of Subdivision, establish the minimum building restriction lines and dedicate the streets and walkways to public use.

There are no suits of action, leases, liens or trusts on the property included in this plan of Subdivision.

OCTOBER 15, 1947

Milton Polinger (Milton Polinger) — Roy M. Hecksberg (Roy M. Hecksberg)

Edith Polinger (Edith Polinger) — Minnie Hecksberg (Minnie Hecksberg)

Howard Polinger (Howard Polinger)

Geraldine Polinger (Geraldine Polinger)

WITNESS: George W. Butler, Madelyn J. Kearney

BY: Milton Polinger (Milton Polinger, President of the Company), David Forney (David Forney, President of the Company)

BLOCKS 33 & 34

PART OF BLOCKS 35, 36, 38 & 39

SECTION 7

UNIVERSITY PARK

PRINCE GEORGES COUNTY, MARYLAND

SCALE 1" = 100'

AUGUST 1947

BEN DYER
REGISTERED CIVIL ENGINEER
AND LAND SURVEYOR
HYATTSVILLE MD.

WASHINGTON SUBURBAN SANITARY COMMISSION

APPROVED: October 23, 1947

SUITABLE FOR WATER & SEWER DESIGN WITHOUT COMMITMENT AS TO INSTALLATION

Harry [illegible]
CHIEF ENGINEER

MARYLAND NATIONAL CAPITAL PARKS & PLANNING COMMISSION

APPROVED: September 4, 1947

[illegible] — DIRECTOR OF PLANNING

[illegible] — CHIEF ENGINEER

[illegible] — SECRETARY

M.N.C.P.&P.C. RECORD PLAT NO. 201-19

Agenda Item 5A
Perhonis Building Permit Application with Special Exception

Building Permit Application

VARIANCE REQUEST

♦The Town of University Park ♦

An incorporated municipality in Prince George's County, Maryland
Town Hall, 6724 Baltimore Avenue, University Park, Maryland 20782
***Phone**: (301) 927-4262 **Fax**: (301) 277-4548*

For Office Use Only
Ward # 5 Date Received: 5/13/20
Permit Application: Approved [ ] Rejected [ ]
Check amt. & no.: $26.25
Permit Number: _____
Date Issued: _____

Applications must contain the following information. **A copy of the site plan or plat, a copy of the building elevation plan(s)** (if applicable), **one (1) or more photographs** illustrating conditions of property that might cause the need for a variance and/or showing the character of surrounding neighborhood. All applications shall be accompanied by the required filing fee ($10 + 10% of the County Fee (if applicable)). Applications must be received at least five (5) days prior to the Town Council meeting you wish your permit to be reviewed.

Name of Property Owner(s): JOHN PERHONIS / Kathy Karlson

Telephone Number: ( ) _____ Home (X) 301 9227511 Cell

( ) _____ Work Email: jperhonis@verizon.net

Street Address of Property: 4330 Clagett Rd.

Lot Number: 7 Block Number: 26 Section Number: _____

Person/Company Doing the Work: TITO Construction (Tito Mejia)

Address/Phone: 4707 TECUMSEH ST #302 College Park (301) 7877460

Have you applied for and been denied a permit? ☐ Yes ☒ No
Have you received a violation notice? ☐ Yes ☒ No If yes, date of notice _____
Has property been the subject of a previous appeal or zoning application? ☐ Yes ☒ No
If yes, provide case number(s) and dates _____

Description of Structure for Which Permit is Requested

(Please fill out as completely as possible.)

Check One:

[X] **Fence**: Height: 6' , Material: PT. Lumber; PVC wire mesh , Style: "Deer"

[ ] **Outbuilding**: Dimensions: _____, Height at Apex: _____

Materials: _____

[ ] **Other**: *(Please Specify)*:

Dimensions: _____, Height at Apex: _____

Materials: _____

Permit and Non-Refundable Filing Fee Paid **($10 + 10% of County permit fee (if applicable))**= $ 26.25

Excerpt from Town Code Section 4-115:
The Common Council may consider an application for a special exception based upon a particular case or situation, and may approve the application provided that there is a showing of hardship, unique topography, unusual circumstances or safety considerations that warrant an exception. Special exceptions shall be granted by the Council only if it finds that such exception:

(a) will not adversely affect the public health, safety, welfare or interest, nor the reasonable use of adjoining properties;

(b) will not violate any covenants applicable to the property;

(c) can be granted without substantial impairment of the purpose and intent of the Town building regulations;

(d) will not interfere with or obstruct the visibility of motorists or cyclists; and

(e) will not unduly impede the enforcement of any other applicable law.

Describe what you propose to do and why you need a variance: Build a 6' "deer" fence as described in supporting materials to prevent deer from entering an area in neighbors back where they graze and enter into my yard both destroying mature plantings and foundation hedges (yews), and creating a health hazard in the small back living area. (see supplemental sheet attached)

Town requires property owners to notify their neighbors on adjoining properties of intent to build/modify structure. **Please print names and mailing addresses of all adjoining property owners (These include properties located on either side, behind and across the street from your property.)**

Name	Address
Kristin McCue and Wayne Pierce	6812 Pineway
Seth and Rebekah Bencen-Flannery	6810 Pineway
Kathleen and David Schnorf	4328 Clagett Rd.
David Palmer, Jr.	4332 Clagett Rd
Tom Stickles	4333 Clagett Rd
Frank Sorrels	4329 Clagett Rd
Norma and Chuck Babbington	4331 Clagett Rd

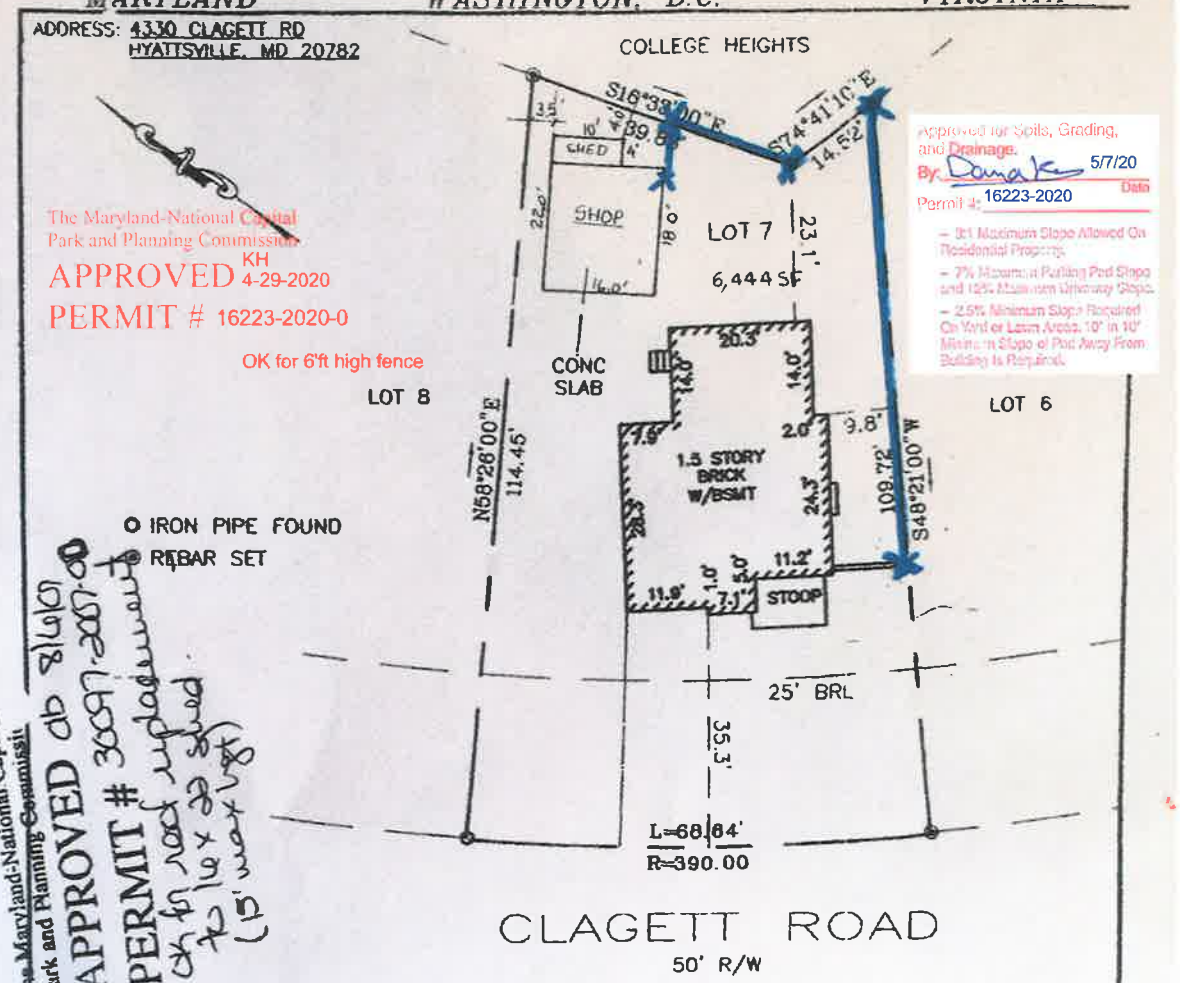
Signature of Property Owner: _____ Date: 5/13/2020

Caution: *To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.*

Revised 6/2012

MARYLAND WASHINGTON, D.C. VIRGINIA

ADDRESS: 4330 CLAGETT RD
HYATTSVILLE, MD 20782



The Maryland-National Capital Park and Planning Commission
APPROVED KH 4-29-2020
PERMIT # 16223-2020-0

OK for 6'ft high fence

Approved for Soils, Grading, and Drainage.
By: Dana K 5/7/20
Date
Permit #: 16223-2020

- 3:1 Maximum Slope Allowed On Residential Property.
- 7% Maximum Parking Pad Slope and 12% Maximum Driveway Slope.
- 2.5% Minimum Slope Required On Yard or Lawn Areas. 10" in 10' Minimum Slope of Pad Away From Building Is Required.

O IRON PIPE FOUND
REBAR SET

The Maryland-National Capital Park and Planning Commission
APPROVED db 8/4/07
PERMIT # 30697-2007-00
ok for roof replacement
72 lx 32 shed
(15' max ht)

NOTES:

1. THIS PLAT WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT.
2. SUBJECT TO ALL EASMENTS ON RECORD.

FILE: 4330CLAGETTRD.PIN

I HEREBY CERTIFY THAT IMPROVEMENTS ARE LOCATED AS SHOWN HEREON AND TO THE BEST OF MY INFORMATION, PROFESSIONAL KNOWLEDGE AND BELIEF, THERE ARE NO ENCROACHMENTS EXCEPT AS SHOWN.

STATE OF MARYLAND
FITZROY JERRY BERTRAND
No. 566
REGISTERED
REGISTERED PROPERTY LINE SURVEYOR

FITZROY J. BERTRAND
SURVEYOR

7/23/07
DATE

PLAT OF SURVEY
LOT 7 BLOCK 26
PLAT# A-0738
UNIVERSITY PARK
PRINCE GEORGE'S COUNTY, MARYLAND
SCALE: 1" = 20' DATE: 7/23/07

REAL ESTATE SURVEYORS LLC
Residential, Commercial, Industrial and Land Surveys
WWW.REALESTATESURVEYORS.NET
CALVERTON TOWERS
11785 BELTSVILLE DRIVE, SUITE 150
BELTSVILLE, MARYLAND 20705
TEL (301)572-9618 FAX (301)572-9619

6 of 9

4330 CLAGETT RD HYATTSVILLE 20782 CASE NUMBER : 16223-2020-00

PRINCE GEORGE'S COUNTY

PERMIT

ISSUANCE DATE : May-08-2020

EXPIRATION DATE :

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900

PROPERTY OWNER

JOHN PERHONIS & KATHY J KARLSON
4330 CLAGETT RD
HYATTSVILLE, MD 20782 (301) 922-7511

CONTRACTOR

JOHN PERHONIS
4330 CLAGETT RD
HYATTSVILLE, MD 20782 (301) 922-7511
LICENSE NUMBER: ** OWNNER **

OCCUPANT

ARCHITECT

TYPE OF PERMIT :	**DPIE R**						
WORK DESCRIPTION :	**FENCE: install a 6 ft fence in backyard of approximately 120ft for safety against deer**						
EXISTING USE :	**SFD**						
USE (DER PROPOSED) :	**SFD**						
SUBDIVISION :	**UNIVERSITY PARK**						
OWNERSHIP :		HEIGHT FT :	6			ELECTRICITY :	
LIBER :	05510	WIDTH FT :	0			CENTRAL A/C :	
FOLIO :	872	DEPTH FT :	110	OCCUPANCY LOAD :		ELEVATOR :	
ED/ACCT NO. :	19 / 2136364	NO STORIES :		SITE CERTIFICATE :		ESCALATOR :	
LOT :	7	DWELL UNTS :		STRUCTURE CERT :		BASEMENT :	
BLOCK :	26	PARKING SP :		SEWER :	WSSC	BOILER NUMBER :	
TAX MAP :	042	LIVE LOAD :		WATER :	WSSC	CBCA :	N
SCD :		USE GROUP :		HEATING :		HISTORICAL :	N
SPEC EXCEPT :		TYPE CONST :		PARCEL :		SIGN NUMBER :	

Conditions

Must comply with Sec. 27-420. Fences and walls. Please note: Except for fences less than four (4) feet in height, fences not requiring a permit, and fences on land assessed as agricultural uses, all structural support (vertical posts and horizontal rails) shall face the interior of the subject lot.
As outlined in County Code Subtitle 4-111 no work shall be performed during the hours of 9:00 p.m. to 7:00 a.m., unless work is performed pursuant to Section 4-120 of this Subtitle .
Only the Licensed Contractor or Homeowner, named on the Permit as contractor, is permitted to perform the scope of work on the permit at the address specified.

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

THIS PERMIT IS VOID SIX (6) MONTHS FROM DATE ISSUED IF CONSTRUCTION HAS NOT STARTED, HAS BEEN SUSPENDED OR DISCONTINUED UNLESS OTHERWISE INDICATED

Melinda Bolling

Melinda Bolling

INSPECTION AREA :

INSPECTION APPROVALS

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

Subject: **Payment Receipt: DPIE Permits, Inspections and Enforcement**
Date: 5/7/2020 11:57:49 AM Eastern Standard Time
From: noreply@co.pg.md.us
Reply To: donotreply@velocitypayment.com
To: jperhonis@verizon.net

Successful Payment Receipt

Please print this receipt for your records

Remittance ID: v3pynnojplfpqydnvncxuzi5
Received: May 07, 2020 11:56AM EDT
Permit Number: 16223-2020-0/DPIE R
Telephone Number: 301-922-7511
Amount: $162.50
Service Fee: $3.98
Service Fee Type: Dual Transaction
Total Amount: $166.48
Transaction Type: Authorization and Capture
Approval Code: 09340D
Card Information: Visa
John P Perhonis
**********3424
Billing information: Address Line 1: 4330 Clagett Road
Country: United States
State: MD
City: HYATTSVILLE
ZIP Code: 20782

The information contained herein (or in any attachment) is privileged and confidential and intended only for the recipient listed above. If you are not the intended recipient, please advise the sender immediately by reply e-mail and delete this message and any attachments without retaining a copy. Review, retransmission, dissemination or other use of, or action taken in reliance upon, this information by persons or entities other than the intended recipient is prohibited. While reasonable efforts have been made to ensure that attachments are virus-free, it is the recipient's sole responsibility to scan all attachments for viruses.

Describe what you propose and why you need a variance (supplmental)

I propose to build a six foot "deer" fence modeled after a similar fence built by Jim Hughes at 6909 Pineway. For the last several years, deer have been "grazing" and feeding in an area directly behind my house that is part of my neighbors yard off to the side and has been left uncultivated. Deer hang out there during the day in groups of two or three. They also enter my property from David Palmers side to feed on mature groupings on hostas and border shrubs. I want to protect these mature plantings and mitigate against the health hazard of their bringing ticks into the small active living area on my side.

I am seeking a variance because a four foot fence will not deter the deer, as has been proven in my case. A six foot fence will make it impossible for them to simply hop over as in the case of the existing four foot fence. Given that there is a lack of open clearance on my side of the back property, it is very unlikely they will be able to hump over it.

The design of the fence is very transparent, using pvc black coated wire mesh. The pressure treated wood will be stained after the fence is up. Galvinized steel posts framed by wood will minimize damage to roots of mature hemlocks along the border. Given the transparent design of the fence and the mature shrubbery along the border, the fence will be almost invisible. The wire mesh is invisible at 20 feet. In addition, the impact of the fence will be offset by the reduced length along the backside. The plat shows that it doesn't extend to the neighbor's back corner on the left of my house.

I have talked in person with seven neighbors listed. I have detailed email correspondence with neighbors to the rear. Everyone is in agreement with the proposal of a larger than four foot fence to address the issue. I have also talked extensively with Jim Hughes at 6909 Pinwway about the design and construction of his 6' fence as well as the danger to established plantings.

AREA IN BACK OF PROPERTY WHERE DEER GRAZE

looking toward backyard at 6812 Pineway

LIVING AREA WHERE DEER ENTER

4330 Clagett

PROPOSED FENCE MODEL AFTER FENCE at 6909 PINEWAY

6909 Pineway

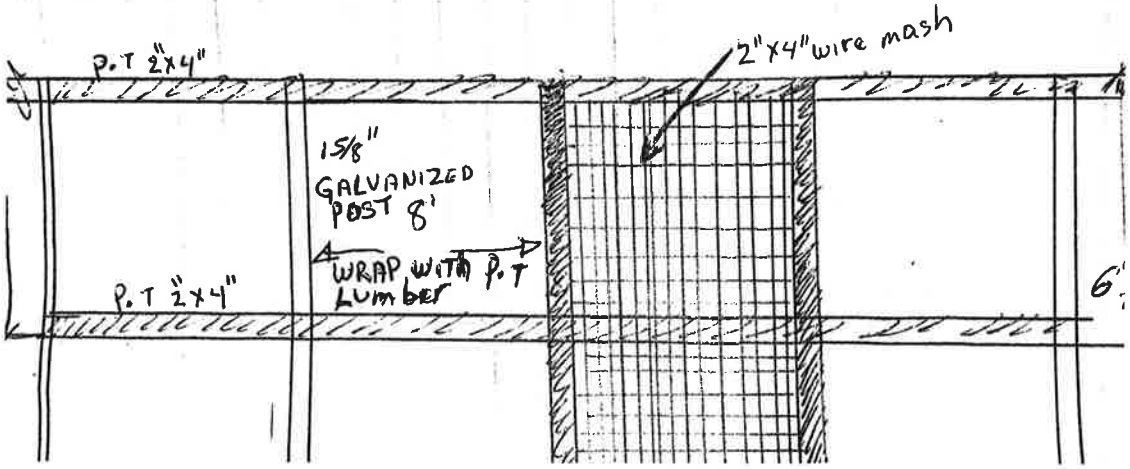
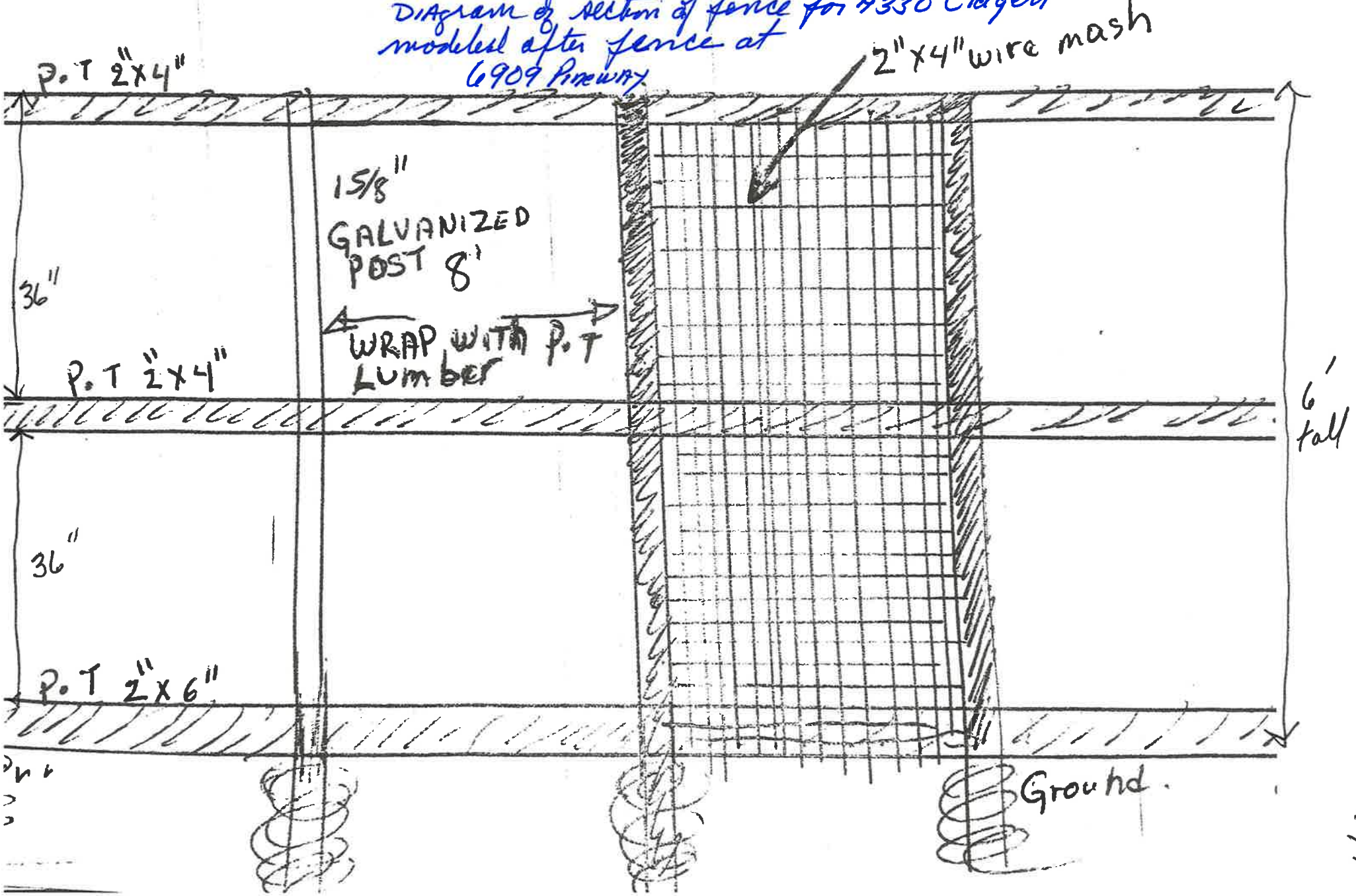


DIAGRAM OF PROPOSED FENCE (See larger sketch)

TITO CONSTRUCTION

Diagram of section of fence for 4330 Clagett modeled after fence at 6909 Pineway



999

Agenda Item 5B
Special Utility Permit: Pepco Vegetation Management for Tree Removal

TOWN OF UNIVERSITY PARK
6724 Baltimore Avenue
University Park, Maryland 20782
(301) 927-4262

SPECIAL UTILITY PERMIT
PERMIT FOR UTILITY WORK WITHIN THE RIGHT-OF-WAY

Permit Name:	**PEPCO Tree Removal**
Permit Number:	**SP-2020-01**

Permit Issuance/Approval Date:	
Permit Expiration Date:	
Permit Extension Date:	
Permit Extension Expiration:	

Permittee Information:

Name and Address of Permittee:
PEPCO
3400 Benning Rd, N.E.
Washington, DC 20019

Contact Person:	**Cody Hesseltine**
Contact Phone Number:	**Cell:202.872.2000 Office: 518.570.0255**
Contact Fax Number:	
Contact Email:	**chesseltine@pepco.com**

Description of Work:

The permittee has permission to perform the following work within the public right(s)-of-way:
Remove trees listed in attached Appendix A from the Town rights of way

Location of Construction Activity:

Subdivision Name:	University Park	TOWN Engineering District:	NA
TOWN Map Page & Grid			

Street	From	To	Remarks/Misc. Information
Various locations			
See Appendix A			

Issued:

Lenford C. Carey, Mayor

Miscellaneous Information:

Inspector Name: John Anna, Adirondack

QUESTIONS TO BE COMPLETED BY PERMITTEE:

1. Will aerial wires or cables be installed within the public rights-of-way under this permit? No

If yes, complete the following:

Total length of aerial utility installations (To be measured longitudinally along the centerline of the utility. Multiple wires or cables on the same poles that provide the same type of utility service shall be measured as one installation.) (LINEAR FEET):

Total number of new poles to be installed within the public rights-of-way (EACH):

Total number of existing poles to be relocated within the public rights-of-way (EACH):

Total number of new guys to be installed within the public rights-of-way (EACH):

2. Will underground utilities be installed within the public rights-of-way under this permit? No

If yes, complete the following:

a. In the following table list the length of all underground utilities to be installed within the public rights-of-way under this permit. (Length shall be measured longitudinally along the utility. Multiple conduits or cables within the same trench that provide the same type of utility service shall be measured as one utility installation.

Location			
Street	**From**	**To**	**Length (LF)**
		Total Length of Underground Utilities (Linear Feet):	Per plans

b. What is the total length of utilities that will be installed under the roadway or paved shoulders under this permit (LINEAR FEET)?

c. Will excavation of roadway pavement or paved shoulders be required to install underground utilities under this permit?

d. If yes, what is the length of the cut? (Measured longitudinally along the centerline of the utility in LINEAR FEET)

3. Will sidewalk closure(s) be required to perform this work? If yes, a plan for rerouting pedestrian traffic must be included with the application. No

4. Will excavation of sidewalk(s) be required to install utilities under this permit?

a. If yes, what type of sidewalk will be excavated? (concrete, asphalt, concrete pavers, etc.)

Required Bonds:

Name and Address of Bonding Company:	Performance Bond		L&M Bond	
	Amount:		Amount:	
	Date Approved:		Date Approved:	
	Bond Number:		Bond Number:	
	Bond Type:		Bond Type:	

Required Fee(s):

Admin. and Insp. Fee:	None	Date Paid:	NA	Payment Type:	NA
Impact Fee:	None	Date Paid:	NA	Payment Type:	NA
Extension Fee:		Date Paid:		Payment Type:	

Approval:

The proposed work shall be performed and completed in accordance with the approved plans and other supporting documents submitted by the Permittee, any and all special terms and conditions contained herein, and all other applicable County, State and Federal laws, rules, regulations, and ordinances, all of the foregoing as may be amended from time to time, and subject to the inspection and control of the the Town's arborist, as appropriate.

_ Approved	_ Denied
_ Approved - See Attached Special Conditions and Appendix A	_ Denied - See Attached Comments for Revision

See Attached Special Conditions and Appendix A

Cody Hesseltine

Applicant's Signature

Applicant's Name:	Cody Hesseltine
Applicant's Title:	Program Manager

SPECIAL CONDITIONS:

_X_	1. Proposed removal of Town trees shall be performed and completed in accordance with the attached approved list (Appendix A) and other supporting documents submitted by the Permittee, any and all special terms and conditions contained herein, Title 20, Public Service Commission Regulations, Section 20.50.12.09, Vegetation Management Requirements, applicable ANSI standards, and all other applicable laws, rules, regulations and ordinances, subject to the inspection by and coordination with of the Town's arborist.
_X_	2. All Town tree removals shall be cut as close to grade as is possible with a chain saw. All tree debris must be removed each day. Logs for each tree must be removed within 48 hrs. of taking down the trunk.
_X_	3. Any changes to the work on Town trees included in this permit must be approved by the Town arborist. Permittee shall provide at least 48 hours' advance notice to the Town Public Works Director of the proposed change.
_X_	4. The Permittee shall notify the Town of University Park at least 4 business days prior to starting work by contacting Michael Beall, Town Public Works Director, the Town's main point of contact, at 301-927-4262. The Permittee shall notify the Public Works Director one business day in advance of the first day of work with respect to the location of the work. Thereafter, the Permittee shall email to the Public Works Director by 8am each morning the location of work for that day.
_X_	5. The Permittee's arborist shall be available at all times during the work.
_X_	6. Any claim for physical damage caused by work performed under this permit on public property shall be the sole responsibility of the Permittee or its contractor. Physical damage to public property shall be repaired to the satisfaction of the Town Public Works Director.
_X_	7. No work shall be performed before 8:00 A.M. and after 5:00 P.M, Monday through Friday, and no work shall be permitted on holidays and weekends, unless prior permission has been granted by the Mayor or Director of Public Works.
_X_	8. Permittee shall maintain proper traffic control at all times per State Highway Administration standards.
_X_	9. Permittee shall coordinate all activities with the Town Arborist, who may be present during all removal activities.
_X_	10. A copy of the permit shall be on site and available for public inspection at all times.
_X_	11. The Permittee shall copy the Town on any general notice correspondence sent by the Permittee related to the progress of the work, such as door hangers or start of work notices.
_X_	12. The Permittee shall provide the Town with a complete list of all contractors and subcontractors assigned to work on the project and shall include the name of a designated contact person and a telephone number in case of urgent or emergency situations for each listed entity. Such telephone number shall be answered by the contact person or a designee with appropriate authority to answer any questions or respond to any concerns regarding urgent or emergency situations.
_X_	13. This permit does not include any authority for a staging area or overnight storage of equipment in the Town.
_X_	Work may begin at any time following issuance of this permit, subject to the notification requirements contained herein. Work shall be completed within ninety (90) days of commencement.
_X_	14. The Town may revoke this permit at any time for failure to follow its requirements.
_X_	15. This permit does not include any permission to perform any pruning of Town trees.

APPENDIX A:

Approved PEPCO Public Removal List

May 28, 2020

6907 40th—pear

4326 Clagett—oak

4443 Wells—pine

4441 Wells—white maple

4441 Wells (park)—pine*

4439 Wells—maple

6704 Wells—maple

6801 Wells—maple

6810 Wells (park)—pine*

4307 Woodberry—ash

***Denotes a tree added to the list on May 28, 2020**

Agenda Item 5B
Memo from Public Works Director re Tree Removal

MEMO

Date: May 28, 2020
To: Mayor Carey
From: Mickey Beall
Re: PEPCO Tree Removal Permit Proposed Additions

Mayor,

Recently, two additional pine trees have been identified as needing removal. Both trees are in the park along Wells Pkwy. and show significant signs of disease of die back in the canopy. Each is across the street from the power lines which is why they weren't initially identified. I discovered one across from 6810 Wells while marking for construction and the PEPCO planner noticed one across from 4441 Wells a few days ago. The Town's arborist has assessed each tree and recommended its removal. PEPCO has agreed to take them down pending approval from the Council.

Agenda Item 5C
Special Utility Permit: Pepco Vegetation Management for Tree Pruning

TOWN OF UNIVERSITY PARK
6724 Baltimore Avenue
University Park, Maryland 20782
(301) 927-4262

SPECIAL UTILITY PERMIT
PERMIT FOR UTILITY WORK WITHIN THE RIGHT-OF-WAY

Permit Name:	**PEPCO Tree Pruning**
Permit Number:	**SP-2020-02**

Permit Issuance/Approval Date:	
Permit Expiration Date:	
Permit Extension Date:	
Permit Extension Expiration:	

Permittee Information:

Name and Address of Permittee: **PEPCO** **3400 Benning Rd, N.E.** **Washington, DC 20019**	Contact Person:	
	Contact Phone Number:	**Cell: 202.872.2000 Office:518.570.0255**
	Contact Fax Number:	
	Contact Email:	**chesseltine@pepco.com**

Description of Work:

The permittee has permission to perform the following work within the public right(s)-of-way:
Prune trees in the Town rights of way, subject to the conditions of this Permit.

Location of Construction Activity:

Subdivision Name:	University Park	TOWN Engineering District:	NA
TOWN Map Page & Grid			

Street	From	To	Remarks/Misc. Information
Various locations			
See Appendix A			

Issued:

Miscellaneous Information:	
Inspector Name:	John Anna, Adirondack

QUESTIONS TO BE COMPLETED BY PERMITTEE:

1. Will aerial wires or cables be installed within the public rights-of-way under this permit? No

   If yes, complete the following:

   Total length of aerial utility installations (To be measured longitudinally along the centerline of the utility. Multiple wires or cables on the same poles that provide the same type of utility service shall be measured as one installation.) (LINEAR FEET):

   Total number of new poles to be installed within the public rights-of-way (EACH):

   Total number of existing poles to be relocated within the public rights-of-way (EACH):

   Total number of new guys to be installed within the public rights-of-way (EACH):

2. Will underground utilities be installed within the public rights-of-way under this permit? No

   If yes, complete the following:

   a. In the following table list the length of all underground utilities to be installed within the public rights-of-way under this permit. (Length shall be measured longitudinally along the utility. Multiple conduits or cables within the same trench that provide the same type of utility service shall be measured as one utility installation.

Location			
Street	**From**	**To**	**Length (LF)**
		Total Length of Underground Utilities (Linear Feet):	Per plans

   b. What is the total length of utilities that will be installed under the roadway or paved shoulders under this permit (LINEAR FEET)?

   c. Will excavation of roadway pavement or paved shoulders be required to install underground utilities under this permit?

   d. If yes, what is the length of the cut? (Measured longitudinally along the centerline of the utility in LINEAR FEET)

3. Will sidewalk closure(s) be required to perform this work? If yes, a plan for rerouting pedestrian traffic must be included with the application. No

4. Will excavation of sidewalk(s) be required to install utilities under this permit?

   a. If yes, what type of sidewalk will be excavated? (concrete, asphalt, concrete pavers, etc.)

Required Bonds:

Name and Address of Bonding Company:	Performance Bond		L&M Bond	
	Amount:		Amount:	
	Date Approved:		Date Approved:	
	Bond Number:		Bond Number:	
	Bond Type:		Bond Type:	

Required Fee(s):

Admin. and Insp. Fee:	None	Date Paid:	NA	Payment Type:	NA
Impact Fee:	None	Date Paid:	NA	Payment Type:	NA
Extension Fee:		Date Paid:		Payment Type:	

Approval:

The proposed work shall be performed and completed in accordance with the approved plans and other supporting documents submitted by the Permittee, any and all special terms and conditions contained herein, and all other applicable County, State and Federal laws, rules, regulations, and ordinances, all of the foregoing as may be amended from time to time, and subject to the inspection and control of the Town's arborist, as appropriate.

☐ Approved	☐ Denied
☐ Approved - See Attached Special Conditions and Appendix A	☐ Denied - See Attached Comments for Revision

See Attached Special Conditions and Appendix A

Cody Hesseltine
Applicant's Signature

Applicant's Name:	Cody Hesseltine
Applicant's Title:	Program Manager

SPECIAL CONDITIONS:

_X_	1. Proposed pruning of Town trees shall be performed and completed in accordance with this permit, Appendix A, and other supporting documents submitted by the Permittee, any and all special terms and conditions contained herein, Title 20, Public Service Commission Regulations, Section 20.50.12.09, Vegetation Management Requirements, applicable ANSI standards, and all other applicable laws, rules, regulations and ordinances, subject to the inspection by and coordination with of the Town's arborist.
_X_	2. On a date(s) prior to any pruning work, the arborist designated by PEPCO shall meet with the Town arborist to review all trees in the Town's rights of way that PEPCO intends to prune as part of its work plan under this permit. Each arborist representative present shall be an International Society of Arboriculture Certified Arborist and a Maryland Licensed Tree Expert. All trees to be pruned must be reviewed. The Town's arborist and the PEPCO arborist will agree on a vegetation management plan for each tree. If the Town arborist and the PEPCO arborist are unable to reach agreement on the vegetation management plan for a tree, then that tree must be removed from the work plan and is not approved for pruning under this permit. A list of all trees to be removed from the work plan shall be developed by the PEPCO arborist and will be reviewed for accuracy by the Town arborist. Once a final list of the trees to be removed from the work plan is developed, a copy shall be provided to the Town and to PEPCO. Any trees on this final list may not be pruned under this permit. PEPCO shall abide by the vegetation management plan agreed to as a result of the meeting.
_X_	3. Any changes to the vegetation management plan for Town trees included in this permit must be approved by the Town arborist or designee, who shall be on site during all work. Changes to the vegetation management plan may be made on site during the work only if approved by the Town arborist. Otherwise, Permittee shall provide at least 48 hours' advance notice to the Town Public Works Director of the proposed change.
_X_	4. The Permittee shall notify the Town of University Park at least 4 business days prior to starting work by contacting Michael Beall, Town Public Works Director, the Town's main point of contact, at 301-927-4262. The Permittee shall notify the Public Works Director one business day in advance of the first day of work with respect to the location of the work. Thereafter, the Permittee shall email to the Public Works Director by 8am each morning the location of work for that day.
_X_	5. The Permittee's arborist shall be available at all times during the work.
_X_	6. Any claim for physical damage caused by work performed under this permit on public property shall be the sole responsibility of the Permittee or its contractor. Physical damage to public property shall be repaired to the satisfaction of the Town Public Works Director.
_X_	7. No work shall be performed before 8:00 A.M. and after 5:00 P.M, Monday through Friday, and no work shall be permitted on holidays and weekends, unless prior permission has been granted by the Mayor or Director of Public Works.
_X_	8. Permittee shall maintain proper traffic control at all times per State Highway Administration standards.
_X_	9. Permittee shall coordinate all activities with the Town Arborist, who may be present during all removal activities.
_X_	10. A copy of the permit shall be on site and available for public inspection at all times.
_X_	11. The Permittee shall copy the Town on any general notice correspondence sent by the Permittee related to the progress of the work, such as door hangers or start of work

	notices.
_X_	12. The Permittee shall provide the Town with a complete list of all contractors and subcontractors assigned to work on the project and shall include the name of a designated contact person and a telephone number in case of urgent or emergency situations for each listed entity. Such telephone number shall be answered by the contact person or a designee with appropriate authority to answer any questions or respond to any concerns regarding urgent or emergency situations.
_X_	13. This permit does not include any authority for a staging area or overnight storage of equipment in the Town.
_X_	14. Work may begin at any time following issuance of this permit, subject to the notification requirements contained herein. Work shall be completed within ninety (90) days of commencement.
_X_	15. The Town may revoke this permit at any time for failure to follow its requirements.
_X_	16. This permit does not include any permission to perform any removal of Town trees.

Appendix A – University Park 2020 Work Plan with respect to pruning only.

Agenda Item 7A
Memo from Director of Public Works Re: Budget Transfer

MEMO

To: Mayor Carey
From: Mickey Beall
Re: Line Item Transfers
Date: May 7, 2020

I would like to transfer request the transfer of $3,000 from the DPW Snow Removal line item (6410-04) to the Vehicle Maintenance line item (6580-05) to cover higher than anticipated costs.

I request this be included on the agenda for the meeting on May 18.

Agenda Item 7B
Legislative Resolution 20-O-05

Ordinance to Amend the Fiscal Year 2020 Budget
Sponsored by: Councilmember Verrill

LEGISLATIVE RESOLUTION 20-O-05

Resolution and Ordinance of the Town of University Park, to amend the FY 2020 Budget Ordinance, Legislative Resolution 19-O-03 to establish a new revenue line item to receive COVID-19 funding from Prince George's County, and a new expenditures line item for authorized COVID-19 expenditures from that funding source.

Section 1: Be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Legislative Resolution 19-O-03, Fiscal Year 2020 Budget Ordinance, be amended to:

1. Establish a new revenue line item in the amount of $161,000 to receive United States Department of Treasury, Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, from Prince George's County, Maryland, to cover necessary expenditures directly related to the Coronavirus Disease 2019 (COVID-19) between March 1, 2020 and December 30, 2020.
2. Establish an expenditure line item in the amount of $161,000 for authorized expenditures between March 1, 2020 and December 30, 2020 directly related to the Coronavirus Disease 2019 (COVID-19).

Section 2. Be it further resolved that this resolution shall become effective immediately upon enactment by the Mayor and Common Council of University Park.

Section 3. Be it further resolved that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or

EXPLANATION:
CAPITALS INDICATE MATTER ADDED TO EXISTING LAW
[~~Brackets~~] indicate matter deleted from existing law
* * Asterisks* * indicate existing law which are unchanged but not set forth in the ordinance
<u>CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE</u>
~~[Brackets]~~ indicate matter deleted by amendment to the proposed ordinance

word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 4: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this _____ day of _____, 2020.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

_____

By: _____
Lenford C. Carey, Mayor

APPOVED AS TO FORM AND
LEGAL SUFFICIENCY

By:_____
Suellen M. Ferguson, Town Attorney

Agenda Item 7C
Legislative Resolution 20-O-06

Amending Section 13-203
Sponsored by: Councilmember Schultz

EMERGENCY LEGISLATIVE RESOLUTION 20-0-06

Resolution and Ordinance of the Town of University Park to amend Chapter 13 "Housing", Article 2, "Rental Housing Code", Section 13-203, "Rental property license and renewals" of the Code of Ordinances of the Town of University Park to allow a required inspection to be postponed or altered in scope by resolution of the Mayor and Council.

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the Mayor and Common Council of the Town of University Park have the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the residents of the municipality and to prevent and remove nuisances; and

WHEREAS, the Mayor and Common Council have adopted Chapter 13, "Housing", of the Town Code to regulate the maintenance of residential housing; and

WHEREAS, Chapter13, §13-203, Rental property license and renewals, requires that each rental property undergo an inspection prior to receiving a license, and an inspection prior to annual renewal of the rental property license; and

WHEREAS, in light of the restrictions imposed due to the COVID-19 pandemic, the Mayor and Common Council have determined that it is in the public interest during declared emergencies to authorize by Resolution that any required inspection be postponed and/or altered in scope ; and

EXPLANATION:
CAPITALS INDICATE MATTER ADDED TO EXISTING LAW
[~~Brackets~~] indicate matter deleted from existing law
* * Asterisks* * indicate existing law which are unchanged but not set forth in the ordinance
<u>CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE</u>
~~[Brackets]~~ indicate matter deleted by amendment to the proposed ordinance

WHEREAS, that the Mayor and Common Council have determined that it is necessary that this Ordinance be effective immediately and it is therefore adopted as an emergency measure pursuant to section 311(a) of the Town Charter.

Section 1: NOW THEREFORE be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Chapter 13 "Housing", Article 2 "Rental Housing Code", § 13-203 "Rental property license and renewals", of the Code of the Town of University Park, be repealed, re-enacted and amended to read as follows:

§13-203 Rental property license and renewals

(A) – (C) * * * *

(D) Inspections. All rental properties shall be subject to periodic inspection to determine if they are in conformance with the Code and shall be inspected PRIOR TO ISSUANCE AND at least once each year prior to renewal of the rental license. Permission for such inspections, without the necessity for obtaining any further permission or judicial warrant, is a condition of any license or temporary certificate. Failure to allow entry for such inspection or to require any tenant to allow entry for such inspection shall constitute sufficient reasons for the denial or revocation of the rental license or temporary certificate. IN THE EVENT A STATE OF EMERGENCY HAS BEEN DECLARED FOR THE TOWN BY THE MAYOR AND COUNCIL, OR BY THE STATE OF MARYLAND OR PRINCE GEORGE'S COUNTY, PURSUANT TO STATE OR LOCAL LAW, THE REQUIRED INSPECTION MAY BE POSTPONED AND/OR ALTERED IN SCOPE BY RESOLUTION OF THE MAYOR AND COUNCIL.

Section 2. Be it further resolved that the Common Council has determined that it is necessary that this Ordinance be effective immediately and it is therefore adopted as an emergency measure pursuant to section 311(a) of the Town Charter.

Section 3. Be it further resolved that this resolution shall become effective immediately upon enactment by the Mayor and Common Council of University Park.

Section 4. Be it further resolved that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or

word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 5: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this _____ day of _____, 2020.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

_____

By: _____
Lenford C. Carey, Mayor

APPOVED AS TO FORM AND
LEGAL SUFFICIENCY

By:_____
Suellen M. Ferguson, Town Attorney

Agenda Item 8A
General Order Section 400.1, Firearms

UNIVERSITY PARK POLICE GENERAL ORDERS

TITLE			PROCEDURE NUMBER
FIREARMS			**UPPD400.1**
SECTION	NUMBER OF PAGES	EFFECTIVE DATE	REVIEW DATE
OPERATIONAL PROCEDURES	**6**	**07/01/2020**	
☐ **NEW** **x AMENDS** ☐ **RESCINDS**	CALEA CHAPTERS	AUTHORITY	
July 1, 2020	**1, 33, 53**	**Chief Harvey R. Baker**	

I. PURPOSE

This general order establishes guidelines on the use of Department issued and/or authorized weapons, training, reporting and firearms inspection procedures.

II. POLICY

It is the policy of the Department to require officers to use and handle all firearms in a manner that is safe, prudent and consistent with Department procedures and rules, as well as state and federal law. Personnel will only use the force that is necessary to accomplish a lawful objective.
See UPPD General Order 400.0.

Department officers will be armed, to include their badge and identification, at all times on or off duty while in the Town.

Department officers are authorized to carry firearms in accordance with the Annotated Code of Maryland, Criminal Law Title, §4-203(b).

Firearms will not be carried when prohibited by local state or federal laws.

Only sworn personnel are permitted to carry or use firearms.

III. DEFINITIONS

ASP Tactical Baton – See UPPD General Order 400.2

Authorized Firearms – Any firearm that has been inspected and approved by the department's armorer and has been authorized by the Chief to be carried on or off – duty. This includes alternate duty handguns and off duty handguns, shotguns and long rifles.

Car Safe Condition – safety on, chamber empty, dry-fired, magazine loaded to capacity.

Child - In accordance with Maryland Code, Section 4-104 (dealing with handguns), an individual under the age of 16.

Current Qualifications – An individual is qualified if they have successfully completed Departmental and MPCTC approved firearm courses of fire within the preceding year.

Department – when referenced means the Chief of Police or a designee**.**

Duty Loaded Condition – When an authorized firearm has one round in the chamber with a magazine loaded to capacity.

Electronic Control Devices (ECD) – See UPPD General Order 400.4.

Firearm – Any firearm, excluding antique firearms, as defined in Maryland Code, Section 4-201.

Issued Firearm – A Departmentally owned or controlled firearm issued to an officer.

Less Lethal Weapon – ASP Baton; OC Device

Locked Container – The department issued pistol box, or a locked container rendering the firearm inaccessible.

Non-Officer Status- means a situation in which a police officer, who continues to be employed by a law enforcement unit, is temporarily relieved of law enforcement powers by a law enforcement unit. See MPTC Regulations.

Off - Duty Firearm – A firearm authorized for off duty use.

OC Device – See UPPD General Order 400.3.

On - Duty Firearm - A firearm authorized for on duty use.

Safe Condition - When a firearm is unloaded, and the ammunition is in a separate location and is not accessible to minors or unauthorized persons.

Departmentally issued Shotgun/Rifle - Departmentally owned or controlled shotgun/rifle issued to a qualified officer for on duty use**.**

IV. AUTHORIZED USE OF FIREARMS

A. Officers may use lethal force when they have an objectively reasonable belief that the suspect poses an imminent threat of death or serious physical injury to the officer or to another person. It is the policy of this police department that police officers shall use only that force that is objectively reasonable under the circumstances in order to accomplish lawful objectives

B. A decision to use lethal force can only be justified by facts known to the officer at the time the decision was made. After acquired information no matter how compelling, cannot be considered in subsequent investigations, reviews or hearings.

C. Firearms may be discharged at a vehicle when:

1. The occupants of the vehicle are threatening or using deadly force by a means other than the vehicle and innocent persons would not be unduly jeopardized by the officer's actions.

2. The vehicle is operated in a manner which may cause serious injury or death to another person or to the officer and there is no cover or escape available.

D. Firearms may be discharged at an approved range.

E. Firearms may be discharged to kill animals that are seriously injured or pose a threat to human safety.

V. PROHIBITED USE OF FIREARMS

A. Warning shots are prohibited.

B. When less force could reasonably be used.

C. When innocent persons would be severely and unduly endangered.

D. Officers shall not be armed under any circumstances while under the influence of alcoholic beverages, drugs, or medication that may render them incapable of effectively using a firearm.

VI. DISPLAY OF FIREARMS PROHIBITED

A. An officer shall not display or draw any firearm unless they reasonably believe that they may have to employ lethal force. The display of a firearm is not lethal force.

B. To gain a tactical advantage, the officer may draw their firearm when they believe that doing so will provide the advantage of time.

C. Firearms shall not be used to threaten or intimidate anyone unless the use is tactically necessary. Officers shall promptly re-holster, conceal, or store firearms when the threat has ended.

D. Officers shall not draw, dry fire, or display a firearm in public except for official use.

VII. AUTHORIZED FIREARMS

A. The following list of weapons are authorized for use by the department.

1. The Glock Model 17 is the authorized issued firearm for patrol officers.

2. The Glock Model 19 is the authorized issued firearm for Command Staff.

3. The Remington 870 12gauge shotgun.

4. The Remington R4 15A rifle.

B. Authorized firearms will always be carried in duty loaded condition, with authorized ammunition, except for the shotgun and rifle which will be carried in a Car Safe Condition.

VIII. AUTHORIZED OFF – DUTY FIREARMS

A. Off duty firearms must be authorized by the Chief and be:
1. Semiautomatic.
2. 9mm, .380 or .40 caliber.
3. Have a magazine capacity of at least seven rounds.
4. Have a double-action firing mechanism; and
5. Any firearm permitted to be carried on duty.

IX. REQUEST TO CARRY

A. Officers wishing to use or carry a firearm not issued by the Department may not do so unless:

1. They have submitted a memorandum via the chain of command requesting approval from the Chief.

2. The officer has had the firearm inspected by the appropriate qualified weapons instructor or armorer.

3. The officer has demonstrated to the instructor or armorer proficiency with the weapon in accordance with Maryland Police Training Commission standards.

X. AUTHORIZED AMMUNITION

A. When on duty, officers shall only use issued ammunition in any authorized firearm. The approved duty ammunition will be:

1. 147 grain "HST" 9mm caliber pistol ammunition.

2. 12guage 00 Buck/or rifled slug ammunition

3. .223 rifle ammunition

B. Any other factory-jacketed ammunition may be used provided officers are authorized by the department armorer and the Chief.

C. Officers are responsible for the purchase of off-duty ammunition for carry and qualifications.

XI. DEPARTMENTAL SHOTGUN/RIFLE PROGRAM

A. The following are approved and issued firearms:

1. The Remington 870 12gauge shotgun.

2. The Remington R4 15A rifle.

B. On duty officers who are qualified may carry both a shotgun and rifle. The firearms will be secured in the trunk of their assigned vehicles, or vehicles equipped with locking racks in Car Safe Condition.

1. When carrying the firearms, officers will not leave their vehicle unlocked and unattended or with the keys in the ignition.

C. When off duty, all firearms will be removed from the assigned vehicle, secured with a locking device or in a storage locker where they cannot be accessed or removed by any person other than the officer.

1. Departmental weapons and personal shotguns/rifles stored in assigned vehicles are prohibited after a tour of duty, and from overnight or long-term storage.

D. Situations in which the deployment of a shotgun or rifle is authorized include but are not limited to:

1. When a suspect is known to be armed with a high- powered weapon.

2. An active shooter incident.

3. Barricade and hostage incidents.

E. Officers shall carry shotguns during situations that may require their use. Officers will not deploy both a shotgun and rifle simultaneously. Either weapon will not be deployed for routine calls for service or routine traffic stops.

F. Supervisors will conduct monthly inspections of all shotguns and rifles carried by their personnel. They shall consult with the Armorer if necessary. The inspection will be documented on the Firearms Inspection Report.

XI. INSPECTION OF FIREARMS

A. Prior to use, all issued or authorized firearms shall be inspected by a certified firearms instructor or Armorer to ensure that they meet the Department's established criteria and are in safe working order.

B. All personnel shall routinely inspect issued weapons for cleanliness, safety, and functionality.
Any defects should be reported to the immediate supervisor so that repairs can be made.

C. The Department shall maintain a complete record of inventory of all agency owned weapons, as well as all personally owned firearms authorized for departmental use. The record shall include:

1. Make; model; caliber; serial number of all firearms intended for use by agency personnel.

2. The name of agency personnel that firearm(s) are assigned to or authorized for use.

D. The Department shall, as part of a line inspection, inspect authorized firearms and holsters worn by an officer to ensure that the officer is following this General Order.

E. Only the Department's trained armorer may perform the thorough inspection to verify serviceability.

1. If the armorer finds a malfunctioning firearm it will be repaired or will be placed out of service until repaired. The officer will be given a replacement firearm until the repaired firearm is certified for return to service.

2. No modifications or additional accessories to an issued firearm are authorized without the approval of the Department Armorer and the Chief of Police.

XII. TRAINING

A. The Department will ensure that the officers have been issued copies of and have been instructed in Department policies governing the use of force and the use of lethal firearm and non-lethal weapons before the officer is authorized to carry a firearm/weapon.

B. The Department will document the issuance of the firearms/weapons and policies on an appropriate form.

XIII. QUALIFICATION

A. All officers shall qualify at least annually with the Department issued and any authorized firearm on both a day and night course of fire, as determined by the Maryland Police Training Commission and shall be required to fire a minimum score of 75% as set by the corresponding course requirements. No officer shall carry an authorized firearm, on or off duty, with which they are not currently qualified.

1. Qualification classifications:

Master	99.0 - 100
Expert	95.0 - 98.9
Sharpshooter	85.0 - 94.9
Marksman	75.0 - 84.9

2. Shotguns and Rifles require a score of 80% or better to qualify.

B. Certified firearms instructors shall oversee any proficiency testing of officers.

C. Officers shall be able to demonstrate knowledge of safety procedures and functions of the issued firearm.

D. The qualification documentation for each firearm the officer is allowed to carry shall be filed in the Office of the Chief of Police.

E. An officer who fails to qualify with the issued firearm, approved alternate duty firearm, or off-duty firearm, shall attempt to qualify again, if possible. The officer will be rescheduled on the next available day for another qualification attempt.

1. MPTC Regulations, Section A, General Regulations, #11 states: "Any officer who obtains a failing score with their service weapon on any MPTC course shall not be permitted to wear or carry any weapon until the officer posts a passing score on the same qualifying course."

F. The Department may adjust the officer's work schedule to accommodate the rescheduled qualification date; if unable the officer shall re-qualify on their own time.

G. In the interim, the Department may place the officer in a non-officer status. If the officer fails to qualify on the rescheduled date, they shall immediately inform the Chief. The Chief may:

1. Immediately suspend the officer's police powers and take all issued firearms, badges and police identification, assigned police vehicle,

2. Place the officer in a non-officer status,

3. Arrange remedial training for the officer with a qualified weapons instructor from this Department and/or an instructor from an outside agency.

H. An officer unable to qualify following remedial training shall continue in the non-contact assignment with their police powers suspended pending appropriate administrative steps.

I. If the inability to qualify is determined to be the result of an apparent physical impairment, a determination shall be made as to the duration of the impairment. If the impairment is temporary, non-contact assignments may be utilized until the impairment is corrected and the officer is able to qualify. If permanent, the appropriate administrative steps shall be taken.

J. As described in this subsection, the suspension of an officer's police powers and related actions are not disciplinary suspension actions. It is an administrative prerogative of the Chief to limit the officer's potential involvement in a situation where their lack of firearms proficiency may endanger themselves or others.

K. A temporary or permanent suspension of authorization to carry a Department firearm also applies to carrying an authorized off duty weapon.

XIV. REPORTING

A. When an officer discharges a firearm while on or off duty, except at an approved range, they shall immediately notify the Chief or a designee.

B. Whenever an officer discharges a firearm, except at an approved range, they shall submit a detailed written report relating all circumstances pertaining to the incident to the Chief or a designee as soon as practical.

C. The Chief or a designee shall personally inspect the scene and circumstances of the firearm discharge, make an immediate investigation as to the circumstances of the use of the firearm and complete a detailed written report.

D. Whenever an officer discharges a firearm at an alleged suspect, the Chief or a designee will request the on-call investigator (Prince George's County Police Department Criminal Investigation Division) to handle the criminal investigation (e.g., the collection of evidence, interviewing witnesses, and processing the scene); any felony arrest arising out of the incident will be handled by CID personnel.

E. If the discharge of the weapon occurs outside the Town, the Chief or a designee will be responsible for notifying the law enforcement agency having jurisdiction and coordinating the investigation with that agency's personnel.

F. After any use of force incident, officers shall render aid to any injured parties and request appropriate medical assistance if necessary.

XV. INVESTIGATION

A. In accordance with General Order UPPD 1200.0-"Law Enforcement Officers Bill of Rights" when an officer's use of a firearm results in the injury or death of any person, or should an initial investigation of an officer's use of a firearm indicate misuse of that weapon, the member may be placed on administrative leave, pending a thorough investigation of all circumstances surrounding the incident.

B. Should the initial investigation indicate that the officer had justification to discharge a firearm the Chief may return the member to duty, pending final investigation and disposition.

XVI. COUNSELING

A. Any officer that has been involved in an incident of discharging a firearm which results in the death or serious injury or could have resulted in death or serious injury to another person will routinely undergo counseling with a psychologist selected by the Department.

B. This service may also be offered to any family member of the officer that requests assistance.

XVII. FIREARMS SAFETY

A. Officers handling firearms must always be aware of and obey the following basic safety rules:

1. All guns are loaded.

2. Fingers are kept off the trigger and outside the trigger guard until a target has been located, and

3. Officer must be sure of the target and back stop.

B. Weapons shall never be left unattended or in an unsecured place where they are accessible to other persons.

C. When carrying a firearm becomes impractical (e.g., athletic activity, training), it will be secured in a readily available place that is secure and protected from public access.

XVIII. HOME SAFETY

A. Home safety is paramount. An individual may not store or leave a loaded firearm in any location where the individual knows, or should know, that an unsupervised child or unauthorized person can gain access to it with the following exceptions:

1. A child's access to a firearm is supervised by a person 18 years of age or older.

2. A child's access to a firearm is a result of an unlawful entry.

3. A firearm is in the possession or control of a law enforcement officer while engaged in official duties.

4. A child has a certificate of firearm and hunter safety as established in Section 10-301.1 of the Natural Resources Article.

B. Whenever a firearm is being stored at home the same will be secured in the issued pistol box or a locked container rendering the firearm inaccessible.

End of Document

Agenda Item 8B
General Order Section 604.0, Police Specialty Certification Pay Bonus

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE			PROCEDURE NUMBER
Police Specialty Certification Pay Bonus			**UPPD 604.0**
SECTION **DUTIES AND RESPONSIBILIITES**	NUMBER OF PAGES **1**	EFFECTIVE DATE **07/01/2020**	REVIEW DATE
X NEW ☐ AMENDS ☐ RESCINDS **DATE:**		AUTHORITY **Chief Harvey R. Baker**	

I. PURPOSE

The purpose of this general order is to establish eligibility requirements for officers to a receive a Police Specialty Certification Pay Bonus ("Specialty Bonus").

II. POLICY

The Police Specialty Certification Pay Bonus program recognizes police specialty certifications that enhance the officer's skill level, job readiness, and professional development, which creates value for the Department and the Town.

III. RESPONSIBILITY

The Chief of Police or his designee will be responsible for identifying police specialty certifications that are eligible for pay bonuses. At the start of each fiscal year, the Chief of Police will identify officers that met the eligibility requirements for the Specialty Bonus in the previous fiscal year and award the bonus pay accordingly. The Specialty Bonus is payable no later than August 31st of the new fiscal year.

IV. ELIGIBILITY

An officer shall be awarded a Specialty Bonus if they meet the following eligibility criteria and possess two or more of the following police specialty certifications:

1) Has not had any sustained police complaints during the previous fiscal year.

2) Has current police specialty certifications in two or more of the following:

   Speak Spanish fluently
   (Test required for verification)
   Police Bike Officer
   Firearms Instructor
   Current Field Training Officer (FTO)
   Patrol Rifle Team Member
   General Police Instructor
   Alert Lookout Inform Counter Evaluate (A.L.I.C.E.)
   Active Shooter Instructor
   Drug Recognition Expert (D.R.E.)
   Departmental Armorer
   Evidence Collection Technician

3) This list of specialty certifications may be updated to reflect specialized training that meets departmental objectives.

V. POLICE SPECIALTY CERTIFICATION PAY BONUS

Officers that meet the eligibility criteria and have up to four police specialty certifications will receive a bonus of $500.00. Officers that possess five or more police specialty certifications will receive a bonus of $1,000.00.

End of Document

Agenda Item 8D
Legislative Resolution 20-R-04

RESOLUTION
OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF UNIVERSITY PARKTO WAIVE AN IN-PERSON INSPECTION OF A RENTAL PROPERTY PRIOR TO ISSUANCE OR RE-ISSUANCE OF A RENTAL LICENSE, DURING A STATE OF EMERGENCY PROVIDED THAT THE OWNER OR PROPERTY MANAGER INSPECT THE RENTAL PROPERTY FOR COMPLIANCE WITH THE REQUIREMENTS LISTED IN THE RENTAL CODE COMPLIANCE CERTIFICATION FORM AND CERTIFY THAT COMPLIANCE UPON PENALTY OF PERJURY

WHEREAS, on March 5, 2020, the Honorable Larry J. Hogan, Jr., Governor of Maryland, as a result of the presence of COVID-19, a highly infectious disease, declared a public health catastrophe, a public emergency, and an immediate danger to public safety in the State of Maryland. On March 23, 2020 Governor Hogan ordered additional action including closure of non-essential businesses, and on March 30, 2020, he ordered all residents to stay at home; and

WHEREAS, the issuance of these Orders by the Governor resulted in a State of Emergency existing in the Town beginning on March 5, 2020; and

WHEREAS, while the Governor's Orders have been amended, the state of emergency is still in effect; and

WHEREAS, the Order of the Governor of the State of Maryland Number 20-0415-01, dated April 15, 2020, entitled "Requiring Use of Face Coverings Under Certain Circumstances and Requiring Implementation of Certain Physical Distancing Measures" is still in effect; and

WHEREAS, the Town Hall and administrative offices continue to be closed; and

WHEREAS, all current rental licenses issued for residences in the Town will expire on June 30, 2020. Issuance or re-issuance of a rental license currently requires an in-person inspection of the rental property by the Code Compliance Officer; and

WHEREAS, based on the Governor's Orders and the continued concerns about the COVID-19 pandemic, the Mayor and Council have determined that it is in the public interest

that in-person inspections by the Code Compliance Officer be suspended during the ongoing state of emergency, and that owners be required to inspect for and certify compliance with a rental code compliance checklist; and

WHEREAS, the Mayor and Common Council have determined that it is in the public interest, will not endanger the public health, welfare, or safety, and will not will deprive any person of their due process rights, to authorize, adopt, confirm and/or ratify the actions contained in this Resolution.

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council, in light of the several Orders issued by Governor Hogan responding to the COVID-19 State of Emergency and the Mayor and Council powers under the Town Charter and Code and the Maryland Code, that a State of Emergency continues to exist within the Town and that the Mayor be and he is hereby authorized to administer the Town's emergency response and to take the following actions:

Require that all rental licenses may be issued or re-issued without an in-person inspection by the Town's Code Compliance Officer during the course of the COVID-19 State of Emergency, provided that the owner or property manager of the rental property inspect the Property for compliance with the requirements listed in the Rental Code Compliance Certification, issued by the Town in substantially the form attached, and certify that compliance upon penalty of perjury. In-person inspections may be undertaken once the said State of Emergency has concluded, and/or at any time necessary for the health and safety of the Town's residents and visitors.

ADOPTED by the Mayor and Common Council at a regular public meeting on the ____ day of June, 2020.

EFFECTIVE the _____ day of June, 2020.

WITNESS

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

_____

_____
Lenford C. Carey, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

_____
Suellen M. Ferguson, Town Attorney

Agenda Item 9
Draft 5/18/20 Council Minutes

Approved on

MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
May 18, 2020
MINUTES

DRAFT

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

Present: Mr. Brosch, Mr. Schultz, Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells, Mr. Stephen
Absent: None
Excused: None

2. **PLEDGE OF ALLEGIANCE** – was led by Mayor Carey.

3. **APPROVAL OF THE AGENDA**

Moved by: Ms. Verrill **Seconded by:** Mr. Stephen

Yea: 7 **Nay:** 0 **Abstain:** 0

4. **CONSENT AGENDA**

Motion: To approve the following consent agenda items.

Moved by: Mr. Caskey **Seconded by:** Mr. Stephen

Yea: 7 **Nay:** 0 **Abstain:** 0

A. BUILDING PERMIT APPLICATION TO EXTEND SUMP PUMP DRAINAGE PIPE AND INSTALL A DRYWELL
(Scott Broo and Caitrin Coccoma, 6704 44th Avenue) Ward 3
To extend sump pump drainage pipe in the backyard and deposit into a drywell at least 25' away from the property line located on Lot 3, Block 16 and Section 3 at 6704 44th Avenue.
**Town Engineer has reviewed, and application reflects recommendations.*

B. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK
(Lloyd Slevc, 4307 Underwood Street) Ward 4
To construct a 12'x 32' deck with landing and steps located on Lot 13, Block 22 and Section 7 at 4307 Underwood Street.

C. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK
(James Sarazin and Ian Duncan, 4102 Woodberry Street) Ward 7
To construct a 16'x 16' deck located on Lot 12 and Block 30 at 4102 Woodberry Street.

5. PUBLIC COMMENT *(Responses from Councilmembers, the Mayor or staff are italicized).*

- A resident referred to a statement in the Newsletter and asked for an explanation of the new personal property tax and why different language is used in the Ordinance. *The personal property tax is not new. It has existed and its wording has been the same for decades, and it comes directly from the State Code. The Town is not allowed to assess a tax unless it is authorized by the State of Maryland.*

6. CONTINUING BUSINESS

A. ADOPTION OF LEGISLATIVE RESOLUTION 20-O-04: FISCAL YEAR 2021 BUDGET (*Second Reading*)

Motion: To adopt Legislative Resolution 20-O-04: Fiscal Year 2021 Budget.

The earliest date this motion may be considered for passage is May 18, 2020.

Moved by: Mr. Caskey **Seconded by:** Ms. Wells

Yea: 7 **Nay:** 0 **Abstain:** 0

Motion: With regard to line item G30-Hyattsville Middle School PTA Grant, to allow the appropriation to go forward subject to the condition that the PTA provides the Town with a plan for how the funds will be disbursed and indication that they have sufficient money to complete the project before any funds are given.

Moved by: Mr. Schultz **Seconded by:** Ms. Verrill

Yea: 7 **Nay:** 0 **Abstain:** 0

Note: Councilmembers agreed to address the Helping Hands Temporary Assistance Funds Donations line item and to bring it back to a meeting at a later date.

Motion: To increase Police Salaries by $5,000.00 for Police Specialty Certification Bonuses.

Moved by: Ms. Verrill **Seconded by:** Ms. Wells

Yea: 7 **Nay:** 0 **Abstain:** 0

Motion: To allocate funding for COVID-19 Revenue and Expenditure account to allow the funds from the Federal Relief through the County to be placed in the proper accounting system and tracked.

Moved by: Ms. Verrill **Seconded by:** Mr. Stephen

Yea: 7 **Nay:** 0 **Abstain:** 0

7. NEW BUSINESS

A. FY2020 PUBLIC WORKS BUDGET TRANSFER

Motion: To transfer $3,000 from Public Works line item 6410-04, *Snow Removal,* to Public Works line item 6580-05, *Vehicle Maintenance,* to cover higher than anticipated costs.

DRAFT

Moved by: Ms. Wells **Seconded by:** Ms. Stephen

Yea: 7 **Nay:** 0 **Abstain:** 0

Two readings required.

B. INTRODUCTION OF LEGISLATIVE RESOLUTION 20-O-05: AMENDMENT OF THE FISCAL YEAR 2020 BUDGET – COVID-19 FUNDING (*First Reading*)

Motion: To introduce Legislative Resolution 20-O-05 amending the Fiscal Year 2020 Budget to establish a new revenue line item to receive COVID-19 funding from Prince George's County, and a new expenditures line item for authorized COVID-19 expenditures from that funding source.

The earliest date this motion may be considered for passage is June 1, 2020.

Moved by: Ms. Verrill **Seconded by:** Ms. Wells

Yea: 7 **Nay:** 0 **Abstain:** 0

C. EMERGENCY LEGISLATIVE RESOLUTION 20-O-06: AMENDING CHAPTER 13, ARTICLE 2, SECTION 13-203 *RENTAL PROPERTY LICENSE AND RENEWALS*

Motion: To introduce the emergency Legislative Resolution 20-O-06 to amend Chapter 13 "Housing", Article 2, "Rental Housing Code", Section 13-203, "Rental property license and renewals" of the Code of Ordinances of the Town of University Park to allow a required inspection to be postponed or altered in scope by resolution of the Mayor and Council.

Moved by: Mr. Schultz **Seconded by:** Mr. Caskey

Yea: 7 **Nay:** 0 **Abstain:** 0

D. RESOLUTION 2020-R-03: TO ACCEPT CARES ACT COVID-19 FUNDING FROM PRINCE GEORGE'S COUNTY

Motion: To adopt Resolution 2020-R-03 to submit a plan to Prince George's County to enable receipt of CARES Act COVID-19 funding and authorize Mayor and staff to prepare the plan consistent with guidelines from the County.

Moved by: Ms. Verrill **Seconded by:** Mr. Schultz

Yea: 7 **Nay:** 0 **Abstain:** 0

8. APPROVAL OF MINUTES: *May 4, 2020*

Moved by: Mr. Stephen **Seconded by:** Mr. Caskey

Yea: 7 **Nay:** 0 **Abstain:** 0

DRAFT

9. DEPARTMENT AND COUNCIL REPORTS

A. MAYOR'S REPORT~ *Mayor Len Carey*

- The Governor has begun to slowly open up the State although Prince George's County will proceed more slowly. At present, it appears most likely that Prince George's County will begin phase 1 of the opening process on June 1.

B. COUNCIL AND COMMITTEE REPORTS

Policy, Rules and Municipal Structure Committee - Ms. Verrill

- The Committee met via Zoom on May 7.
- Discussion included Municipal Authority Legislation to provide incentives to discourage residents from using gas-powered leaf blowers and to design a way of keeping track of items that the Council discusses at meetings but are put-off for a later time. *The Town Clerk will do some research on ways that this can be done.*

Sustainability Committee - Mr. Schultz

- The Committee met on May 6. The minutes are available on the Town website.
- Discussion included Sustainable Maryland recertification, carbon cured concrete products, park concept plan and Wells Run clean-up.

Police, Traffic and Public Safety Committee - Mr. Schultz

The next meeting is scheduled for Wednesday, May 20 via Zoom.

Development Overview Committee - Ms. Wells

The May Committee meeting was cancelled.

- Topics of discussion for the next Committee meeting are: Detailed Site Plan for the Dewey Project; and a minor amendment at Riverdale Park Station.

C. REPORT FROM THE TOWN ADMINISTRATOR~ *David Deutsch*

- Plans to participate in the Police, Traffic and Public Safety Committee meeting on Wednesday, May 20.

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

No Report.

E. REPORT FROM THE TOWN CLERK ~ *Andrea D. Marcavitch*

- The Maryland Municipal League Summer Virtual Conference will take place June 29-30. Councilmembers should contact Ms. Marcavitch if interested in participating in the Conference.
- The Town vote-by-mail election is on schedule. Approximately 250 ballots have been received.
- Currently working with a graphic designer on infographic fact sheets for residents on permitting and the compost program.

F. REPORT FROM THE CHIEF OF POLICE ~ *Chief Harvey Baker*

- No reported crime for April 2020.
- The winners of the kids drawing contest can be found on the Town website.
- Received a grant of hand-sanitizer and masks from our body-worn camera vendor Axon.
- Participated in the #Giving Tuesday by distributing 1,000 boxes of food.
- The officers delivered donated boxes of food to four families of University Park Elementary School

DRAFT

students that had a need.

- Recently received the new 2020 Ford Hybrid SUV.
- The officers will be addressing the aggressive drivers throughout town and along Adelphi Road via active enforcement.

G. REPORT FROM THE TOWN TREASURER ~ *Dan Baden*

May 2020 Treasurer's Report was distributed.

H. REPORT FROM THE DIRECTOR OF PUBLIC WORKS ~ *Michael Beall*

- Will begin on May 19 to discuss designing and engineering of Queens Chapel Road improvements with possible design and engineering contractors.
- The security lighting at Town Hall is complete.
- NZI construction is expected to begin mid-June.
- The Pepco Vegetation Management permit will be on the June 1 agenda. The project will begin as soon as the permit is approved.
- A memo on infrastructure funding and contracting was distributed, which included discussion of funding for Safe Route to School construction grants and the engineering design grant. The goal is to ask the Council to approve awarding a contract as early as July 6.

10. ADJOURNMENT by consent at 9:23 p.m.

DRAFT