



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
July 6, 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/87573729434?pwd=Y3NoQ0lnbUxDUUF2RWl0Y1JkeDh0Zz09>
To join with audio only: +1 301 715 8592 US
Meeting ID: 875 7372 9434
Password: 772033

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 #5. 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 July 6, 2020. Comments received will be read by the Town Clerk during public comment.

1. CALL TO ORDER: *Mayor Carey*

Present:	Biermann Schultz Morrissey Verrill Caskey Wells Stephen	Absent:	Biermann Schultz Morrissey Verrill Caskey Wells Stephen
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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 items.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

A. BUILDING PERMIT APPLICATION TO INSTALL SHED

(Andrew Ridgeway, 6912 Baltimore Avenue) Ward 5

To install a 3.5'x 7' shed located on Lot 49 and Block A at 6912 Baltimore Avenue.

B. BUILDING PERMIT APPLICATION TO CONSTRUCT SECOND STORY ADDITION

(Tracy and William Sweet, 4120 Woodberry Street) Ward 7

To construct a 20'x 24.5' second story addition located on Lot 3 and Block 30 at 4120 Woodberry Street.

C. BUILDING PERMIT APPLICATION TO CONSTRUCT DECK, REPLACE BASEMENT WINDOW AND INSTALL PATIO

(Carsten and Dyllis Hesse, 4429 Underwood Street) Ward 3

To construct 18'x 10' deck; replace an existing basement casement double window for a double hung egress window 51"H x 34 1/2" W; and install a 12'x 12' patio located on Lot 12, Block 11 and Section 3 at 4429 Underwood Street.

5. PUBLIC COMMENT

6. NEW BUSINESS

A. AWARD CONTRACT FOR QUEENS CHAPEL ROAD DESIGN AND ENGINEERING

Motion: To award the contract to Soltesz Engineering located in Rockville, Maryland for the amount of \$36,000 to design and engineer Queens Chapel Road, subject to review by the Town Attorney, and to direct the Mayor to sign the contract.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

B. APPROVE RENEWAL CONTRACT FOR RED-LIGHT TRAFFIC CAMERA AND REVISE TO INCLUDE A HANDHELD SPEED CAMERA

Motion: Per Section 2-105 (b) of the Town Ordinances, to override sealed bid procedures and approve a renewal contract with Verra Mobility at 1150 N. Alma School Road, Mesa, AZ 85201 to renew Red-Light Camera contract and revise the contract to include a handheld speed camera, subject to review by the Town Attorney and reaching agreement within budgetary constraints; good cause having been demonstrated that the Town has worked with Verra Mobility (formerly American Traffic Solutions) for several years and is satisfied with their work and it is unlikely with one red-light camera to get a better bid from elsewhere.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

C. APPROVE AMENDMENT TO UPPD GENERAL ORDER SECTION 406.0, OPERATIONS OF POLICE VEHICLES

Motion: To approve amendment of the General Order Manual revising section 406.0, *Operations of Police Vehicles* to prohibit unauthorized passengers in police vehicles, to prohibit employees from purchasing alcoholic beverages in their police vehicle and/or operating police vehicle within 8 hours of consuming an alcoholic beverage and to allow installation of GPS devices in all police vehicles at the discretion of the Chief of Police.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

D. APPROVE AMENDMENT TO UPPD GENERAL ORDER SECTION 300.1, RULES OF CONDUCT

Motion: To approve amendment of the General Order Manual revising section 300.1, *Rules of Conduct* to state an employee has a duty to report to a supervisor the neglect, misconduct, immoral or disobedience act or conduct of another employee, of which they have knowledge.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

E. APPROVE AMENDMENT TO UPPD GENERAL ORDER BY ADDING SECTION 300.2, DUTY TO INTERVENE

Motion: To approve amendment of the General Order Manual by adding new section 300.2, *Duty to Intervene* to state all Police Officers of University Park Police must intervene and act to prevent or stop any employee or officer from conducting any act that is unethical, or that violates law or policy (e.g., excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.).

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

F. ESTABLISH NEW TRANSIT TASK FORCE

Motion: Per Section 2-103 of the Town Code, to establish the Transit Task Force to assess the current bus operation and make recommendations for the future of transit in University Park.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

G. TOWN ADMINISTRATOR POSITION

Council discussion of options for filling the Town Administrator position on a long-term (non-interim) basis.

7. APPROVAL OF MINUTES: *June 15, 2020*

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

8. APPROVAL OF SPECIAL SESSION MINUTES: June 27, 2020

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

9. MAYOR AND COUNCIL REPORTS

A. MAYOR'S REPORT

B. APPOINTMENTS — SPECIAL COMMITTEES

(Established by Town Code and appointed by the Council, per Section 2-103)

Current committee appointments are listed in *italics*; new members are listed in **bold**.

Motion: Per Section 2-103 of the Town Ordinances, to appoint Members of Special Committees.

Police, Traffic and Public Safety Committee:

Mr. Schultz (Chair), Mr. Biermann, Mr. Stephen, Ms. Verrill, Ms. Wells

Policy, Rules and Municipal Structure Committee:

Ms. Verrill (Co-chair), Ms. Morrissey (Co-chair), Mr. Biermann, Mr. Schultz, Mr. Stephen

Public Facilities and Services Committee:

Mr. Caskey (Co-chair), Mr. Stephen (Co-chair), Ms. Morrissey, Ms. Wells

Development Overview Committee:

Ms. Wells (Co-chair), Mr. Biermann (Co-chair), Mr. Caskey, Mr. Deutsch (staff liaison), Mr. Hess, Mr. Schultz, Mr. Tabori, Mr. Thompson, Mr. Tully

Helping Hands University Park:

Ms. Saks (Chair), Ms. Meyers, Mr. Saks, Ms. Smith, Ms. Verrill, Ms. Yarvin

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

C. TOWN ADMINISTRATOR'S REPORT

D. COUNCIL AND COMMITTEE REPORTS

10. ADJOURNMENT

**** A Closed Session may be called ****

Agenda Item 4A
Ridgeway 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 # 5 Date Received: 6/24/20
Permit Application: Approved Rejected
Check/Cash Amt.: \$10.00
Permit Number: _____
Date Issued: _____

Name of Applicant(s): ANDREW & XIMENA RIDGEWAY
Telephone Number: (301) 267-2005 Home () SAME Cell _____
Work: 202 693 3536 Email: andy.ridgeway83@gmail.com
Street Address of Property: 6912 BALTIMORE AVE., Univ. PARK, MD 20782
Lot Number: 49 Block Number: A Section Number: _____
Person/Company Doing the Work: ANDREW RIDGEWAY (OWNER)
Address/Phone: SAME
Signature of Property Owner: [Signature] Date: 6/24/2020

Description of Work

Check all that apply:

- Fence: Height: _____, Material: _____, Style: _____
- Outbuilding: Dimensions: 3.5ft x 7ft, Height at Apex: 95in
Materials: PLASTIC PARTS WITH ORDER (SEE HOME DEPOT adu)
- Other: (Please Specify):
Dimensions: _____, Height at Apex: _____
Materials: _____

Please Specify Reason for Structure: outdoor storage of lawn equipment

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.

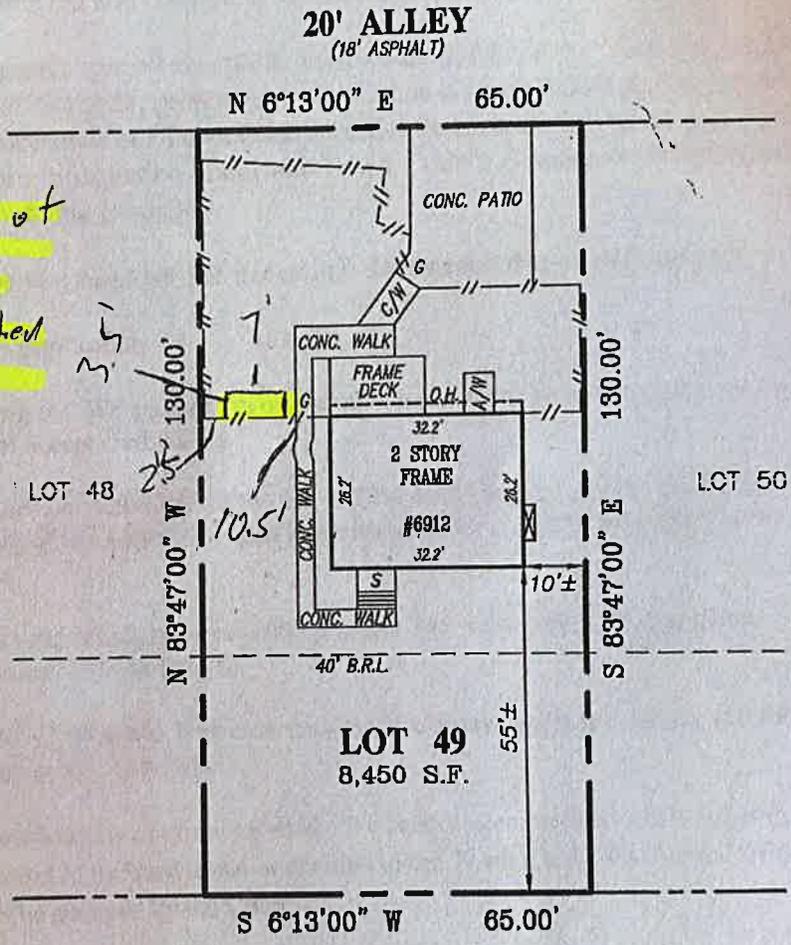
CONSUMER INFORMATION NOTES:

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 3 feet.
2. No property corners found.
3. Fences were located by approximate methods.

* placement of
3.5' x 7'
Rubbermaid Shed
147 sq. ft



BALTIMORE AVENUE
(WASHINGTON BALTIMORE BOULEVARD ON PLAT)
(PUBLIC STREET)

LOCATION DRAWING
LOT 49, BLOCK A
COLLEGE HEIGHTS
PRINCE GEORGE'S COUNTY, MARYLAND

SURVEYOR'S CERTIFICATE	REFERENCES	SNIDER & ASSOCIATES LAND SURVEYORS	
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. 7		18544 Amaranth Drive Germantown, Maryland 20874 301/948-5100, Fax 301/948-1288 WWW.SNIDERSURVEYS.COM
	PLAT NO. 78		
David Myers 10/02/19 MARYLAND PROPERTY LINE SURVEYOR REG. NO. 10978 Expires: 07-28-2020	LIBER	DATE OF LOCATIONS	SCALE: 1" = 30'
	FOLIO	WALL CHECK:	DRAWN BY: M. PAGAN
		HSE. LOC.: 10-03-2019	JOB NO.: 19-03818

Internet #303473925 Model # 2035897 Store SKU #100602



[Save to Favorites](#)

Rubbermaid

[View the Collection](#)

Big Max Junior 3 ft. 5 in. x 7 ft. Storage Shed

(432)

[Write a Review](#)

\$529⁰⁰

OR

\$89⁰⁰ per month* suggested payments with
6 months* financing on this \$529.00 purchase*.

[Apply for a Home Depot Consumer Card](#)

How To Get It

This item is **unavailable** at Hyattsville

[Check Nearby Stores](#)

Out of stock online

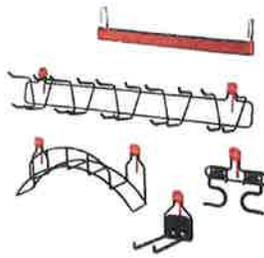
Receive an email when it's back in stock:

Email

[Notify Me](#)

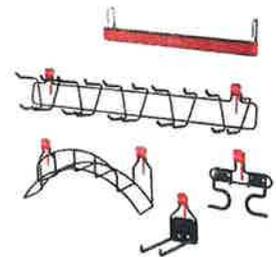
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Agenda Item 4B
Sweet Building Permit Application



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 # 7 Date Received: 6/25/20
Permit Application: Approved
Rejected
Check/Cash Amt.: \$125.47
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Tracy & William Sweet

Telephone Number: (410) 905-4465 Home (410) 905-4465 Cell _____

Work: _____ Email: teamsweet@mac.com

Street Address of Property: 4120 Woodberry Street

Lot Number: 3 Block Number: 30 Section Number: _____

Person/Company Doing the Work: Tony Sanchez / S&R Quality Custom Builders LLC

Address/Phone: 6901 Westchester Drive, Temple Hills, MD 20748 Ph: (240) 278-1292

Signature of Property Owner: Chang Sweet we Date: 06/24/20

Description of Work

Check all that apply:

Fence: Height: _____, Material: _____, Style: _____

Outbuilding: Dimensions: _____, Height at Apex: _____
Materials: _____

Other: (Please Specify): 2nd story addition; interior renovations with associated HVAC, electrical & plumbing work
Dimensions: 20'x24.5', Height at Apex: 35'
Materials: 20'x24.5' 35'

Please Specify Reason for Structure: new bedrooms and bathroom

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)**)= \$125.47

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.

PRINCE GEORGE'S COUNTY

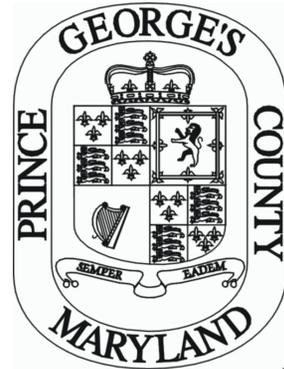
PERMIT

ISSUANCE DATE : Jun-24-2020

EXPIRATION DATE :

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

PROPERTY OWNER
 TRACY & WILLIAM SWEET
 4120 WOODBERRY ST
 UNIVERSITY PARK, MD 20782 (410) 905-4465



CONTRACTOR
 TRACY & WILLIAM SWEET
 4120 WOODBERRY ST
 UNIVERSITY PARK, MD 20782 (410) 905-4465
 LICENSE NUMBER:

OCCUPANT
 TRACY & WILLIAM SWEET
 4120 WOODBERRY ST
 UNIVERSITY PARK, MD 20782 (410) 905-4465

ARCHITECT
 AHMANN LLC
 4408 BEECHWOOD RD
 UNIVERSITY PARK, MD 20782 (301) 864-1334

TYPE OF PERMIT : **DPIE RU**
 WORK DESCRIPTION : **20'X24.5' 2ND STORY ADDITION (MAX 35'FT HIGH). INTERIOR RENOVATIONS WITH ASSOCIATED HVAC and Electrical Work**
 EXISTING USE : **SINGLE FAMILY DWELLING**
 USE (DER PROPOSED) : **SINGLE FAMILY DWELLING**
 SUBDIVISION : **UNIVERSITY PARK**

OWNERSHIP :	HEIGHT FT :	0	ELECTRICITY :
LIBER : 34983	WIDTH FT :	0	CENTRAL A/C :
FOLIO : 153	DEPTH FT :	0	ELEVATOR :
ED/ACCT NO. : 19 / 2152809	NO STORIES :		ESCALATOR :
LOT : 3	DWELL UNTS :		BASEMENT :
BLOCK : 30	PARKING SP :		BOILER NUMBER :
TAX MAP : 042	LIVE LOAD :		CBCA : N
SCD :	USE GROUP : R-3		HISTORICAL : N
SPEC EXCEPT :	TYPE CONST : UNLIMITED		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 APPROVALS				
BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

From: noreply@co.pg.md.us 
Subject: Payment Receipt: DPIE Permits, Inspections and Enforcement
Date: June 19, 2020 at 10:25 AM
To: lahmanna@ahmannllc.com



Successful Payment Receipt

Please print this receipt for your records

Remittance ID: j2onn2a1izx41nkvo fel31mv

Received: June 19, 2020 10:24AM EDT

Permit Number: 17952-2020-0/DPIE RU

Telephone Number: 240-731-1100

Amount: \$1,154.75

Service Fee: \$28.29

Service Fee Type: Dual Transaction

Total Amount: \$1,183.04

Transaction Type: Authorization and Capture

Approval Code: 45181G

Card Information: Visa

Thomas Ahmann

******2194*

Billing information: Address Line 1: 4408 Beechwood Road

Country: United States

State: MD

City: HYATTSVILLE

ZIP Code: 20782

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PERMIT ISSUE CONSTRUCTION DRAWINGS SECOND FLOOR ADDITION AND INTERIOR RENOVATIONS

SWEET RESIDENCE
4120 WOODBERRY STREET
UNIVERSITY PARK, MD 20782

Pre-engineered Roof Trusses and Girders Shop Drawing or framing plans from the manufacturer which bear seal of registered Professional Engineer in the State of Maryland has to be provided to the Building Inspector before roof installation. All areas of conventional roof framing should be shown and specified. "Minimum Roof Live Load - 30 psf"

GENERAL NOTES

- 1) THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF THE WORK OF ALL SUBCONTRACTORS AS REQUIRED TO COMPLETE THE WORK, AND SHALL VERIFY THAT ALL WORK IS DONE TO THE HIGHEST DEGREE OF CRAFTSMANSHIP BY JOURNEYMEN OF THE RESPECTIVE TRADES.
- 2) THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, AND SHALL WORK TO CRITICAL ALIGNMENTS AS INDICATED ON THE DRAWINGS, AND SHALL NOT SCALE THE DRAWINGS FOR MEASUREMENTS.
- 3) IF ANY DISCREPANCIES IN DIMENSIONS OR CONDITIONS ARE FOUND, THE CONTRACTOR SHALL CONTACT THE ARCHITECT FOR CLARIFICATION PRIOR TO PROCEEDING WITH THAT PORTION OF THE WORK.
- 4) THE CONTRACTOR SHALL MAINTAIN THE SITE CLEAN AND FREE OF DEBRIS. THE CONTRACTOR SHALL MAINTAIN THE SITE AND JOB CONDITIONS IN SUCH A MANNER AS TO PROTECT FROM INJURY ALL PERSONS AND PROPERTY.
- 5) ALL EXISTING UNDERGROUND UTILITIES SHALL BE PHYSICALLY LOCATED BY THE CONTRACTOR PRIOR TO THE BEGINNING OF ANY CONSTRUCTION IN THE VICINITY OF THESE UTILITIES.
- 6) PROVIDE FOR THE DEMOLITION OF ALL EXISTING ITEMS WHICH WILL INTERFERE WITH THE WORK. PROVIDE MECHANICAL, ELECTRICAL AND PLUMBING DEMOLITION AS MAY BE REQUIRED.
- 7) PROVIDE BRACING AND SHORING AS REQUIRED TO PROTECT EXISTING CONSTRUCTION TO REMAIN FROM DAMAGE, AS WELL AS TO PROTECT PERSONS AND PROPERTY. VERIFY ALL BEARING CONDITIONS PRIOR TO BEGINNING DEMOLITION.

ENERGY CONSERVATION

BUILDING ENVELOPE				
CRITERIA		REQUIRED	PROVIDED	ASSEMBLY DESCRIPTION
WINDOWS	U FACTOR	0.35	T.B.D.	PREMIUM VINYL JELD-WEN
DOORS		0.35	T.B.D.	PREMIUM VINYL JELD-WEN
ROOFS/CEILINGS	R- VALUE	R-49	R-49 _{1,2}	NEW 2X10 RAFTERS @ 16" O.C.
WALLS (WOOD FRAMING)		R-20 OR R-13+5	R-21 / R-13+3	EXIST BATT INSUL @ EXIST 2X4 STUD WALL R-20 BATT INSUL @ NEW 2X6 STUD WALL
MASS WALLS		R-8 / 13	N/A	N/A
BASEMENT WALLS		R-10 / 13	N/A	N/A
FLOORS		R-19	N/A	N/A
SLAB PERIMETER R-VALUE & DEPTH		R-10, 2FT	N/A	N/A
CRAWL SPACE		R-10/13	N/A	N/A
INFILTRATION	ALL EXTERIOR JOINTS SHALL HAVE A HIGH QUALITY DETAILED, AIR SEALING APPLIED TO INCLUDE BUT NOT LIMITED TO PICTURE FRAMING STUDS, BOTTOM PLATES, TOP PLATES, AROUND WINDOWS AND DOORS, EXHAUST PENETRATIONS, WIRING PENETRATIONS OSB GAPS, RIM JOISTS, AND NAIL-HOLES			

1. INSULATION TO COVER TOP PLATE AT WALL. MIN R-38 ALLOWED PER IECC 2012 SEC. R402.2.1.
2. 6 1/2" CLOSED CELL SPRAY FOAM (R38) ABOVE TOP PLATES AT EAVE
SEE PROJECT SPECIFICATIONS, DIVISION 7: THERMAL AND MOISTURE PROTECTION FOR ADDITIONAL ENERGY CONSERVATION REQUIREMENTS

STRUCTURAL ENGINEER

SAFE STRUCTURES CONSULTING, LLC
BRET TEGELER, PE
3812 JOHN CARROLL DRIVE
OLNEY, MD 20832
301.655.9131
SAFESTRUCTURES.CONSULT@GMAIL.COM

CODE SUMMARY

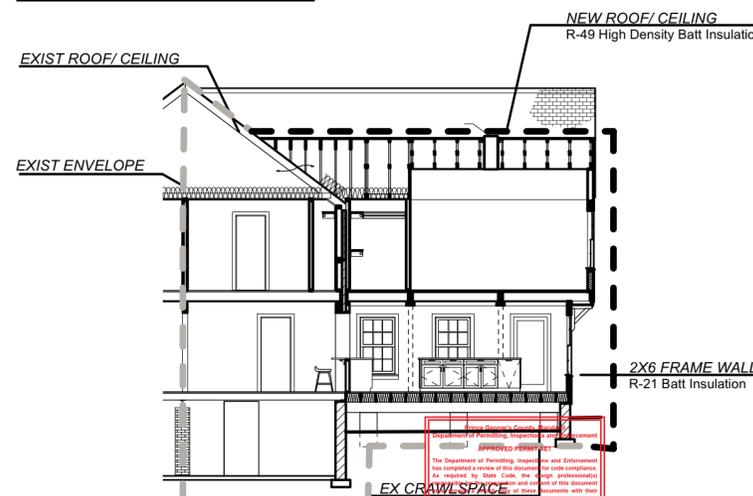
ALL CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS OF THE 2015 INTERNATIONAL RESIDENTIAL CODE (IRC 2015), INCLUDING ALL APPLICABLE PRINCE GEORGE'S COUNTY AND STATE OF MARYLAND AMENDMENTS & SUPPLEMENTS

CONSTRUCTION SHALL CONFORM TO ALL OTHER APPLICABLE LOCAL, STATE AND NATIONAL CODES, STANDARDS AND ORDINANCES.

PROJECT SUMMARY

1. NEW SECOND STORY ADDITION OVER EXISTING ONE-STORY ADDITION TO PROVIDE TWO NEW BEDROOMS. REMOVE ROOF AND PROVIDE NEW FRAMING.
2. REORGANIZE FIRST AND SECOND FLOOR PARTITIONS.
3. NEW FIRST FLOOR POWDER ROOM.
4. NEW SECOND FLOOR FULL BATHROOM.
5. NEW HVAC SYSTEM TO SUIT NEW ADDITION.
6. NEW ELECTRICAL TO SUIT NEW ADDITION AND ROOM MODIFICATIONS.

ENVELOPE - SECTION

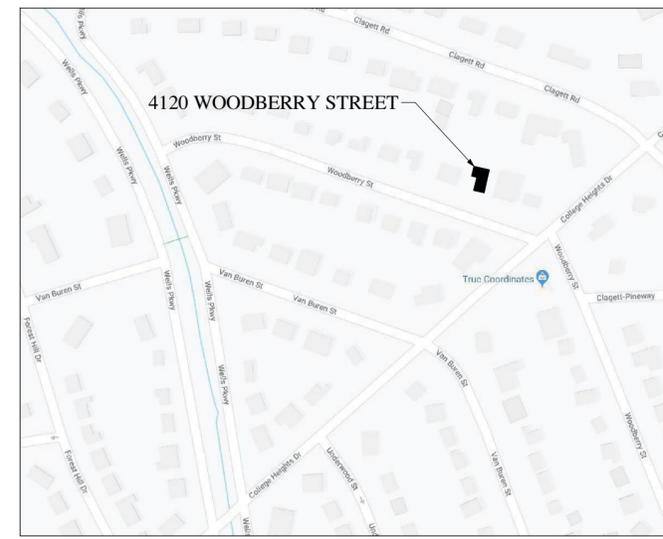


A Certification shall be prepared, signed, and sealed by a Geotechnical Engineer licensed in the State of Maryland, who verifies all field testing & operations related to proper foundation support including: subgrade soil types and condition, undercut of uncontrolled existing fill and expansive soils, method of placement & compaction of backfill materials needed for the undercut areas in order to acquire the design bearing capacity, field testing of bearing capacity, and verifying the conformance of actual bearing capacity with the design capacity. This certification letter shall be received by the County inspector prior to placement of any concrete for the footings.

PRINCE GEORGE'S COUNTY, MARYLAND
DEPARTMENT OF PERMITTING, INSPECTIONS
AND ENFORCEMENT
Structural Review
Reviewer: Nareesh Padu
(Approved as Noted)

INDEX OF DRAWINGS

- A-0a COVER SHEET & NOTES
- A-0b ZONING SUMMARY & SITE PLAN
- MD-1 MEASURED FIRST & SECOND FLOOR PLANS
- MD-2 MEASURED REAR & SIDE ELEVATIONS
- A-1 PROPOSED FIRST & SECOND FLOOR PLANS
- A-2 PROPOSED ROOF PLAN & REAR ELEVATION
- A-3 PROPOSED SIDE ELEVATIONS
- A-4 PROPOSED SECTIONS
- A-5 INTERIOR ELEVATIONS
- A-6 INTERIOR ELEVATIONS
- A-7 PROJECT SPECIFICATIONS-1
- A-8 PROJECT SPECIFICATIONS-2
- E-1 ELECTRICAL FLOOR PLANS & LEGENDS
- S-1 STRUCTURAL FOUNDATION & FIRST FLOOR FRAMING PLANS
- S-2 STRUCTURAL SECOND FLOOR & ROOF FRAMING PLANS
- SD-1 STRUCTURAL NOTES & DETAILS



VICINITY MAP

FROM GOOGLE MAPS, NOVEMBER 6, 2019
WITH SUPPLEMENTAL INFORMATION BY:
AHMANN LLC ARCHITECTURAL SERVICES



AHMANN LLC
ARCHITECTURAL SERVICES
4408 BEECHWOOD ROAD UNIVERSITY PARK, MARYLAND 20782

COVER SHEET
NOTES

SWEET RESIDENCE
SECOND FLOOR ADDITION &
INTERIOR RNEOVATIONS
4120 WOODBERRY STREET
UNIVERSITY PARK, MD 20782



PERMIT ISSUE
01 MAY 2020

A-0a

Ahmann LLC
© 2020

PHONE 301 864 1334
FAX 301 864 6818

SCALE: AS NOTED

ZONING SUMMARY

SUBJECT PROPERTY:

4120 WOODBERRY STREET
UNIVERSITY PARK, MD 20782

LOT: 3 BLOCK: 30 ZONE: R-55
SECTION 7, UNIVERSITY PARK

ZONE: R-55

AREA CALCULATIONS

TOTAL LOT AREA: 8,775 SQ. FT.

EXISTING LOT AREA
EXISTING HOUSE & GARAGE: 1492 SQ. FT.
DRIVEWAY: 428 SQ. FT.
TOTAL EXISTING
LOT COVERAGE: 1,920 SQ. FT. (21.88 %)

PROPOSED LOT AREA
EXISTING HOUSE & GARAGE: 1492 SQ. FT.
DRIVEWAY: 428 SQ. FT.
ADDITION: 49 SQ. FT.
TOTAL PROPOSED
LOT COVERAGE: **1,969 SQ. FT. (22.43 %)**

MAXIMUM LOT COVERAGE: 30%

SETBACKS

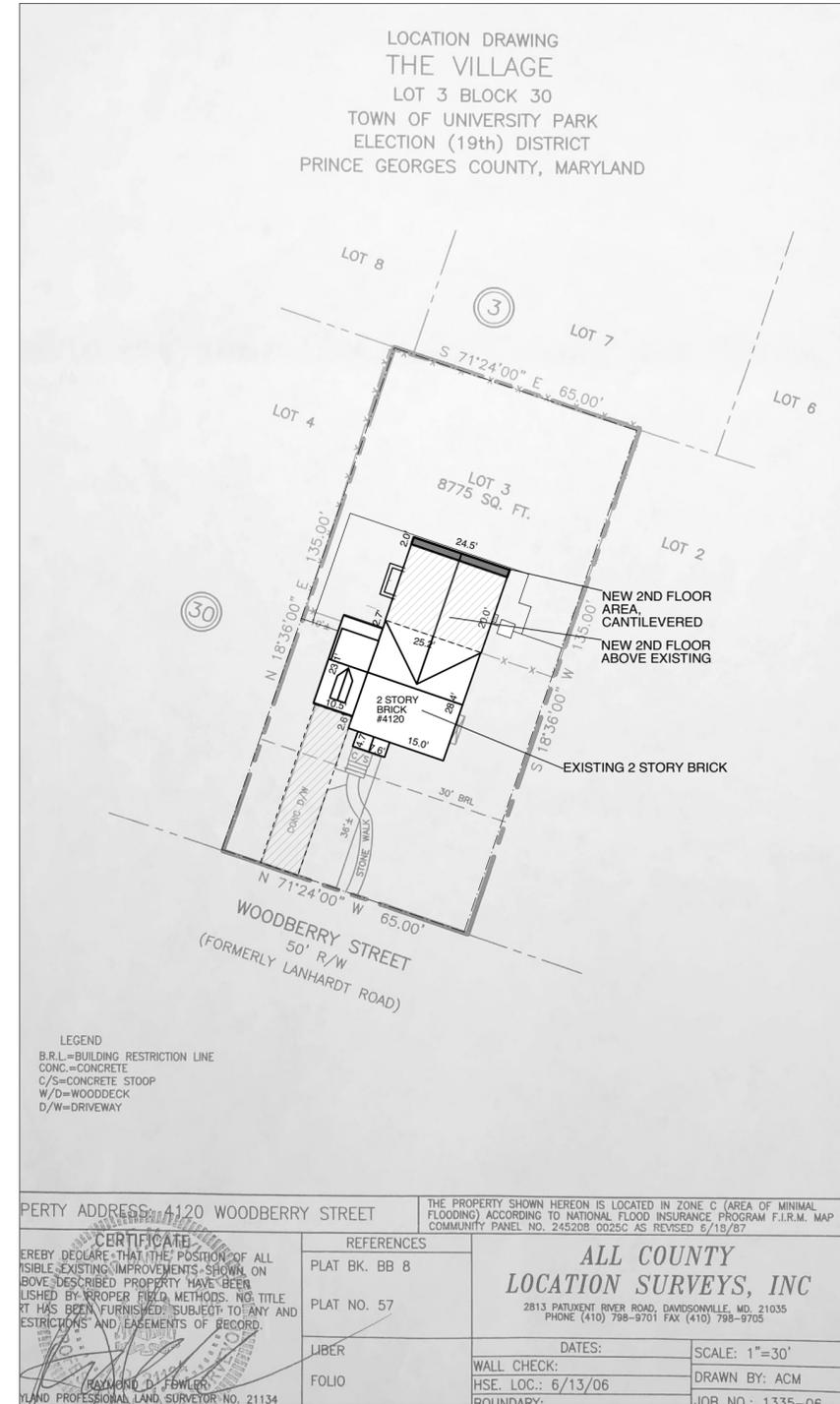
REAR YARD REQUIRED: 25.00 FT.
EXISTING REAR YARD: 46.00 FT. +/-
PROPOSED REAR YARD: 44.00 FT. +/-

SIDE YARD REQUIRED: 8.00 FT. & 9.00 FT.
EXISTING SIDE YARDS: 10.00 FT. +/- & 19.00 FT. +/-
PROPOSED SIDE YARD: NO CHANGE

The Maryland-National Capital
Park and Planning Commission

APPROVED KH
5-11-2020
PERMIT # 17952-2020-0

OK for 20'x24.5' 2nd story
addition



SURVEY

SURVEY BY: ALL COUNTY LOCATION SURVEYS, INC, DATED JUNE 13, 2006
WITH SUPPLEMENTAL INFORMATION BY: AHMANN LLC ARCHITECTURAL SERVICES

AHMANN LLC
ARCHITECTURAL SERVICES
4408 BEECHWOOD ROAD UNIVERSITY PARK, MARYLAND 20782

PHONE 301 864 1334
FAX 301 864 6818

SITE PLAN
& ZONING

SCALE: AS NOTED

SWEET RESIDENCE
SECOND FLOOR ADDITION &
INTERIOR RENEVATIONS
4120 WOODBERRY STREET
UNIVERSITY PARK, MD 20782



Professional Certification. I hereby certify that these documents were prepared or approved by me, a duly licensed and duly licensed under the laws of the State of Maryland, License No. 7087-R, Expiration Date: 12/29/2021

PERMIT ISSUE
01 MAY 2020

A-0b
Structural

Ahmann LLC
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APPROVED AS NOTED
BY BUILDING
SECTION

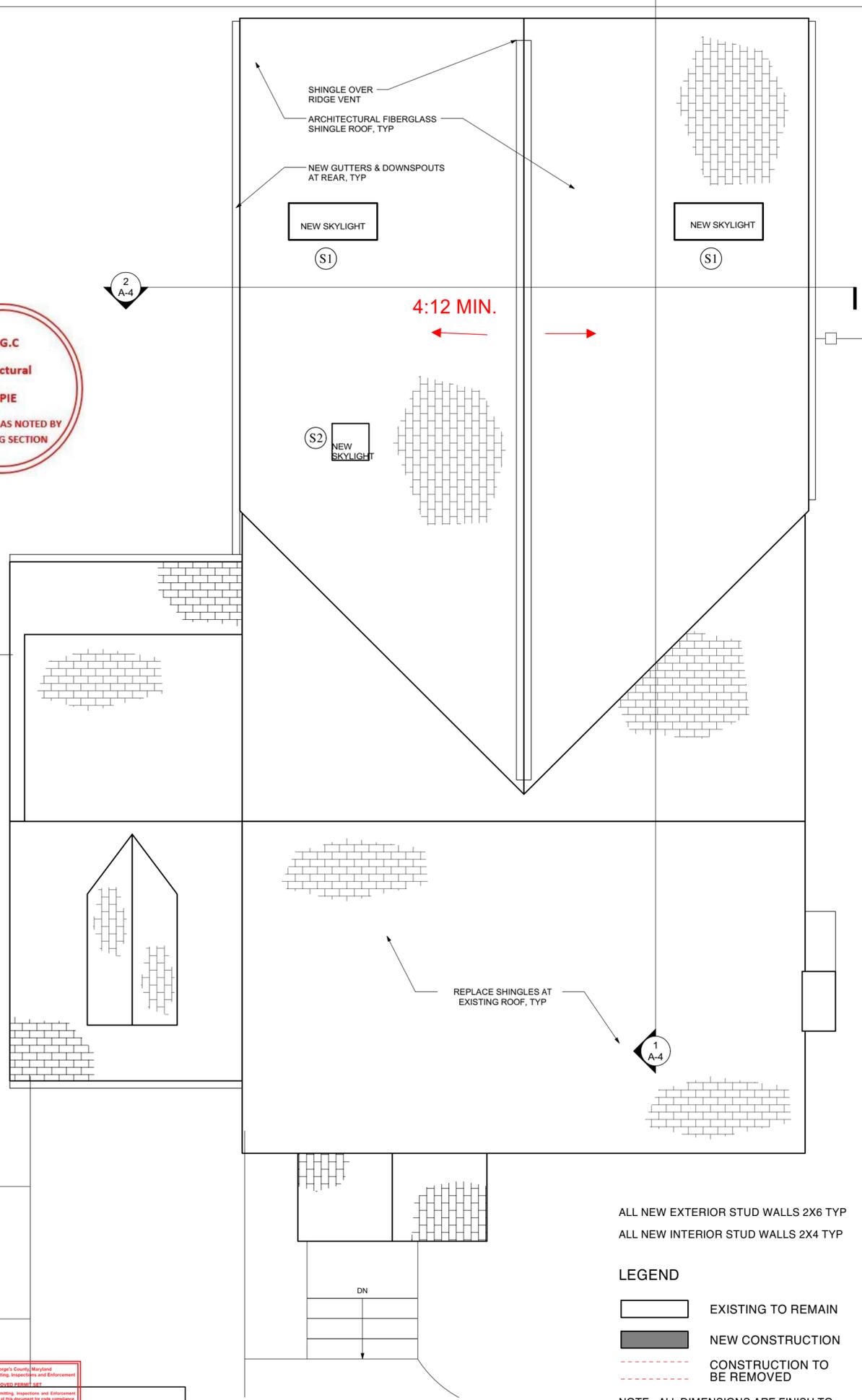


2 REAR ELEVATION
SCALE: 1/4" = 1'-0"

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

NOTE: ALL EXISTING CONDITION TO BE FIELD VERIFIED. INFORM ARCHITECT OR ENGINEER IF EXISTING CONDITIONS VARY FROM THAT SHOWN OR ASSUMED.

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance (as required by State Code) and design professional(s) license(s) and registration(s) in the State of Maryland. License No. 7957-R, Expiration Date: 12/29/2021



1 ROOF PLAN
SCALE: 1/4" = 1'-0"

ALL NEW EXTERIOR STUD WALLS 2X6 TYP
ALL NEW INTERIOR STUD WALLS 2X4 TYP

LEGEND

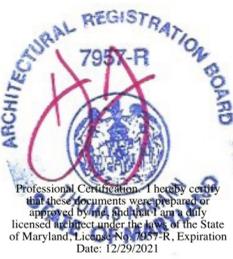
EXISTING TO REMAIN
NEW CONSTRUCTION
CONSTRUCTION TO BE REMOVED

NOTE: ALL DIMENSIONS ARE FINISH TO FINISH UNLESS OTHERWISE NOTED

AHMANN LLC
ARCHITECTURAL SERVICES
4498 BEECHWOOD ROAD, UNIVERSITY PARK, MARYLAND 20782
PHONE 301 864 1334
FAX 301 864 6818

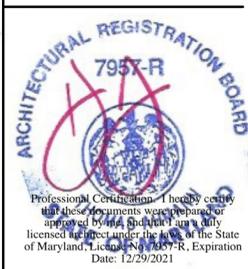
PROPOSED
ROOF PLAN &
REAR ELEVATION
SCALE: 1/4" = 1'-0"

SWEET RESIDENCE
SECOND FLOOR ADDITION &
INTERIOR RENEVATIONS
4120 WOODBERRY STREET
UNIVERSITY PARK, MD 20782



PERMIT ISSUE
01 MAY 2020

A-2
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WINDOW & EXTERIOR DOOR SCHEDULE

ALL WINDOWS & DOORS SHALL BE JELD WEN PREMIUM VINYL OR APPROVED EQ.. ALL UNITS SHALL BE PROVIDED WITH INSULATED LOW-E, ARGON FILLED FULL VIEW GLAZING. ALL UNITS SHALL BE FACTORY FINISHED ON THE INTERIOR & EXTERIOR. ALL OPERABLE UNITS SHALL BE PROVIDED WITH SCREENS. ALL OPERABLE WINDOWS GREATER THAN ONE-STORY ABOVE GRADE SHALL BE PROVIDED WITH A SASH LIMITER OR APPROVED EQUAL. SASH LIMITERS SHALL MEET ASTM F2090-10, ALLOWING A WINDOW TO BE OPENED LESS THAN 4" WITH 60 LBF DIRECT FORCE APPLIED. VINYL COLOR, JAMB LINER COLOR, SCREEN FRAME COLOR, AND HARDWARE COLOR/OPTIONS SHALL BE SELECTED BY THE OWNER. ALL JAMB DIMENSIONS SHALL BE FIELD VERIFIED (CONTRACTOR TO VERIFY IN FIELD). REFER ALSO TO PROJECT SPECIFICATIONS. WINDOW AND DOOR FABRICATOR SHALL SUPPLY GLAZING MEETING OR EXCEEDING THE TEST REQUIREMENTS OF CSPC 16-CFR, PART 1201 FOR GLAZING IN "HAZARDOUS LOCATIONS" AS SPECIFIED IN THE APPLICABLE IRC CODE.

ITEM	DESCRIPTION	MODEL NO.	ITEM	DESCRIPTION	MODEL NO.
①	DOUBLE HUNG WINDOW	PRVDHT 36" W X 60" H **, ***	Ⓐ	PREMIUM VINYL GLASS PANEL EXTERIOR DOOR (INSWING)	3'-0" X 6'-8"
②	DOUBLE HUNG WINDOW	PRVDHT 42" W X 60" H **, **	Ⓔ	EXISTING DOOR TO REMAIN	
③	AWNING WINDOW	PRVAWN 36" W X 24" H	Ⓢ1	VELUX SKYLIGHT D06 - FIXED****	
④	CASEMENT WINDOW	PRVCMT 18" W X 36" H***	Ⓢ2	VELUX SKYLIGHT D26 - FIXED****	
Ⓔ	REPLACEMENT WINDOW*, **, ***				
Ⓔ	EXISTING WINDOW TO REMAIN				

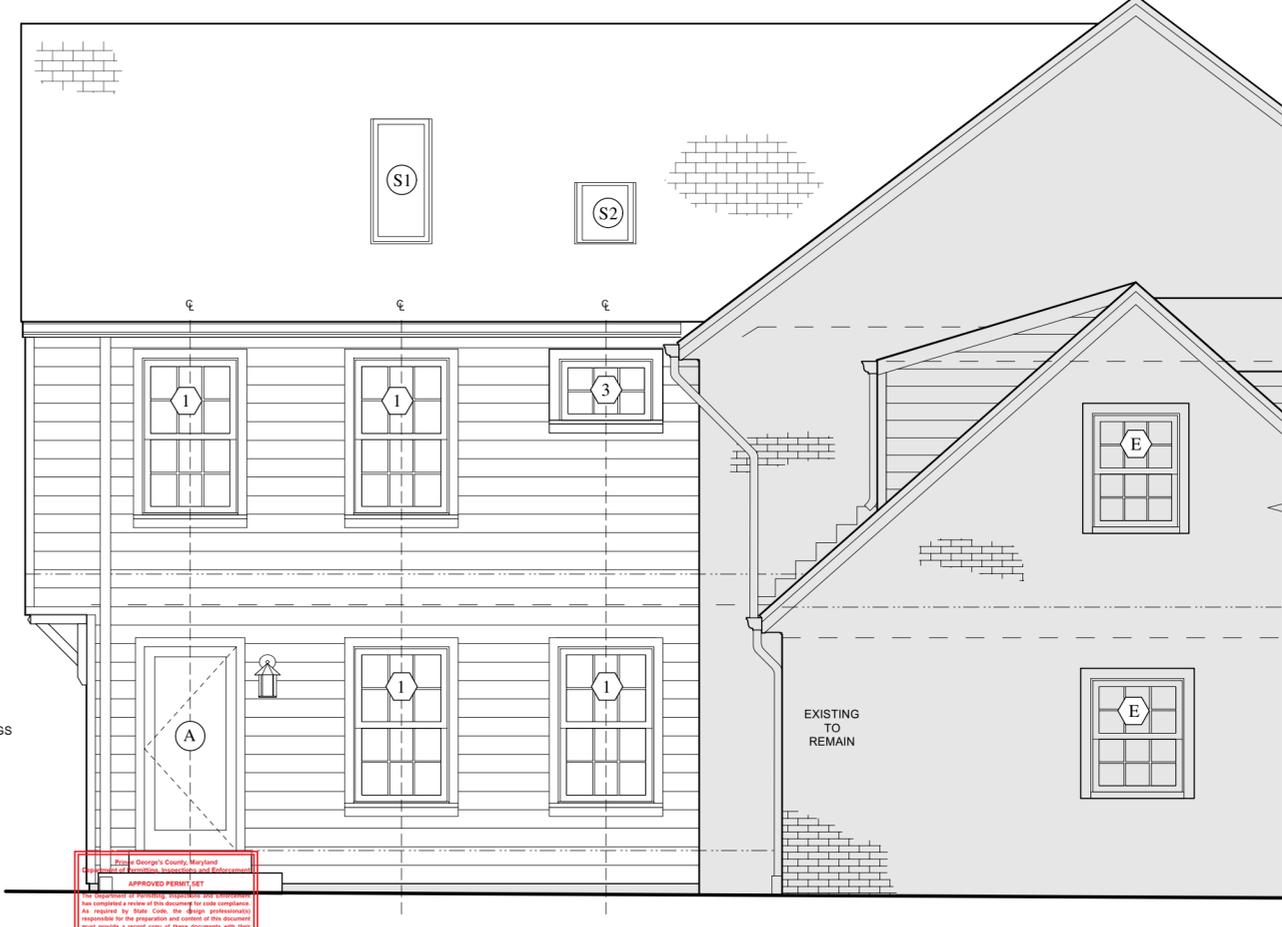
* VERIFY EGRESS SIZE AT BEDROOM
 ** PROVIDE AND INSTALL WINDOW SASH LIMITERS, TO ALL WINDOWS GREATER THAN ONE-STORY ABOVE GRADE.
 *** CONTRACTOR TO VERIFY OPENING SIZE AND JAMB DETPH AND ADJUST WINDOW/DOOR SIZE ACCORDINGLY. COORDINATE WITH KITCHEN LAYOUT AS REQUIRED.
 **** CONTRACTOR TO COORDINATE VELUX SKYLIGHT SIZE WITH ENGINEERED TRUSS SPACING AND LAYOUT.



NOTE:
 ALL EXISTING CONDITION TO BE FIELD VERIFIED. INFORM ARCHITECT OR ENGINEER IF EXISTING CONDITIONS VARY FROM THAT SHOWN OR ASSUMED.



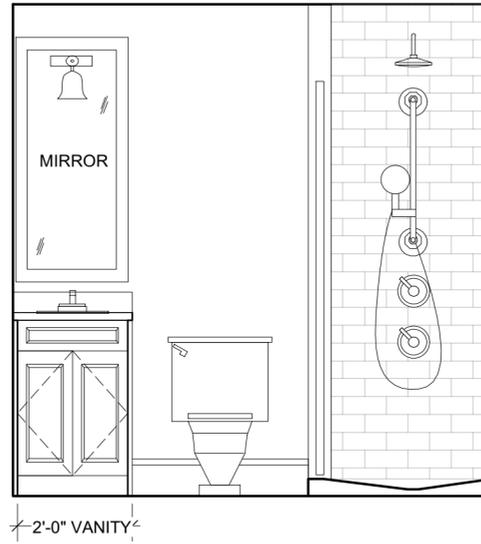
1 SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



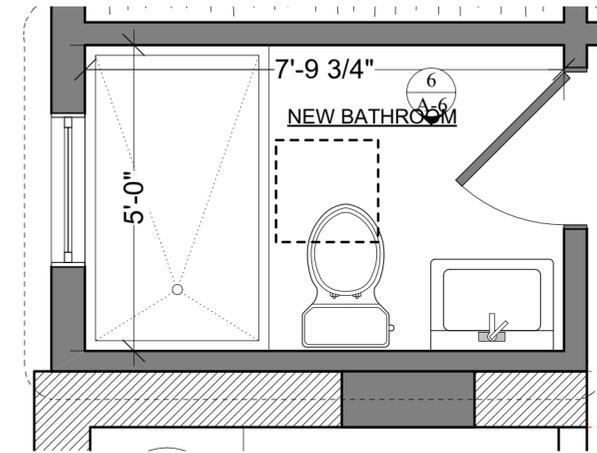
2 SIDE ELEVATION
 SCALE: 1/4" = 1'-0"

Prince George's County, Maryland
 Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
 I, the undersigned, being a duly Licensed Professional Engineer, hereby certify that I have prepared and supervised the preparation of the above described plans and specifications, and that I am a duly Licensed Professional Engineer in the State of Maryland, License No. 7957-R, Expiration Date: 12/29/2021
 Case Name: SWEET - 2ND STORY ADDITION WORK
 Case Number (Permit #): 19102-0020-0
 Case Type: RIJ
 Issuance Date: 03/19/20
 Address: 4120 WOODBERRY ST, UNIVERSITY PARK, MARYLAND 20782
 Licens (Block) and Permit #: Let Issued In

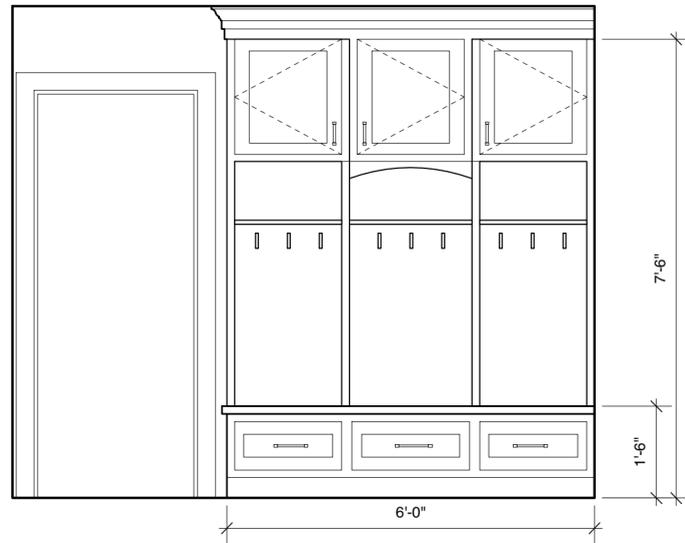
PERMIT ISSUE
 01 MAY 2020



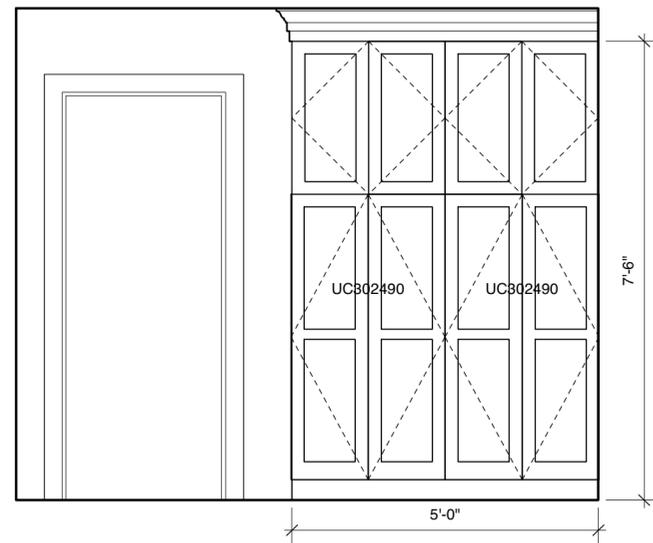
6 NEW BATH
SCALE: 1/2" = 1'-0"



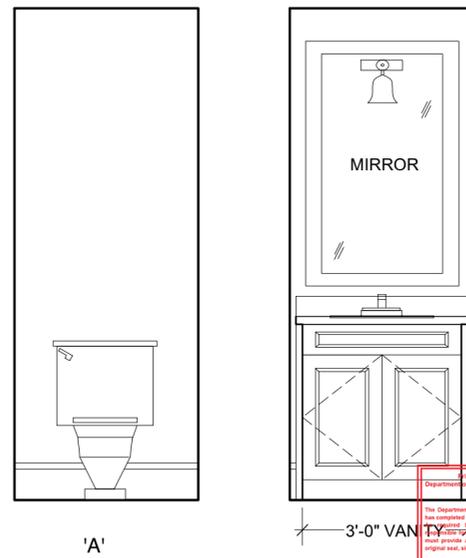
2 2ND FL BATH
SCALE: 1/2" = 1'-0"



5 MUD RM ELEV
SCALE: 1/2" = 1'-0"



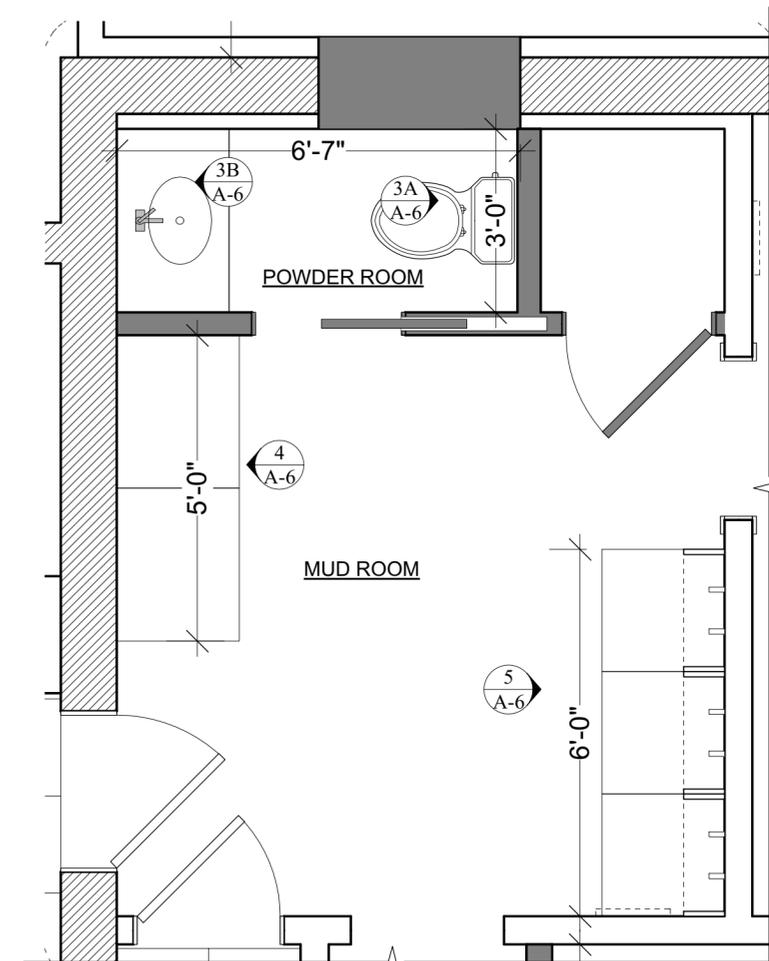
4 MUD RM ELEV
SCALE: 1/2" = 1'-0"



3 POWDER RM ELEV
SCALE: 1/2" = 1'-0"



NOTE:
ALL EXISTING CONDITION TO BE FIELD
VERIFIED. INFORM ARCHITECT OR
ENGINEER IF EXISTING CONDITIONS VARY
FROM THAT SHOWN OR ASSUMED.



1 MUD RM & POWDER RM
SCALE: 1/2" = 1'-0"

St. George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
The Department of Permitting, Inspections and Enforcement
has completed a review of this document for code compliance
and approval of the State Code. The design professional(s)
has/have provided the preparation and content of this document
and provided a signed copy of these documents with their
original seal, signature and date.
Case Name: SHEET - 2ND STORY ADDITION WORK
Case Number (Permit #: 19100-00016)
Case Type: RJ
Issuance Date: 05/19/20
Address: 1410 GARDENVIEW DR, MOUNTAIN VIEW, MD 20854
Licensure (Block) and Permit(s): See below in
DPIE



DIVISION 1: GENERAL REQUIREMENTS

01.01 PROJECT DESCRIPTION: In conjunction with Architectural, Structural, Mechanical, Electrical and Plumbing Drawings issued by AHMANN LLC, these Specifications describe the scope of Architectural, Structural, Mechanical, Electrical, Plumbing and other requirements for an Addition and Renovation Project at the house of Bill & Tracy Sweet located at 4120 Woodberry Street University Park, MD 20782.

01.02 CONTRACT FOR CONSTRUCTION: The Contract between the Owner and the Contractor shall be AIA Document A107, "Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope," 2007 edition. All discrepancies and ambiguities in the Contract Documents shall be interpreted as that which results in the most complete performance. All architectural, structural, mechanical, plumbing, electrical and other requirements necessary for the Work to comply with local, state and federal regulations shall be supplied without additional cost to the Owner.

01.03 CODES, PERMITS & INSPECTIONS: All work shall be done in strict compliance with the Prince George's County Building Code, including the currently adopted IRC edition, as well as any and all other applicable codes, regulations and ordinances. The Owner shall provide the Prince George's County and the Town of University Park building permit, and the Contractor and Subcontractors shall provide all other permits and obtain all inspections required for the Work. Should a "Wall Check" be required by Prince George's County in conjunction with this Project, the Contractor shall make all arrangements and the Owner shall pay all fees for the Wall Check.

01.04 INSURANCE REQUIREMENTS: The General Contractor shall provide to Owner documentation of all insurance policies required by Article 16 of AIA Form A107.

01.05 COORDINATION: The Contractor shall be responsible for the coordination of the work of all Subcontractors as required to complete the work, and shall verify that all work is done to the highest degree of craftsmanship by journeymen of the respective trades. The Contractor shall verify all dimensions, and shall work to critical alignments as indicated on the drawings, and shall not scale the drawings for measurements. If any discrepancies in dimensions or conditions are found, the Contractor shall contact the Architect for clarification prior to proceeding with that portion of the work.

01.06 PROTECTIONS: The Contractor shall maintain the site clean and free of debris. The Contractor shall maintain the site and job conditions in such a manner as to protect from injury all persons and property. Prior to the start of the Work, the Contractor shall discuss job site security measures with Owner.

01.07 TEMPORARY FACILITIES: The Contractor shall provide temporary facilities as required by job conditions or local regulations. Temporary facilities include but are not limited to: electrical service; sanitary facilities; drinking water; first aid station.

01.08 EPA RRP CERTIFICATION: Federal law enforced by the EPA under the Renovation, Repair and Painting Rule, requires contractors that disturb lead-based paint in homes built prior to 1978 to be certified, to follow specific work practices to prevent lead contamination, and to use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Contractors must use lead-safe work practices and follow these three simple procedures:

- Contain the work area; Minimize dust; Clean up thoroughly. These procedures are to be followed per the EPA standards.

01.09 WASTE MANAGEMENT: The Contractor shall manage the waste materials of demolition and construction in such a fashion as to maintain job site safety, and shall maintain a dumpster, or other trash storage device on site into which all waste materials of the project shall be deposited on a daily basis. As noted above, the dumpster permit is the responsibility of the Contractor.

01.10 CUTTING AND PATCHING GENERAL: Where required to cut into existing construction to provide for the installation or performance of other work and subsequent fitting and patching, all work shall restore surfaces to their original condition or to the adjoining new surface. Except as otherwise indicated, or as directed by Architect, use materials for cutting and patching that are identical to existing materials. If identical materials are not available, or cannot be used, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect. Use materials for cutting and patching that will result in equal-or-better performance characteristics. Patch with seams which are durable and as invisible as possible. Comply with specified tolerances for the work. Restore exposed finishes of patched areas and where necessary extend restoration into retained adjoining work in a manner which will eliminate evidence of patching and refinishing.

01.11 CUTTING AND PATCHING SYSTEMS: Patch existing systems which are altered or obstructed by the work. Patch in a manner to maintain proper system operation and performance. Systems include, but are not limited to: structural systems, mechanical systems, electrical systems, plumbing systems, security systems, audio/visual systems, foundation drainage systems, waterproofing systems, rain leader systems, etc.

01.12 CUTTING AND PATCHING PRECAUTIONS: Do not cut and patch structural work in a manner that would result in a reduction of load-carrying capacity or of load-deflection ratio. Do not cut and patch operational or safety related components in a manner that would result in a reduction of their capacity to perform in the manner intended. Do not cut or patch work exposed on the buildings exterior or in its occupied spaces, in a manner that would, in the Architect's opinion, result in lessening the building's aesthetic qualities. Do not cut and patch work in a manner that would result in substantial visual evidence of cut and patch work. Remove and replace work judged by the Architect to have been cut and patched in a visually unsatisfactory manner.

01.13 ALLOWANCES: Provide line item material allowances for the following items (installation shall be included in base bid, unless otherwise noted):

Allowance Item A1:	Countertop Slabs. Countertops and backsplashes at Kitchen and Vanities. Material Allowance: \$6,000.00
Allowance Item A2:	Tile: Flooring for Powder Room & Second Floor Bathroom. Material Allowance: \$2,500.00
Allowance Item A3:	Bath Accessories. Accessories for Powder Room and Second Floor Bathroom. Material Allowance: \$1,500.00
Allowance Item A4:	Interior Doors. Interior doors for all work areas. Material Allowance: \$1,000.00
Allowance Item A5:	Bath Vanities. New bath vanities at Powder Room and Second Floor Bathroom. Material Allowance: \$2,000.00
Allowance Item A6:	Plumbing Fixtures and Fittings. Fixtures and fittings at Kitchen and Bathrooms. Contractor shall coordinate and install Owner selected fixtures and fittings. Material Allowance: \$1,500.00

01.14 OWNER PROVIDED ITEMS: Except as otherwise noted, the installation of Owner provide items shall be the responsibility of the Contractor. The Contractor shall provide coordination as required for interfacing the Owner provided items with other related, adjoining and abutting conditions and items, and shall work with the Owner in planning and scheduling for the Owner provided installations.

- Owner Provided Item O1:** **Kitchen Appliances.** Contractor shall coordinate and install Owner provided appliances.
- Owner Provided Item O2:** **Kitchen Cabinets, Pantry Cabinet, and Mud Room Built-ins.** Contractor shall coordinate and install Owner provided cabinets.
- Owner Provided Item O3:** **Misc. Lighting / Elec. Fixtures.** Contractor shall coordinate and install Owner provided electrical fixtures.

DIVISION 2: DEMOLITION & SITE WORK

02.01 GENERAL: The Contract for Construction shall include all demolition and site work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

02.02 UTILITIES: All existing underground utilities shall be physically located by the Contractor prior to the beginning of any construction in the vicinity of these utilities. The Construction Documents do not represent that all existing utilities are shown or that those shown are correctly located. It is the Contractor's responsibility to contact each utility company, dig test pits, and take all and whatever steps are necessary to accurately locate and protect all existing utilities. No construction shall be accomplished until the accurate locations of utilities have been made and it has been determined by the Contractor that construction can be accomplished in accordance with these plans without utility conflicts.

02.03 DEMOLITION: Provide for the demolition of all existing items which will interfere with the Work indicated in the Construction Documents. Except as otherwise indicated, all demolished items shall be hauled from the site and shall be properly disposed of. Provide mechanical, electrical and plumbing demolition as may be required to complete the Work. Note that the Drawings do not account for all items related to these trades which may require demolition, each subcontractor shall make a field visit prior to submitting their bid so as to account for the demolition required to complete the Work indicated in the Construction Documents.

02.04 BRACING AND SHORING: Provide bracing and shoring as required to protect existing construction to remain from damage, as well as to protect persons and property. Verify all bearing conditions prior to beginning demolition.

02.05 PROTECTIONS: Protect existing trees and vegetation which are to remain from physical damage. Do not store materials or equipment within the drip line. Protect structures, utilities, sidewalks, pavements, and other items in areas of work. Provide necessary protection to prevent damage to persons or property. Restore any damaged property to the condition existing prior to the start of the work unless otherwise noted.

02.06 ROUGH GRADING: Re-grade site where indicated in the Drawings and as otherwise required to direct water away from house. Drawings are approximate and the Contractor shall be responsible for working grading as required for proper site drainage.

02.07 EROSION CONTROL: Follow all applicable regulations and requirements for erosion control during construction. Provide straw bale dikes, silt fences, etc. as deemed necessary or as required by Prince George's County. Erosion control barriers shall be placed as required to collect any debris caught in runoff from the construction area.

02.08 STORM WATER MANAGEMENT: Follow all applicable regulations and requirements for storm water management as indicated in the Construction Documents and as may be required by Prince George's County during construction. Note: run rain leaders separately from foundation drain and sump pump leaders to spillways.

02.09 LANDSCAPING: Remove vegetation or other obstructions which interfere with the Work and coordinate with Owner for the Owner's relocation of existing plants which are to be salvaged. Protect vegetation to remain from damage during demolition and construction. Provide grass seeding with protective straw as required to reestablish all portions of lawn damaged during demolition and construction.

02.10 TERMITES CONTROL: Provide soil treatment for termite control at the areas of new construction as recommended by a qualified, registered pest control professional.

02.11 FOUNDATION DRAINAGE SYSTEM: Provide and install a sub-grade perimeter foundation drainage system at exterior perimeter of the Addition. Include 4" perimeter PVC perforated drain pipe, filtering material, gravel bed, and all necessary accessories. Extend the drainage system to sump pump at Crawl Space. The sump pump shall discharge into a leader system to extend down hill to a gravel spillway at the front yard, unless otherwise required, or as directed by Prince George's County.

02.12 ADDITIONAL REQUIREMENTS: Refer to Structural Specifications on the Drawings.

DIVISION 3: CONCRETE

03.01 GENERAL: The Contract for Construction shall include all concrete work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

03.02 CODES & STANDARDS: Concrete work shall conform to all applicable local, state and national codes and standards, as well as those established by the American Concrete Institute as described in its current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

03.03 CONCRETE MATERIALS: All concrete to have minimum compressive strength (FC) = 3000 psi in 28 days. All concrete to be poured in accordance with ACI 301-83 specification. Concrete exposed to weather to be air-entrained. All reinforcing steel to meet ASTM-A-615 Grade 60. Furnish support bars and all required accessories in accordance with C.R.S.I. Standards.

03.04 CONCRETE SLABS: Unless otherwise indicated, concrete slabs on grade shall be a minimum of 4" thick and shall be reinforced with welded wire fabric and poured on a 6 mils thick polyethylene moisture barrier over 4 inches minimum of compacted gravel set on undisturbed earth or structural fill. Provide construction, isolation, expansion and control joints as required to maintain strength and appearance, to avoid cracking, and to stabilize differential settlement. Provide trowel finish to interior monolithic slab surfaces that are exposed to view. Consolidate concrete surfaces by finish troweling, free of trowel marks, uniform in texture and appearance.

03.05 EXISTING FOUNDATION: Note that existing foundation conditions are unknown and any reference in the drawings and specifications, and addenda to specific conditions are based on assumptions which are subject to field verification.

03.06 ADDITIONAL REQUIREMENTS: Refer to Structural Specifications on the Drawings.

DIVISION 4: MASONRY

04.01 GENERAL: The Contract for Construction shall include all masonry and stone work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

04.02 CODES & STANDARDS: Masonry and brick work shall conform to all applicable local, state and national codes and standards, as well as those established by the Brick Industry Association, Concrete Masonry Association, and the Building Stone Institute as described in their current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

04.03 CONCRETE MASONRY: Concrete masonry units shall meet the requirements of ASTM C90, grade N-1 (moisture cured), lightweight, hollow, with minimum compressive strength of 1500 psi. Masonry mortar shall meet the requirements of ASTM C270, type M. Installation of Concrete Masonry Units shall be per the published specifications and recommendations of the National Concrete Masonry Association, and the product manufacturer(s), as applicable to the work described and the conditions encountered. Provide horizontal joint reinforcement at 16 inches on center vertically, typically.

04.04 ADDITIONAL REQUIREMENTS: Refer to Structural Specifications on the Drawings.

DIVISION 5: METALS

05.01 GENERAL: The Contract for Construction shall include all metals work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

05.02 CODES & STANDARDS: Metal work shall conform to all applicable local, state and national codes and standards as well as those established by the National Association of Architectural Metal Manufacturers and the American Institute of Steel Construction as described in their current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

05.03 MISC. METAL: Provide Miscellaneous metal as required, including loose nuts for masonry walls, bolts, plates, anchors, hangers, and other required items for framing and supporting woodwork.

05.04 ADDITIONAL REQUIREMENTS: Refer to Structural Specifications on the Drawings.

DIVISION 6: WOOD / CARPENTRY

06.01 GENERAL: The Contract for Construction shall include all woodwork required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

06.02 CODES & STANDARDS: Woodwork and carpentry shall conform to all applicable local, state and national codes and standards as well as those established by the National Forest Products Association, the American Plywood Association, and the Architectural Woodwork Institute as described in their current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

06.03 FRAMING MATERIALS: Provide and install all framing lumber as required to complete the Work. Refer to Structural Specifications on the Drawings for specific material and installation requirements. Unless otherwise indicated or required, all new exterior stud walls shall be framed with 2 x 6 lumber. All framing material in direct contact with concrete, masonry, or within 8 inches of grade shall be preservative treated.

06.04 SHEATHING / SUB-FLOORING: Exterior wall sheathing shall be standard grade plywood, exterior glue, 1/2 inch thick. Roof sheathing shall be interior plywood with exterior glue, 5/8 inch thick. Floor sheathing (sub-flooring) shall be 3/4 inch tongue and groove. Plywood shall be installed per APA specifications, requirements and recommendations.

06.05 FIBER-CEMENT SIDING: Provide and install Hardie, Fiber-cement siding prefinished color in Boothbay Blue, in 6" reveal with lap style siding and vertical board and batten siding above at new Addition. Installation shall be per the product manufacturer's written specifications, requirements and recommendations for the installation indicated and the conditions encountered. Coordinate siding with trim installation and with flashing requirements as required for a complete and weather tight installation.

06.06 EXTERIOR PVC TRIM: Provide and install PVC Trim Board material, Azek or approved equal, in sizes and shapes as indicated, or required, for band boards, window casing, rakes, soffits, pilasters, panels, and other trim at the exterior of the Addition. Installation shall be per the product manufacturer's written specifications, requirements and recommendations for the installation indicated and the conditions encountered. PVC Trim Boards shall be primed and painted in accordance with the requirements of Division 9 of these Specifications. Coordinate Trim Boards installation with flashing requirements, and stucco installation as required for a complete and weather tight installation.

06.07 INTERIOR WOOD TRIM: Provide and install standing and running trim in the shapes and sizes to match the existing house trim profiles, or as otherwise indicated in the Drawings. Trim shapes shall be as milled by Smoot Lumber Company, Alexandria, Virginia, or approved equal. The material, its fabrication, and its installation shall conform to the Custom Grade Specifications and Requirements of Section 300 of the Architectural Woodwork Institute's Architectural Woodwork Quality Standards, Guide Specifications and Quality Certification Program manual, most current edition, as applicable to the work indicated and the conditions encountered. Unless otherwise noted, all wood used for interior standing and running trim shall be paint grade pine, and shall be painted in accordance with Division 9 of the Specifications.

06.08 KITCHEN & MUD ROOM CABINETS: Owner Provided Item. Provide and install Kitchen and Mud Room cabinets and related items as indicated in the Drawings. Provide coordination as required in placing cabinet order, verifying all field conditions and requirements with final cabinet dimensions. Installation of cabinets shall be coordinated with plumbing fixtures and fittings as required, and with all surrounding and abutting materials, surfaces and conditions. Installation shall be per the specifications, requirements and recommendations of the cabinet manufacturer. Provide blocking in walls for securing cabinets. Installation shall be per the specifications, requirements and recommendations of the cabinet manufacturer.

06.09 SOLID SURFACE COUNTERTOP SLABS: Allowance Item. For Kitchen and Bathroom cabinet installation as indicated in the Drawings, and as finalized in the cabinet design process, provide and install solid surface countertops with 3 inch back and side splashes, as selected by the Owner, with edge detail selected by the Owner.

06.10 WOOD STRIP FLOORING: Provide and install new wood strip flooring at Kitchen, Family Room, and Second Floor Bedrooms. Provide patching of existing strip flooring as required by the Work. New wood strip flooring shall match existing flooring in type, size, graining, grade and appearance. **Finalize selection with Owner prior to installation.** Do not proceed with wood flooring work until the addition is enclosed and humidity has stabilized at approximately the level anticipated for occupancy. Deliver flooring in advance of installation as recommended by manufacturer, but not less than 7 days before installation, in order to permit natural adjustment to moisture content.

DIVISION 7: THERMAL AND MOISTURE PROTECTION

07.01 GENERAL: The Contract for Construction shall include all thermal and moisture protection work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

07.02 CODES & STANDARDS: Thermal and moisture protection work shall conform to all applicable local, state and national codes and standards as well as those established by the National Roofing Manufacturer's Association and the Sheet Metal and Air Conditioning Manufacturer's Association. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

07.03 INSULATION: Provide and install high density mineral fiber batt insulation, and/or closed cell foam insulation at all new exterior stud wall areas, at existing exterior stud walls open during construction, at new ceiling/roof areas and at floors over unconditioned areas or open space. The insulation value to be provide shall be as indicated in the Energy Conservation/Building Envelope Chart in the Drawings. Provide and install foamed-in-place urethane insulation as required to fill small gaps between joints and around penetrations in exterior wall framing where the installation of batt insulation is impractical. Provide sound attenuation batt insulation at all new bathroom or powder room walls, ceilings and floors, or those opened during construction. Comply with the insulation manufacturer's printed instructions and recommendations for the installation of all insulation. Vapor barrier shall face conditioned space typically.

07.04 BATHROOM FLOOR & SHOWER WALL WATERPROOFING: Design, provide and install a complete bathroom floor and shower wall waterproofing utilizing the Schluter-Kerdi sheet applied waterproofing membrane products and accessories, including, but not limited to Kerri-Board panels, Schluter-Set mortar, Schluter-Kerdi-Fix sealing and bonding compound. The installation shall conform to the written specification, requirements and recommendations of the product manufacturer for the installation indicated and the conditions encountered. Coordinate waterproofing installation with installation of the Schluter Kerdi-Drain, as Specified in Division 15 of these Specifications.

07.05 SILL SEALER: Provide and install "Sill Sealer" air infiltration barrier between the sill plate and foundation wall typically. "Sill Sealer" shall be as manufactured by Certainteed, or approved equal. Provide in six inch width typically, using 3 5/8 inch width only in areas of limited dimension. The material and its installation shall conform to the manufacturers specifications, requirements, and recommendations as required for the installation indicated and the conditions encountered.

07.06 VAPOR BARRIER: Provide 6-mil polyethylene film vapor barrier under all slabs on grade. Provide properly placed and installed moisture / vapor barriers in new construction as required to prevent condensation in walls, ceilings and floors adjacent to the exterior, or where otherwise required. Note: at floor of crawl space provide vapor barrier and gravel with perimeter insulation.

07.07 INFILTRATION WRAP: Provide infiltration barrier, Tyvek House wrap or equal, on all exterior wall sheathing installed or exposed during construction. The house wrap product(s) shall be installed in strict conformance with the product manufacturers requirements, specifications and recommendations, including procedures for proper wrapping at window and door openings and coordination with related flashing system(s).

07.08 WINDOW AND DOOR FLASHING SYSTEM: Provide and install Tyvek Flashing System, or approved equal, at windows and doors. The Flashing system shall be coordinated with installation of house wrap as well as the window and



door installation conditions. Flashing components and their installation shall meet the specifications, requirements, and recommendations of the product manufacturer.

07.09 FIBERGLASS SHINGLE ROOFING: Provide and install an fiberglass shingle roof over the rear addition and entire existing roof. Provide 2 layers of GAF underlayment per the requirements of low slopes, as specified by the manufacturer. Contractor to verify the condition of the existing roof and advise if entire roof replacement is required. Installation shall be per the published details, written specifications, requirements and recommendations of the product manufacturer(s), as applicable to the work described and the conditions encountered. Parapet, edge and gutter details shall be as required by the manufacturer. Provide all flashings, accessories, adhesives and sealants as required for a complete weather tight installation. Provide a min. 10 year manufacturer's warranty for roofing system.

07.10 ROOF VENTS: Provide and install continuous Cor-a-vent S-400 polypropylene eave vent behind gutter board of roof and new ridge vent at Addition.

07.11 ICE & WATER SHIELD: Provide and install Ice and Water Shield membrane at all drip edges and eaves of the addition roof areas. Ice and Water Shield membrane shall be Grace Ultra as manufactured by Grace Construction Products. Installation of the Ice and Water Shield membrane shall be per manufacturer's specifications, guidelines, and recommendations. Coordinate the installation with all surrounding and abutting conditions as required for a complete, neat appearing weather-tight installation.

07.12 GUTTERS & DOWNSPOUTS: Provide aluminum gutters and downspouts to match existing at all drip lines of the addition. Coordinate all drainage work with roofing, flashing, trim, and construction of eaves, walls, or other adjoining work to provide a leak proof, secure, and non-corrosive installation.

07.13 MISC FLASHING: Provide flashing where indicated or required in roof and exterior wall construction. Flashing material shall be pre finished aluminum in baked white at wall construction, and color to match roofing color at roof areas. Coordinate and sequence the flashing work with the work of other trades as required for a complete, neat appearing, weather-tight installation. Coordinate flashing material with surrounding materials or existing colors as applicable. Flash at all wall projections and at all roof penetrations, roof abutments and changes in roof pitch.

07.14 SEALANTS: Provide sealants as required at windows, doors, and in conjunction with all trim work as required for a complete weather-tight construction.

DIVISION 8: DOORS AND WINDOWS

08.01 GENERAL: The Contract for Construction shall include all doors and windows work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

08.02 CODES & STANDARDS: Doors and windows work shall conform to all applicable local, state and national codes and standards, as well as those established by the Door and Hardware Institute, the American Woodwork Institute, and the National Woodwork Manufacturer's Association as described in their current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

08.03 WINDOWS AND DOORS: Provide and install new windows and glazed doors at addition as indicated in the drawings. The windows and doors shall be Jeld-Wen Premium Vinyl, or approved equal. Windows and exterior doors shall be provided with insulated low-e, argon filled full view glazing. All operable units shall be provided with screens. Jamb liner color, screen frame color, and hardware color/options shall be selected by the Owner. All operable windows six feet or greater above grade or surface below shall be provided with a sash limiter meeting the requirements of the 2015 International Residential Code when the sill of the window is within two feet of the floor. Windows and glazed door interiors shall be factory primed and field painted in accordance with Division 9 of these Specifications. Install windows and doors according to the manufacturer's specifications, requirements and recommendations as required for a complete weather-tight installation. The Contractor shall field verify all masonry opening, rough opening and jamb dimensions prior to ordering units.

08.04 GLAZING: Window and door fabricator shall supply glazing meeting or exceeding the test requirements of CSPC 16-CFR, part 1201 for glazing in "Hazardous Locations" as specified in the applicable IRC Code.

08.05 INTERIOR DOORS: Allowance Item. Provide and install new doors and frames as indicated in the Drawings. All new interior doors shall match existing interior doors as close as practical. Doors at new locations shall be pre-hung with three hinges per leaf in chrome finish to match door levers selected by the Owner. Doors and frames shall be primed and painted in accordance with Division 9 of these Specifications. The contractor shall field verify all jamb requirements - conditions may vary.

08.06 FINISH HARDWARE: Provide and install finish hardware at all new interior doors. The finish hardware shall match the existing style and finish. All finishes shall be confirmed by the Owner. The Contractor shall verify all cutout requirements, and shall supply all necessary accessories and trim for complete hardware sets, including items not listed but required for proper operation and installation of sets specified. The Contractor shall coordinate quantities and locations of all door hardware as well as handing of doors.

08.07 SKYLIGHTS: Provide and install three new fixed deck mounted skylights, one in each new bedroom and one in the new bathroom on the second floor. Skylights to be Velux, and shall coordinate with the proposed engineered truss locations and spacing. Skylights shall be installed according to manufacturers specifications, requirements and recommendations as required for a complete weather-tight installation.

DIVISION 9: FINISHES & ACCESSORIES

09.01 GENERAL: The Contract for Construction shall include all finishes work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

09.02 CODES & STANDARDS: Finishes work shall conform to all applicable local, state and national codes and standards, as well as those established by the Gypsum Association, and the Tile Council of America as described in their current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

09.03 GYPSUM WALLBOARD: Gypsum wall board shall be glued and screwed into place on wood framing. Unless otherwise noted, all wallboard shall be of 1/2 inch thickness. Finish gypsum wallboard surfaces as required for a smooth and even appearance. Provide Durock board under all tile and moisture resistant "green board" at all other surfaces in the Kitchen and Bathrooms. Gypsum wallboard products shall be U.S. Gypsum, National Gypsum, Georgia Pacific, or approved equal.

09.04 EXTERIOR PAINTING: Exterior paint shall be low VOC Behr premium grade semi-gloss latex applied in a minimum of two finish coats over one coat of primer/undercoat. The scope of exterior painting shall include all trim work of the Addition. Colors shall match the existing colors, or shall be as selected by the Owner. Paint and stain shall be applied per the product manufacturer's specifications, requirements and recommendations. Stain for the rear stair and landing and railings, as required, shall be Cabot's Semi-Solid Decking stain in two coats. Paint and stain shall be applied per the product manufacturer's specifications, requirements and recommendations. Owner to select color and finish.

09.05 INTERIOR PAINTING: Interior paint shall be low VOC Behr premium grade low luster latex on wood surfaces and matte latex on gypsum wallboard and/or plaster surfaces and shall be mildew and mold resistant, applied in a minimum of two finish coats over one coat of primer/ undercoat. Interior painting scope includes all affected areas. Paint shall be applied per the product manufacturer's specifications, requirements and recommendations. Owner to select color and finish.

09.06 PAINT PREPARATION: Interior and exterior priming, painting and required preparation shall be per the specifications, requirements and recommendations of the paint manufacturer for the installation indicated and the conditions encountered.

09.07 TILE: Allowance Item. Provide and install ceramic, stone or porcelain tile for Powder Room and Second Floor Bath, and flooring and tub/shower surrounds as indicated in the Drawings. Tile material shall be selected by the Owner. Tile

work shall conform to the written specifications, requirements and recommendations of the Tile Council of America, AIA Masterspec, and the product manufacturer, as applicable to the work described and the conditions encountered.

09.08 BATH ACCESSORIES: Allowance Item. Provide and install bath accessories for the Powder Room and Second Floor Bath as listed in the Bath Accessory Schedule below, and as indicated in the Drawings. Final fixtures, fittings, colors and finishes shall be selected by the Owner.

BATH ACCESSORY SCHEDULE

- Toilet Paper Holder: **To be Selected by Owner.**
- Towel Rack: **To be Selected by Owner.**
- Towel ring: **To be Selected by Owner.**
- Shower Niche: **To be Selected by Owner.**

09.09 MIRRORS: Provide and install mirrors at bathroom in size(s) as indicated in the drawings (where sizes are not indicated, assume that mirror width shall match the vanity width and the height will be 4 feet 4 inches).

09.10 SHOWER DOOR SYSTEM: Provide and install custom frameless shower doors at the Second Floor Bath Shower. Shower doors shall be 3/8" thick clear tempered glass, custom sized. Provide Shop Drawings and cut sheets for review. Provide a watertight installation per manufacturers specifications, requirements and recommendations. Hardware finish shall match the Owner selected finish of bath fittings.

DIVISION 10: NOT INCLUDED

DIVISION 11: EQUIPMENT

11.01 GENERAL: Include all equipment work required to complete the Work indicated in the Construction Documents. Provide all facilities, labor, materials, equipment and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

11.02 CODES & STANDARDS: Equipment work shall conform to all applicable local, state and national codes and standards. The equipment materials and accessories used shall be approved by the American Society for Testing Materials and the Underwriters Laboratories as the most applicable to the work described and the conditions encountered.

11.03 RESIDENTIAL APPLIANCES: Owner Provided Items. General Contractor shall provide and install appliances as indicated below at locations indicated in the Drawings. All equipment shall be installed to meet the specifications, requirements and recommendations of the manufacturer. Provide all gas, electrical and plumbing hookups and all vent ducting and accessories required for a complete installation.

- 11.04 APPLIANCE SCHEDULE: Owner Provided Item.**
- A. 36 Inch Refrigerator with Ice Maker/Water Dispenser
 - B. 30 Inch Wide Gas Range
 - C. 30 Inch Wide Microwave
 - D. 24 Inch Wide Dishwasher
 - E. Disposal
 - F. Ducted Hood

DIVISION 12 - 14: NOT INCLUDED

DIVISION 15: PLUMBING & MECHANICAL

15.01 GENERAL: The Contract for Construction shall include all plumbing and mechanical work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

15.02 CODES & STANDARDS: Plumbing and mechanical work shall conform to all applicable local, state and national codes and standards, as well as those established by the American Society of Heating, Refrigeration and Air Conditioning Engineers and the Sheet Metal and Air Conditioning Manufacturer's Association in their current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered.

15.03 PLUMBING SYSTEM: Design, provide and install a complete plumbing system, including all necessary equipment, devices, material, labor, permits and inspections, for the supply of hot and cold water and for the sanitary disposal of waste water as required to complete the work. All work shall conform to 2015 International Plumbing Code, the IRC Plumbing Code, and all other applicable codes regulations, and requirements. Advise the Architect of modifications to, or deviations from, Construction Documents as required to comply with codes and regulations and to provide a complete and proper installation. Hot and cold supply piping shall be copper with wrought copper sweated fittings. Hot water supply piping shall be insulated for temperature. Sanitary lines shall be PVC, insulated for sound.

15.04 PLUMBING FIXTURES & FITTINGS: Owner Provided Item. Provide and install plumbing fixtures and fittings as indicated below at locations indicated in the Drawings. Final fixtures, fittings, colors and finishes shall be selected by the Owner.

15.05 PLUMBING FIXTURE AND FITTING SCHEDULE:

- First Floor:
- Powder Room: Lavatory sink and faucet, **re-use existing first floor toilet**
 - Kitchen: Sink and faucet, refrigerator, dishwasher
- Second Floor:
- Bathroom: Custom tiled shower with shower head and hand held, lavatory sink and faucet, water saver toilet

15.06 MISC. PLUMBING HOOKUPS: Provide plumbing hookups as required for residential appliances.

15.07 GAS FITTING: Provide gas fitting as required for the gas appliances and equipment specified or as otherwise required to complete the Work. All gas fitting work shall be per the requirements of the International Mechanical Code as well as the any and all other applicable codes, ordinances and standards.

15.08 HVAC DUCTED SYSTEM: Provide and install a traditional ducted system for the house. The existing system will serve the first floor and basement only and shall be separated and re-ducted as required. A new heat pump to serve the entire second floor shall be provided and installed. The new air handler shall be placed in the existing attic. Existing registers and returns throughout the house that are no longer being used shall be patched, repaired and painted. Include all necessary equipment, devices, material, labor, permits, and inspections, for the supply of heated and cooled air, for the cleaning of the air, for proper air exchange, and for return air as specified and required to complete the work. Installation of the heating and air conditioning system(s) shall be by an installer certified by the system manufacturer. The mechanical sub-contractor shall be responsible for the installation of the complete heating and air conditioning system as specified. **Note- all remaining vented devices and areas shall be brought up to code including the existing basement and second floor bathrooms and basement clothes dryer.**

15.09 MECHANICAL EQUIPMENT AND DUCTING: All new mechanical equipment shall be high-efficiency, Energy Star certified, minimum 16 SEER, as specified, and installed to meet the specifications, requirements and recommendations of the system manufacturer for the installation indicated. All HVAC equipment and duct sizing shall follow ACCA Manuals D, J and S. All ducting, miscellaneous materials and anchoring devices shall be provided and all equipment shall be installed in accordance with the manufacturer's specifications, requirements and requirements for a complete installation. All ducting in unconditioned spaces shall have min R8 insulation. Coordinate with plumbing and electrical sub-contractors as required for equipment hookups. **Isolate all equipment as required to properly reduce noise transmission.**

15.10 MECHANICAL DESIGN CRITERIA & BID SUBMITTAL: Mechanical (heating and cooling) design shall meet or exceed all requirements of the 2015 International Energy Conservation Code as applicable to a residential installation. Cooling: 20 degree cooling differential; 75 degrees indoor DBF, 50% relative humidity/outdoor 91 degrees DBF and 76 degrees WBF, with 24 hour automatic operation. Assume shades to direct light; a clean filter; normal occupancy; normal cooking; doors to remain closed during cooling season. Heating: 70 degrees indoor/ 17 degrees outdoor.

15.11 MISC. MECH. HOOKUPS: Provide and install ducting and wall/roof caps as required for all exhaust fans.

DIVISION 16: ELECTRICAL

16.01 GENERAL: The Contract for Construction shall include all electrical work required to complete the Work indicated and described in the Construction Documents. Provide all facilities, labor, materials, equipment, and services required. The General Contractor shall provide for the coordination of the work of this division with the work of any and all other divisions as required.

16.02 CODES & STANDARDS: Electrical work shall conform to all applicable local, state and national codes and standards, as well as those established by the National Fire Protection Association as described in its current publications. The products and materials used shall be approved by the American Society for Testing Materials as the most applicable to the work described and the conditions encountered, and shall be UL (Underwriters Laboratory) approved.

16.03 PANEL/LOAD CENTER: Verify the capacity of the existing electrical service as related to the addition and renovations proposed. Provide a sub-panel for new circuits if required. All circuit breakers shall be full module size. Provide Ground Fault Circuit Interrupt breakers as required for all outlets requiring GFCI safety cutoff where indicated and where otherwise required. The Electrical Contractor shall circuit all devices, fixtures, and equipment as required for a complete service. All loads shall be connected for the best possible phase balance.

16.04 PRE WIRING WALK-THRU: Include provisions for a pre wiring walk-thru by the Contractor or Project Manager, Owner and the Architect. This walk-thru shall take place after all rough-in kits, j-boxes, switch and outlet boxes have been installed, and prior to the installation of all wiring. At this walk-thru, the Owner and the Architect maintain the right to make minor adjustments in fixture and device locations as required for aesthetic effect. All labor and material costs for such minor adjustments shall be included.

16.05 WIRING: Provide all wiring required to complete the Work indicated. All wiring shall be with copper conductors full rated for the loads served. Circuits shall be connected with loads not to exceed 60% of the breaker trip rating. All electrical wiring shall be run by experienced electricians accurately and in accordance with the requirements of the drawings. All misc. materials and anchoring devices shall be provided and all wiring shall be installed in accordance with the manufacturers specifications, recommendations and requirements for a complete installation. All wiring shall be routed concealed.

16.06 LIGHTING & ELECTRICAL FIXTURES: Allowance Item. Provide and install all lighting and electrical fixtures as indicated in the Drawings. Field verify required clearances prior to procuring fixtures - coordinate with structural items and mechanical ducting as applicable. All electrical fixtures shall be installed by experienced electricians accurately and in accordance with the requirements of the drawings. The exact location of all fixtures shall be determined by the Architect. All misc. materials and anchoring devices shall be provided and all fixtures shall be installed in accordance with the manufacturers specifications, recommendations and requirements.

16.07 SWITCHES AND OUTLETS: Provide and install all switches and outlets scheduled in the drawings or as otherwise required. Unless otherwise indicated, all switches and outlets shall be as manufactured by Lutron, or approved equal. Device colors shall be white. The exact location of all switches and outlets shall be determined by the Architect. Dimmer switches shall be Lutron Ariadni preset dimmers (verify with Owner). The electrical contractor shall properly size dimmers for the lighting loads indicated.

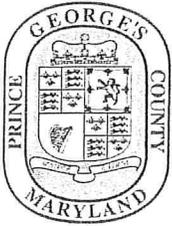
16.08 EQUIPMENT HOOKUPS: Provide all electrical hookups as required for all equipment scheduled in the drawings or otherwise required to complete the Work, including but not limited to Mechanical Equipment and Residential Appliances. All electrical hookups shall be made by experienced electricians accurately and in accordance with the requirements of the drawings. The exact location of all equipment shall be determined by the Architect. All misc. materials and anchoring devices shall be provided and all equipment shall be installed in accordance with the manufacturer's specifications, recommendations and requirements for a complete installation.

16.09 TELEPHONE & CABLE: Coordinate with the Owner for the establishment of phone and cable service. Provide phone jacks and cable jacks, and associated wiring, as determined by Owner.

16.10 SMOKE DETECTORS: Provide and install hard wired interconnected smoke detectors, as required. Smoke detectors shall be at each floor and one in each bedroom in compliance with fire and safety codes.

16.11 CARBON MONOXIDE DETECTOR: Provide and install one carbon monoxide detector on each floor, as required, in compliance with related codes.





PRINCE GEORGE'S COUNTY
Department of Permitting,
Inspections and Enforcement
Inspections Division
INSTRUCTIONS TO REQUEST INSPECTIONS



Inspections are only scheduled through AIRIS or online and must be performed within six months of permit issuance to keep the permit active.

- 1) Call the County's Automated Inspection Request/Information System (AIRIS) at (301) 883-5390, from 7:00 a.m. until 11:00 p.m., to request an inspection for the next business day. You may also schedule inspections online at <http://DPIE.mypgc.us>. Inspections are performed from 9:00 a.m. until 2:30 p.m. Please plan to be on site with your permit and approved plans, as required, during this timeframe.
- 2) Enter 1 to Schedule an Inspection.
- 3) Enter your telephone number with area code followed by the # sign.
- 4) Enter the FIRST GROUP of numbers from your Case Number (top right-hand corner — this represents your permit ID) followed by SECOND GROUP of numbers (this represents the year of your permit) followed by the # sign. **DO NOT enter the last two revision numbers.**
- 5) Enter the three-digit Inspection Code followed by the # sign — see list below.
- 6) Enter the # sign again if you want your inspection for the next day. If you wish to pre-schedule for another day (*up to seven days in advance*), enter the four digits for the month and day followed by the # sign.
- 7) The system will repeat the information you entered for verification. Press # sign to verify the information is correct or * sign to re-enter the information. Once all fields are entered correctly, you will receive a Confirmation Number for your records. If the Automated System is not in service, please contact the Inspections Division at (301) 883-3820.

INSPECTION CODES:

BUILDING, MECHANICAL AND RESIDENTIAL ELECTRICAL

100	Inspector to Return Call
101	Initial Inspection
102	Pre-Construction
103	Routine Inspection
104	Lift Stop Work Order
106	Use and Occupancy
107	Final Inspection
110	Footing
111	Foundation Wall
112	Backfill/Drain Tile
114	Framing
115	Slab
116	Close-In
151	Bond and Ground
152	Rough Wire Wall
153	Rough Wire Ceiling
154	Trench Concealment
155	Cut-In (Heavy-up)
156	Work with Cut-In

COMMERCIAL ELECTRICAL

200	Inspector to Return Call
201	Initial Inspection
203	Routine Inspection
204	Lift Stop Work Order
206	Use and Occupancy
207	Final Inspection
250	Pole Service (Commercial/Residential)
251	Bond and Ground
252	Rough Wire Wall
253	Rough Wire Ceiling
254	Trench Concealment
255	Cut-In (Heavy-up)
256	Work with Cut-In
257	Rough Wire Slab
258	Generators/Solar Panels (Commercial/Residential)

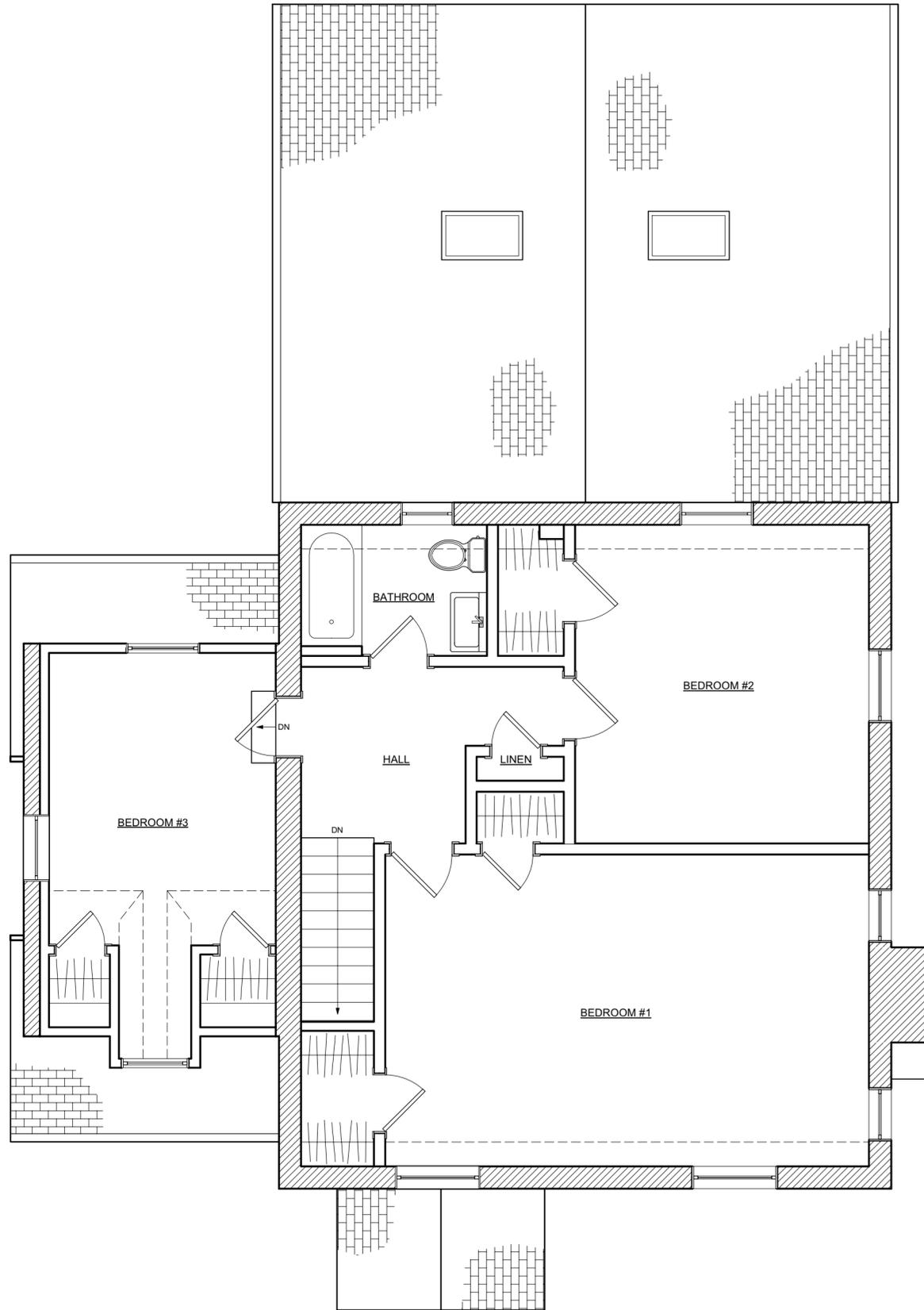
OTHER INSPECTIONS:

THIRD-PARTY INSPECTION PROGRAM: Call (301) 883-3820 to schedule pre-construction meetings.

SITE DEVELOPMENT INSPECTIONS: Call (301) 883-5710 to schedule inspections.

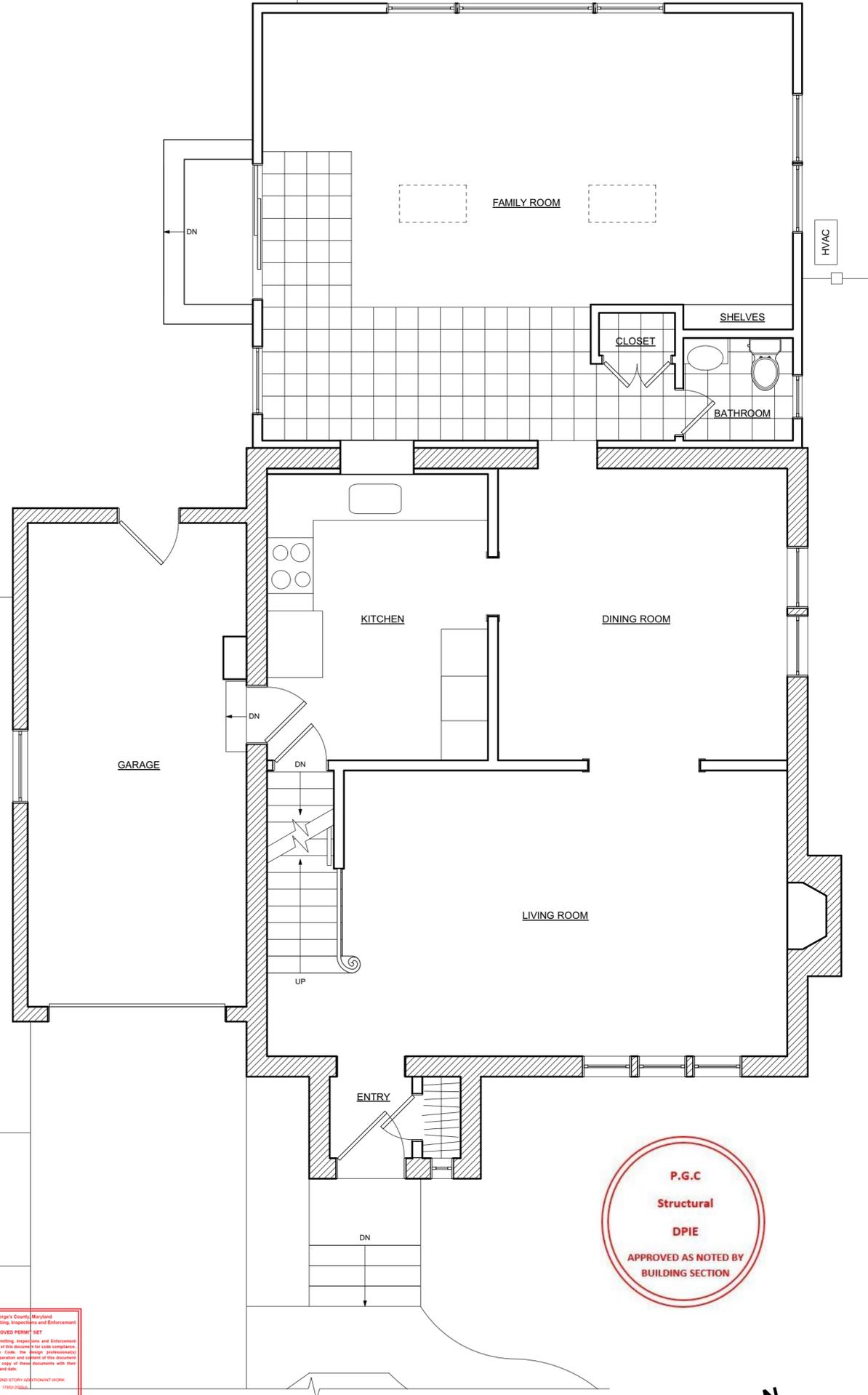
HEALTH INSPECTIONS: Call (301) 883-7690 to schedule U&O inspections for existing food facilities; (301) 883-7681 to schedule inspections for existing wells, septic systems and swimming pools; or (301) 883-7621 to schedule inspections for new food facilities, wells, septic systems and swimming pools.

ENFORCEMENT DIVISION INSPECTIONS: Call (301) 883-6100 for UTZ Permits, signs (Note: Signs may require a Commercial Electrical Inspection), etc.

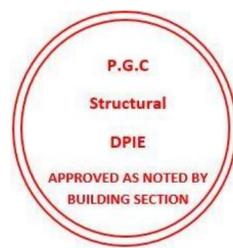


2 EXISTING SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.
Case Name: SHEET - 2ND STORY ADDITION WORK
Case Number (Permit #: 19100-00262)
Case Type: 611
Issuance Date: 05/19/20
Address: 4120 WOODBERRY ST UNIVERSITY PARK, MARYLAND 20782
Licensure Block(s) and Permit(s): See Building ID



1 EXISTING FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



AHMANN LLC
ARCHITECTURAL SERVICES
4498 BECHWOOD ROAD, UNIVERSITY PARK, MARYLAND 20782
PHONE 301 864 1334
FAX 301 864 6818

**MEASURED
FIRST & SECOND
FLOOR PLANS**
SCALE: 1/4" = 1'-0"

**SWEET RESIDENCE
SECOND FLOOR ADDITION &
INTERIOR RENEVATIONS**
4120 WOODBERRY STREET
UNIVERSITY PARK, MD 20782



PERMIT ISSUE
01 MAY 2020
MD-1
Ahmann LLC
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2 REAR ELEVATION
SCALE: 1/4" = 1'-0"



1 SIDE ELEVATION
SCALE: 1/4" = 1'-0"



3 SIDE ELEVATION
SCALE: 1/4" = 1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
1000
www.pdpe.com
The undersigned, a duly registered professional engineer and architect, has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.
Case Name: SWEET - 2ND STORY ADDITION WORK
Case Number (Permit #): 19102-002016
Case Type: AU
Issuance Date: 03/19/20
Address: 4120 WOODBERRY ST UNIVERSITY PARK, MARYLAND 20782
Licensure (Block(s) and Panel(s)): Lic 7837-R
DPIE

AHMANN LLC
ARCHITECTURAL SERVICES
4498 BECHWOOD ROAD, UNIVERSITY PARK, MARYLAND 20782
PHONE 301 864 1334
FAX 301 864 6818

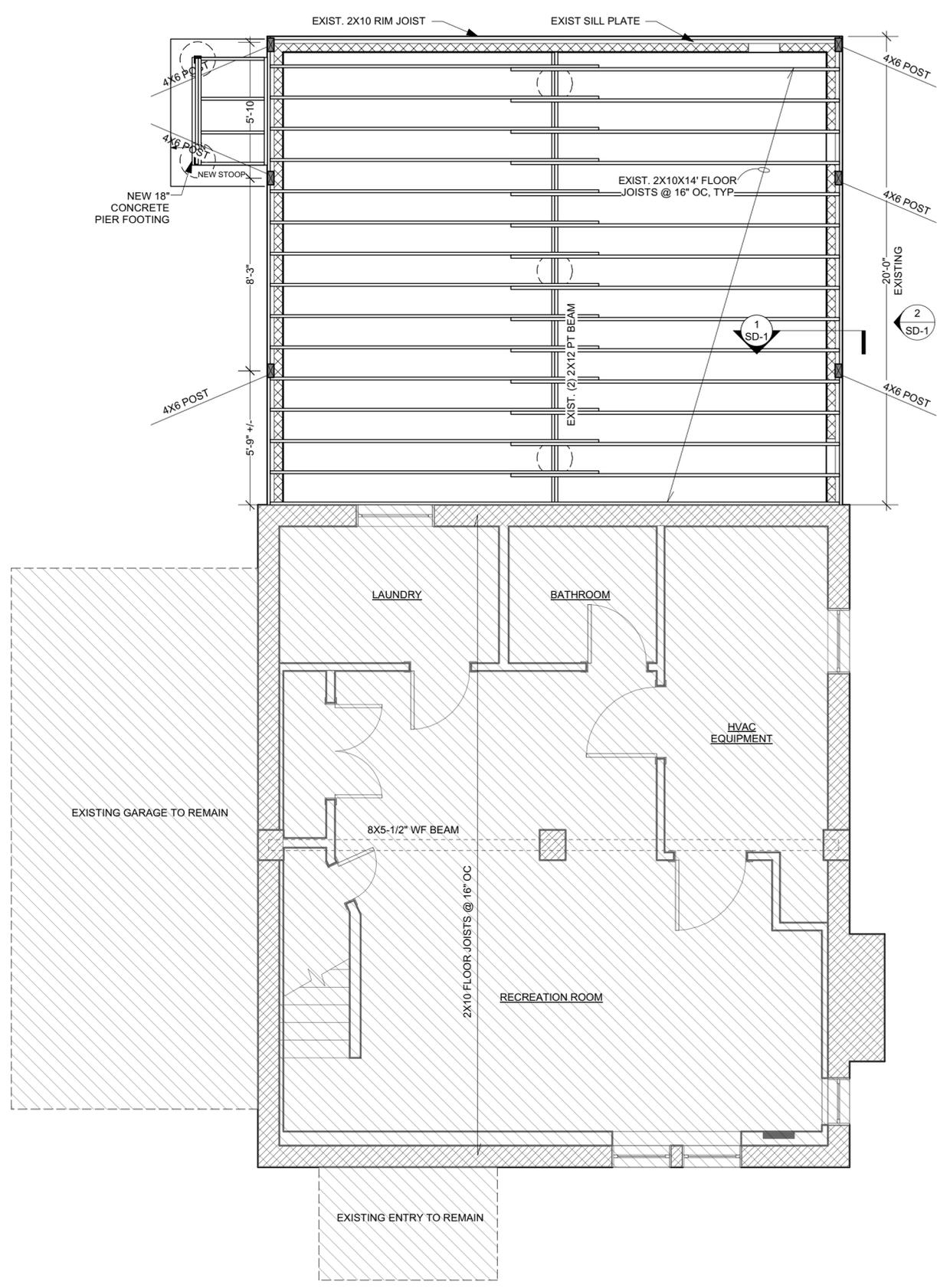
**MEASURED
REAR & SIDE
ELEVATIONS**
SCALE: 1/4" = 1'-0"

**SWEET RESIDENCE
SECOND FLOOR ADDITION &
INTERIOR RNEOVATIONS**
4120 WOODBERRY STREET
UNIVERSITY PARK, MD 20782

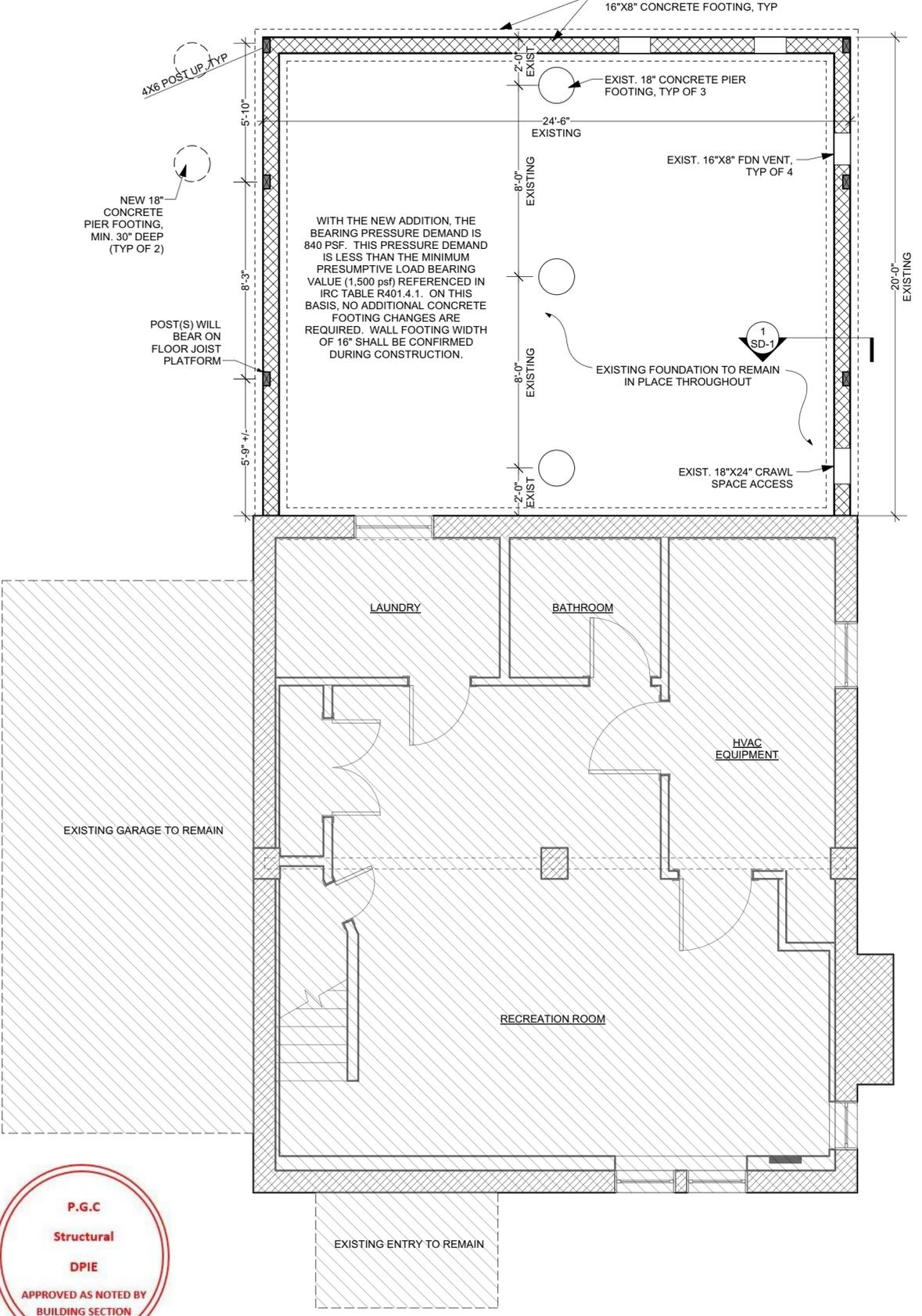


PERMIT ISSUE
01 MAY 2020

MD-2
Ahmann LLC
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2 FIRST FLOOR FRAMING PLAN
 SCALE: 1/4" = 1'-0"



1 FOUNDATION PLAN
 SCALE: 1/4" = 1'-0"

ALL NEW EXTERIOR STUD WALLS 2X6 TYP
 ALL NEW INTERIOR STUD WALLS 2X4 TYP

	EXISTING TO REMAIN
	NEW CONSTRUCTION
	CONSTRUCTION TO BE REMOVED

Prince George's County, Maryland
 Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
 The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance (as required by State Code) and design professional(s) for the preparation and content of this document and hereby issues a record copy of these documents with their original seal, signature and date.
 PROJECT: 2ND STORY ADDITION WORK
 CONTRACT NUMBER: 1902-00294
 CASE TYPE: 01
 INSURANCE DATE: 03/19/20
 ADDRESS: 4120 WOODBERRY ST, UNIVERSITY PARK, MD 20782
 LEGAL BLOCK(S) AND PARCEL(S): Lot 1 and 2 in B

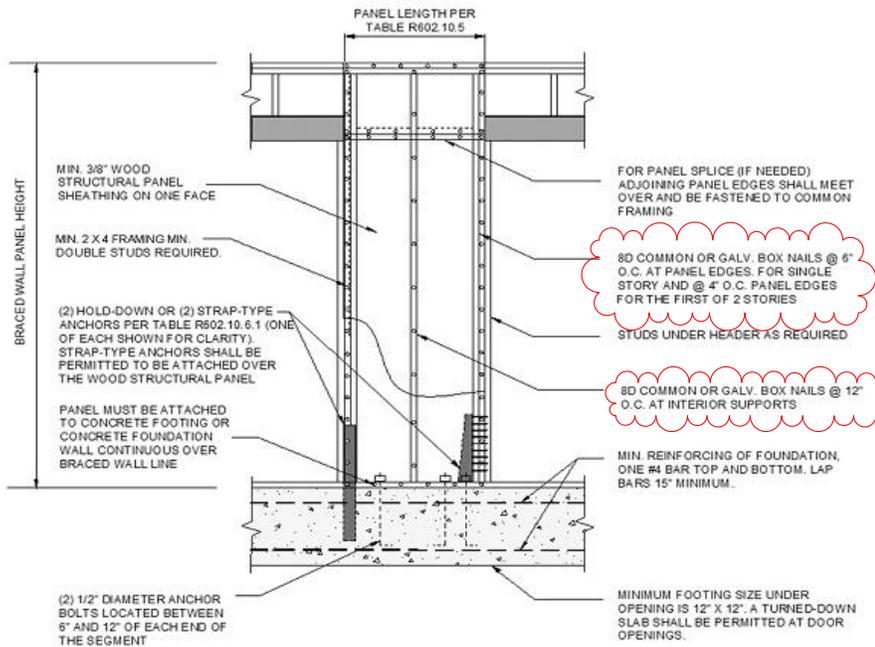


WITH THE NEW ADDITION, THE BEARING PRESSURE DEMAND IS 840 PSF. THIS PRESSURE DEMAND IS LESS THAN THE MINIMUM PRESUMPTIVE LOAD BEARING VALUE (1,500 psf) REFERENCED IN IRC TABLE R401.4.1. ON THIS BASIS, NO ADDITIONAL CONCRETE FOOTING CHANGES ARE REQUIRED. WALL FOOTING WIDTH OF 16" SHALL BE CONFIRMED DURING CONSTRUCTION.

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed engineer under the laws of the State of Maryland, License No. 22421, Expiration Date: 08/01/2021

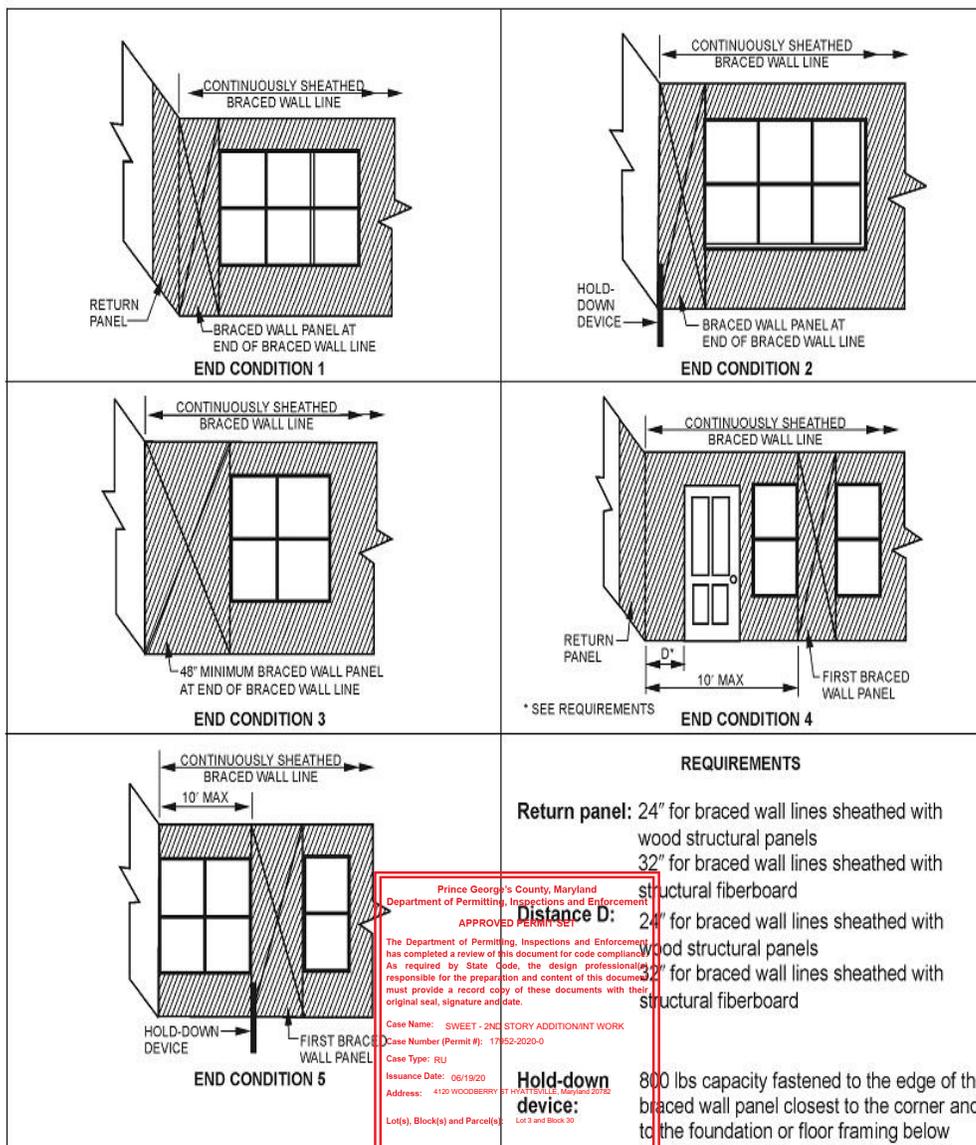
NOTE:
 ALL EXISTING CONDITION TO BE FIELD VERIFIED. INFORM ARCHITECT OR ENGINEER IF EXISTING CONDITIONS VARY FROM THAT SHOWN OR ASSUMED.





ch = 25.4 mm.

FIGURE R602.10.6.1
METHOD ABW—ALTERNATE BRACED WALL PANEL



Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT

The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional is responsible for the preparation and content of this document and must provide a record copy of these documents with their original seal, signature and date.

Case Name: SWEET - 2ND STORY ADDITION/INT WORK
Case Number (Permit #): 17052-2020-0
Case Type: RU
Issuance Date: 06/19/20
Address: 4120 WOODBERRY ST #1470, GREENBELT, MD 20742
Lot(s), Block(s) and Parcel(s): Lot 3 and Block 99



Agenda Item 4C
Hesse 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: 6/17/20
Permit Application: Approved
Rejected
Check/Cash Amt: \$36.23
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Carsten Hesse
Telephone Number: 240 421 1353 Home () Cell
Work: _____ Email: nelson112@yahoo.com
Street Address of Property: 4429 Underwood St University Park, MD 20782
Lot Number: 12 Block Number: 11 Section Number: _____
Person/Company Doing the Work: EJ Contractor
Address/Phone: 10 James St Gaithersburg, MD 20879
Signature of Property Owner: Carsten Hesse Date: 6/8/2020

Description of Work

Check all that apply:

- Fence: Height: _____, Material: _____, Style: _____
- Outbuilding: Dimensions: _____, Height at Apex: _____
Materials: _____
- Other: (Please Specify):
Dimensions: _____, Height at Apex: _____
Materials: _____

Please Specify Reason for Structure: See page attach

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)) = \$32.52
\$36.23

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.

Work description for: 4429 Underwood St

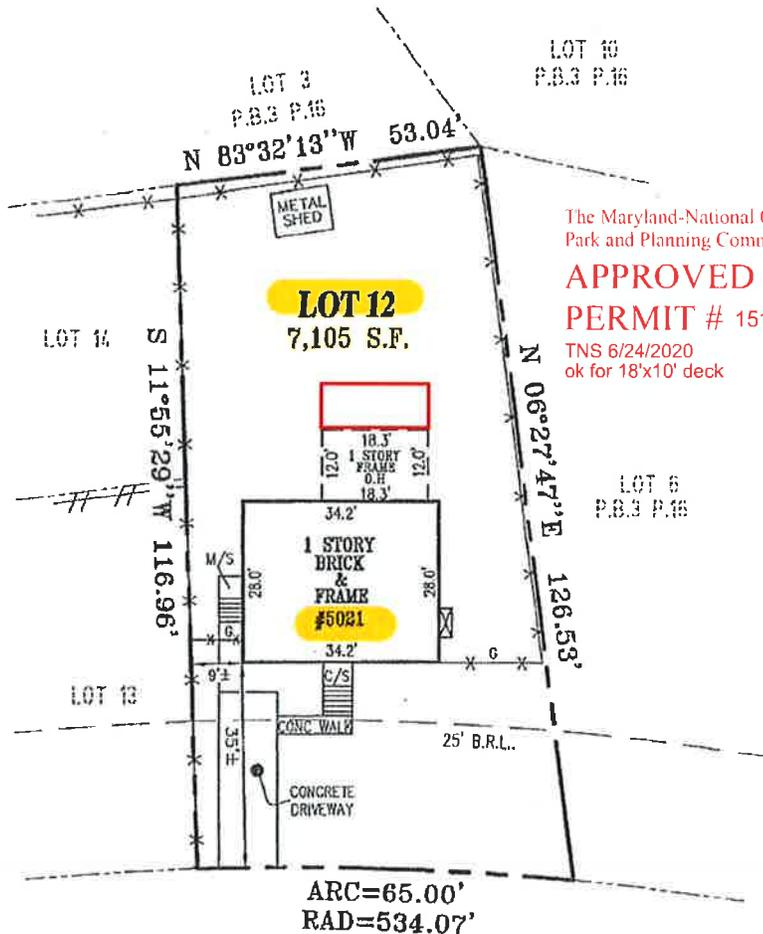
1. Installing 18'x 10' deck
2. Replacing basement window with an egress window
3. Installing a 12' x 12' patio
- ~~4. Installing a new walkway from the sidewalk to connect with the new back patio~~

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 structures 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, if shown, have been located by approximate methods.



The Maryland-National Capital
Park and Planning Commission

APPROVED

PERMIT # 15112-2020-0

TNS 6/24/2020
ok for 18'x10' deck



UNDERWOOD STREET
(50' R/W)

LOCATION DRAWING
LOT 12, BLOCK 11
SECTION THREE

UNIVERSITY PARK

PRINCE GEORGE'S COUNTY, MARYLAND

SURVEYOR'S CERTIFICATE

"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."

MARYLAND PROPERTY LINE SURVEYOR REG. NO. 592
Expires: 04-07-2021

REFERENCES

PLAT BK. 40
PLAT NO. 94



SNIDER & ASSOCIATES
LAND SURVEYORS
19544 Amaranth Drive
Germantown, Maryland 20874
301/948-5100 Fax 301/948-1286
WWW.SNIDERSURVEYS.COM

LIBER

FOLIO

DATE OF LOCATIONS

SCALE: 1" = 30'

WALL CHECK:

DRAWN BY: K.D.S.

HSE. LOC.: 02-25-2020

JOB NO: 20-00548

PRINCE GEORGE'S COUNTY

PERMIT

ISSUANCE DATE : Jun-26-2020

EXPIRATION DATE :

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

PROPERTY OWNER	
CARSTEN J & DYLLIS HESSE 4429 UNDERWOOD ST HYATTSVILLE, MD 20782	(678) 231-5761



CONTRACTOR	
E J CONTRACTOR 10 JAMES ST GAITHERSBURG , MD 20877 LICENSE NUMBER: 107785	(240) 421-1353

OCCUPANT	

ARCHITECT	

TYPE OF PERMIT : **DPIE R**
 WORK DESCRIPTION : **New Deck 18' x 10' Replace an existing casement double window for: double hung egress window 51" H x 34" 1/2**
 EXISTING USE : **SFD**
 USE (DER PROPOSED) : **SFD**
 SUBDIVISION : **UNIVERSITY PARK**

OWNERSHIP :	HEIGHT FT :	7	ELECTRICITY :	
LIBER :	WIDTH FT :	18	CENTRAL A/C :	
FOLIO :	DEPTH FT :	10	ELEVATOR :	
ED/ACCT NO. :	NO STORIES :		ESCALATOR :	
LOT :	DWELL UNTS :		BASEMENT :	
BLOCK :	PARKING SP :		BOILER NUMBER :	
TAX MAP :	LIVE LOAD :		CBCA :	N
SCD :	USE GROUP :	A-1	HISTORICAL :	N
SPEC EXCEPT :	TYPE CONST :	1A	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

INSPECTION APPROVALS				
BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

Successful Payment Receipt

Please print this receipt for your records

Remittance ID:	2gzao1lkbrcb1p4kigr1w1v
Received:	June 04, 2020 02:39PM EDT
Permit Number:	15112-2020-0/DPIE R
Telephone Number:	240-644-4289
Amount:	\$220.25
Service Fee:	\$5.40
Service Fee Type:	Dual Transaction
Total Amount:	\$225.65
Transaction Type:	Authorization and Capture
Card Information:	Visa FULVIA LAINEZ *****7532
Billing information:	Address Line 1: 10 James st Country: United States City: GAITHERSBURG State: MD ZIP Code: 20877

[Exit](#)

Please be advised that payments may take up to 2 business days to post.

[Click here](#) to process another payment.

noreply@co.pg.md.us

To: nelsonlnz@yahoo.com

Thu, Jun 25 at 5:23 PM

Successful Payment Receipt

Please print this receipt for your records

Remittance ID: vk0xugurlezz3e1jc4ezt3jf

Received: June 25, 2020 05:23PM EDT

Permit Number: 15112-2020-0/DPIE R

Telephone Number: 240-644-4289

Amount: \$42.00

Service Fee: \$1.03

Service Fee Type: Dual Transaction

Total Amount: \$43.03

Transaction Type: Authorization and Capture

Approval Code: 062300

Card Information: Visa

Fulvia Lainez

*****7532

Billing information: Address Line 1: 10 james st

Country: United States

State: MD

City: GAITHERSBURG

ZIP Code: 20877

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.

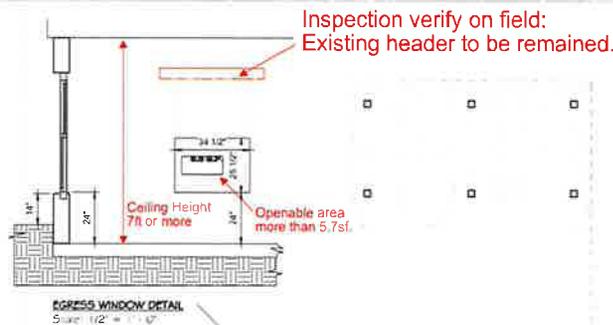
-
-
-
-



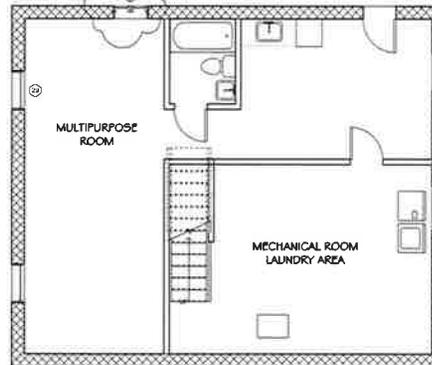
Vicinity Map

CARSTEN HESSE RESIDENCE

4429 Underwood Street
University Park, MD 20782



EGRESS WINDOW DETAIL
Scale: 1/2" = 1'-0"



3 Basement Existing Plan
Scale: 1/4" = 1'-0"

Prince George's County Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET

The purpose of Permitting, Inspections and Enforcement has reviewed a review of this project and has determined that the information and content in this permit set complies with the provisions and content of the applicable laws, regulations and code.

Case Name: 1906-0010-0000
Case Number Primary: 19060000
Case Type: A

Address: 4429 Underwood Street, University Park, MD 20782

Lot(s) Block(s) and Parcel(s)
19060000-0000

SCOPE OF WORK ALTERATIONS

- 1.- Basement Area: Replace existing casement double window for: **DOUBLE HUNG EGRESS WINDOW**
- 2.- First Level Area: New 18x10' Deck on rear side
- 3.- Second Floor Area: New Master Bathroom & Walk-in closet for Master Bedroom

STRUCTURAL NOTES

1. ALL WORK TO BE IN ACCORDANCE WITH THE PERMITS AND THE AMENDMENTS TO THE BUILDING CODE OF MONTGOMERY COUNTY MARYLAND.
2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS IN THE FIELD NOTIFY ENGINEER OF ANY DISCREPANCIES.
3. PROVIDE TEMPORARY SUPPORT AS REQUIRED, TEMPORARY SHORING AND SHUTTLE AND JOB SITE SAFETY ARE THE SOLE RESPONSIBILITIES OF THE CONTRACTOR.
4. ORDER LVS 1 GROSS LOADS FLOOR: 40 PSF, ROOF: 20 PSF, 20 PSF.
5. WOOD FRAMING TO BE 2x SPAN LUMBER, EXCEPT PRESSURE TREATED INCLUDE SIMPSON STRAP JOIST HANGER FOR FRAMING, JOIST HED TO THE SIDES OF THE BEAMS AND/OR LEDGERS. COMPOSITE LUMBER TO BE PRESSURE TREATED ALSO.
6. DRINKING TO BE TYPICAL PRESSURE TREATED SPAN LUMBER OR COUPLER. INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
7. RAILING TO BE MIN 36" HIGH WITH NO OPENING GREATER THAN 4" AND A MAXIMUM SPAN OF 2'-0". RAILING TO BE CAPABLE OF RESISTING LOAD OF 7000 LB ANY DIRECTION PLACED AT THE TOP RAIL. MIN 1" OF RAILING TO BE CAPABLE OF RESISTING A LATERAL LOAD OF 200 LB.
8. CONCRETE SHALL BE 3000 PSI FOR FOOTING AND SLABS.

DESIGN CONSTRUCTION PARAMETERS

GROUND SNOW LOAD	30 PSF (1.4 kN/m ²)
WIND SPEED	115 mph (188 km/h)
WEATHERING	SEVERE
FROST LINE DEPTH	30 in (762 mm)
TERMINATE	MODERATE TO HEAVY
DECAY	SLIGHT TO MODERATE
WINTER DESIGN TEMP	15° F (-10° C)
ICE SHEILD	NO
UNDERLAMENT REQUIRED	YES
FLOOD HAZARDS	2003B
AIR FREEZING INDEX	300
MEAN ANNUAL TEMP	50° F (10° C)

SHEET INDEX

Architectural:

- A.0 Vicinity & Site Plans, Egress Window Proposal Notes, Design Criteria.
- A.1 New Deck, Architectural Foundation & Framing Plan
- A.2 New Master Bathroom & Walk-in closet Floor plan & Sections

HOME ALTERATIONS
NEW DECK

4429 UNDERWOOD ST,
UNIVERSITY PARK,
MD 20782

MR.
CARSTEN HESSE

Vicinity & Site Plans
Egress Window & Notes

1/4" = 1'-0"
1/2" = 1'-0"

4/7/2020

A.0



2 Site Plan
Scale: 1" = 30' - 0"

1 This plan is a record of the construction of a building or structure on a lot or lots within a subdivision or its part to which a subdivision plat has been recorded. It is not to be used for the establishment of property boundaries or for other purposes or for future improvements.

2 This plan does not provide for the complete establishment of property boundaries, but such identification may not be required for the transfer of title or warranty purposes or by recording.

3 Building lines and/or flood line alterations to take from available sources are not to be interpreted as evidence of title or flood insurance.

4. Survey information on which this plan is based is shown on sheets of the subdivision plat and is not to be used for other purposes.

5. Portions of sheets have been omitted by appropriate notation.

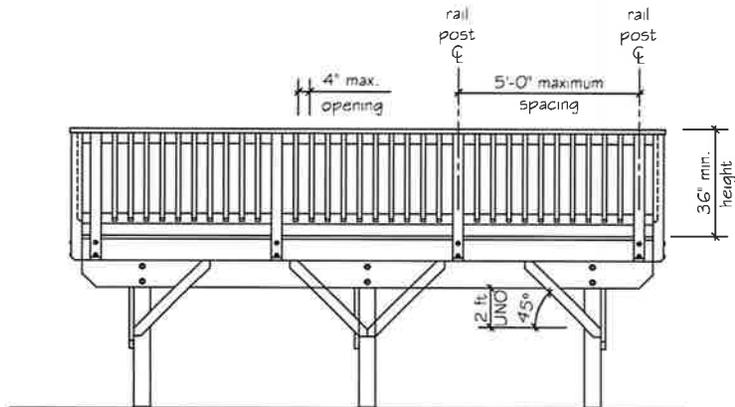
UNDERWOOD STREET
(50' R/W)

LOT 12, BLOCK 11
SECTION THREE
UNIVERSITY PARK
PRINCE GEORGE'S COUNTY, MARYLAND

DATE: 04/07/2020
SCALE: 1" = 30'-0"

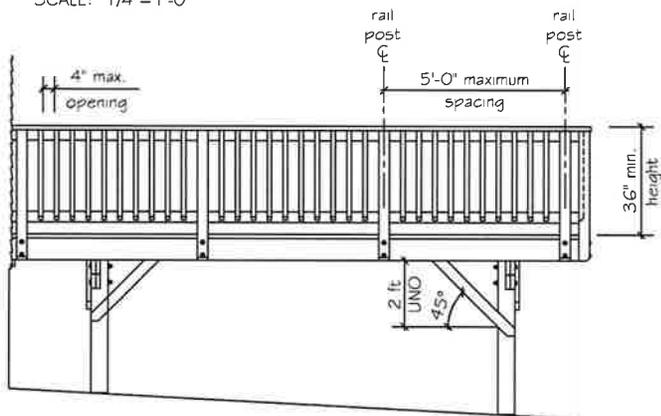
DESIGNER & ARCHITECT
LARRY A. HESSE, P.E.
LARRY A. HESSE ARCHITECTS, INC.
10000 UNIVERSITY PARK DRIVE, SUITE 100
UNIVERSITY PARK, MARYLAND 20782
PHONE: 410-278-1111
FAX: 410-278-1112
WWW.LAHESSE.COM

Free-Standing and Totally Isolated Decks:
decks designed and constructed as totally isolated and completely freestanding structures (i.e. not attached to the house) must be diagonally braced in two perpendicular directions at every posts.

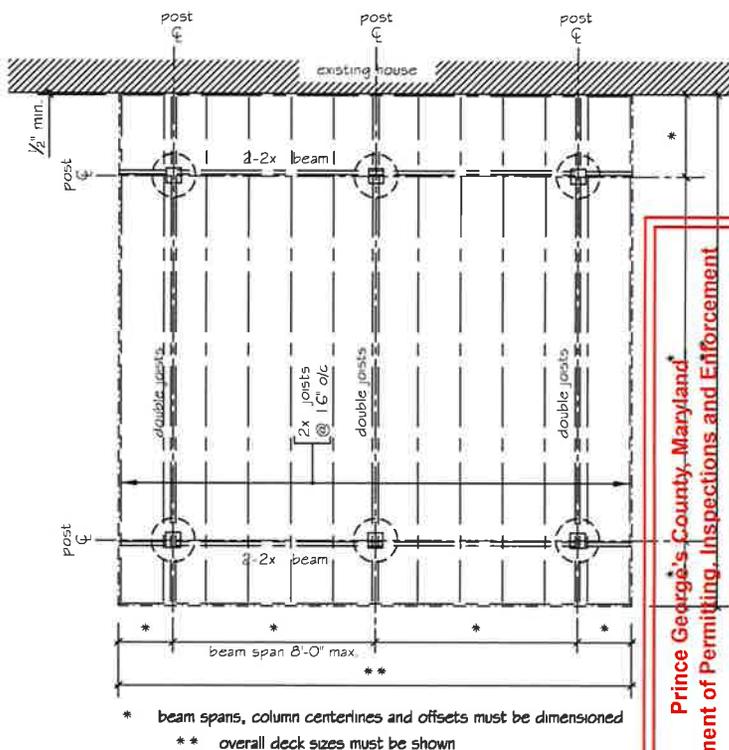


FRONT ELEVATION

SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION



FRAMING / FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

General Notes:

1. All lumber shall be ground contact preservative treated wood UC4A or higher.
2. All connectors, anchors and fasteners shall be either Zmax or post batch hot-dip galvanized steel.
3. Provide double joists at center of the post or where 1 side of joist flush with face of post below to facilitate diagonal bracing connection.
4. Where the 150 psi soil bearing pressure capacity of the footing is not obtained; usually near the house or adjacent wall, extend the footing down until reach the bearing capacity.
5. A 3x3 wood plate under beam or double joists may be used in lieu of 2x4 diagonal bracing shown.
6. Beam splice at corner posts only.

MARIANNA L. LESLIE
The drawing is intended only to be illustrative of the proposed work. It is not a contract. It is subject to change without notice. It is the responsibility of the contractor to verify all dimensions and conditions on site. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROTECTION OF ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES.

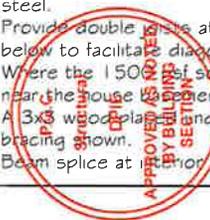
Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET

The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.

Case Name: HESSE DECKINT WORK
Case Number (Permit #): 15112-2020-0
Case Type: R

WOOD DECK FRAMING / FOUNDATION PLAN AND ELEVATIONS
Issued Date: 05/15/2020
Address: 4429 UNDERWOOD ST HYATTSVILLE, MARYLAND
Lot(s), Block(s) and Parcel(s):
Lot: 14

Dept. DP&E
Prince George's County Government
Permitting, Licensing and Inspections



Drawing No.

D-023

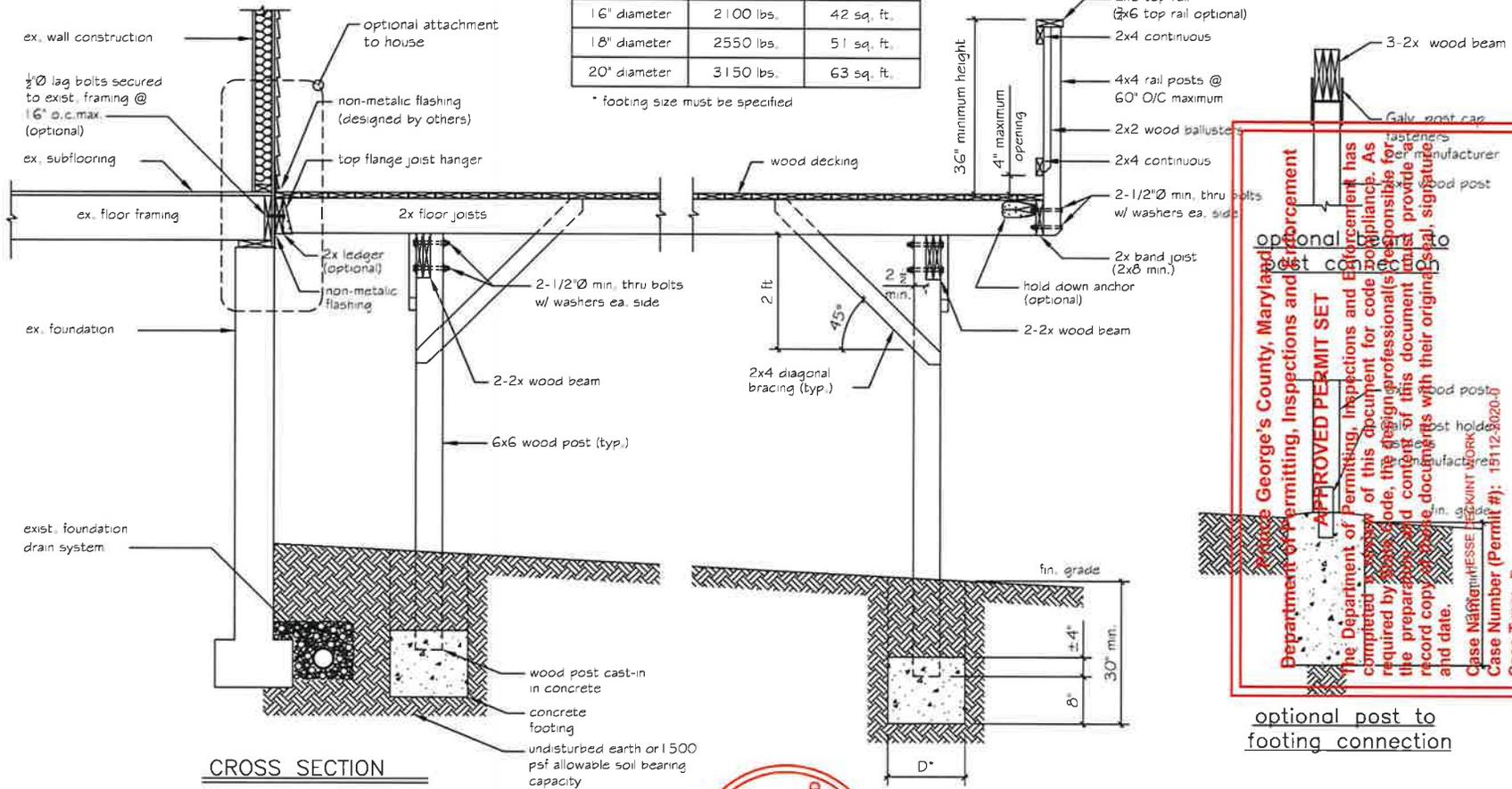
Sheet 1 Of 2

Free-Standing and Totally Isolated Decks:
decks designed and constructed as totally isolated and completely freestanding structures (i.e. not attached to the house) must be diagonally braced in two perpendicular directions at every posts.

FOOTING DESIGN TABLE		
size D*	allowable load	tributary area
16" diameter	2100 lbs.	42 sq. ft.
18" diameter	2550 lbs.	51 sq. ft.
20" diameter	3150 lbs.	63 sq. ft.

* footing size must be specified

Note: notching of 4x4 rail posts is not permitted



CROSS SECTION
SCALE: 1/2" = 1'-0"

WARNING AND DISCLAIMER
This drawing is intended only to be illustrative of the minimum requirements of applicable County ordinances. It is not a final plan, nor a set of plans and specifications. PRINCE GEORGE'S COUNTY, MARYLAND DOES NOT WARRANT OR GUARANTEE IN ANY MANNER OR TO ANY EXTENT THE SUFFICIENCY OF THIS DRAWING. Persons to whom this drawing is distributed should not rely on it as an acceptable plan or blue print for any structure. PRINCE GEORGE'S COUNTY, MARYLAND DISCLAIMS ANY AND ALL LIABILITY FOR DAMAGES OF INJURES, DIRECT OR CONSEQUENTIAL, ARISING OUT OF THE USE OF THIS DRAWING.



PRINCE GEORGE'S COUNTY, MARYLAND
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET

The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professionals responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.
Case Name: MICHESSE PERKINS WORK
Case Number (Permit #): 15112-8020-0
Case Type: R

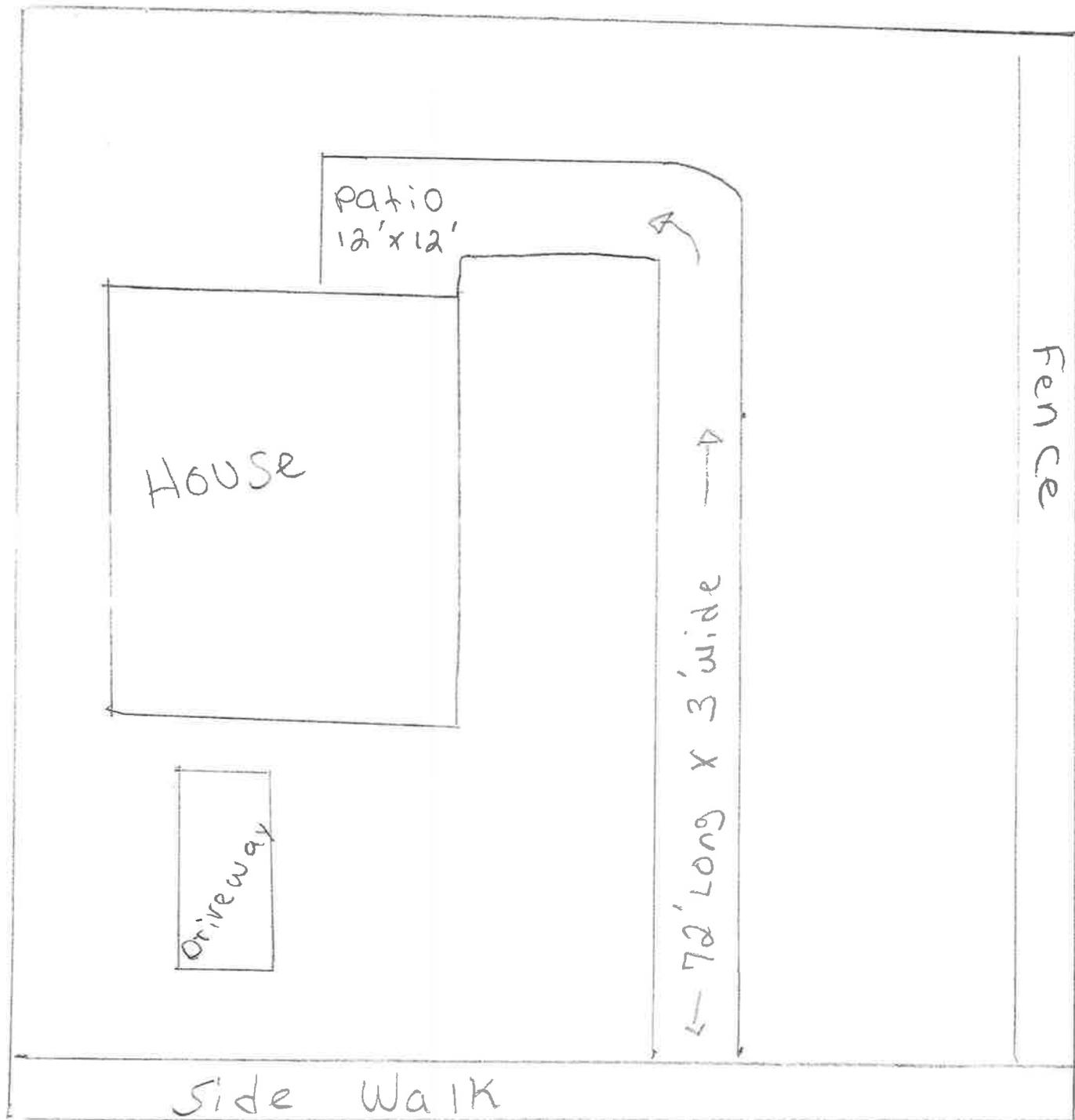
WOOD DECK CROSS SECTION:
Lot 12 and Block 11

DPIE
Prince George's County Government
Dept. of DPIE, Licensing and Inspections

COUNTY
PRINCE GEORGE
MARYLAND

ST HYATTSVILLE, MARYLAND

Drawing No.
D-024
Sheet 2 Of 2



Patio
12' x 12'

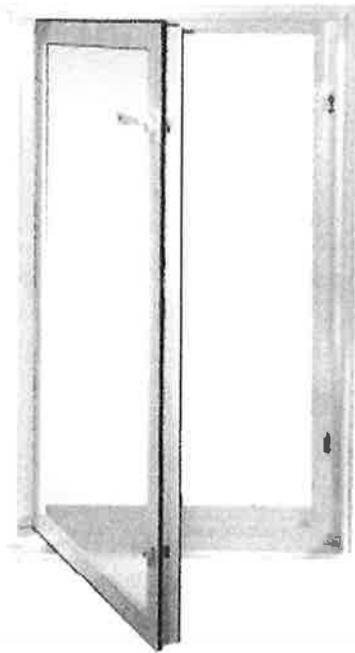
House

Driveway

72' long x 3' wide

Side Walk

Fence



Agenda Item 6
Contract for Queen's Chapel Road Design and Engineering
Memo from Public Works Director Mickey Beall



TOWN OF UNIVERSITY PARK

TO: Mayor and Common Council
FROM: Mickey Beall, Public Works Director
SUBJECT: Queen's Chapel Road Design Contract
DATE: July 2, 2020

MAYOR
Lenford C. Carey

COMMON COUNCIL
Joel Biermann
Joseph Schultz
Laurie Morrissey
Linda Verrill
David Caskey
Martha Wells
Roland Stephen

Pursuant to Council's authorization to obtain pricing from engineering firms having design contracts with area jurisdictions, the Town received bids by the June 29, 2020 due date from five area firms. Those firms are:

1. CPJ
2. O'Connell & Lawrence
3. RK&K
4. Soltesz
5. Wallace Montgomery

The bid tabulation showing all prices is listed on Attachment A, dated June 30, 2020. Based on a review of all bids, staff recommends the following:

1. Award the Queens Chapel Road Design Contract to the low bidder, Soltesz Engineering in the bid amount of \$36,000. Soltesz is a Maryland firm headquartered in Rockville, with a Prince George's County office in Lanham. The Town had a positive working relationship with this firm when they handled the design and public engagement process for the stormwater devices installed by the County on Wells Parkway. Also, Soltesz indicated they intend to complete the design for all of Queens Chapel Road by the October 1, 2020 deadline imposed on the southern half of Queens Chapel Road. The early completion of the design avoids potential construction schedule impacts in 2021.
2. The Town should extend its contract with Specialized Engineering to provide Inspection and Project Management on Queens Chapel Road, which is expected to save about \$15,000 compared to pricing from other firms. Thus, Specialized Engineering would provide inspection and project management for the entire infrastructure project, and they will extend their unit prices to the expanded scope.
3. The Town should discontinue plans to construct the mini-traffic circles on Claggett Road and Wells Parkway for the 3 following reasons:
 - a. The low bid design cost is nearly \$17,000. This would allow only \$13,000 to construct the mini-traffic circles within the Council's allocated budget of \$30,000.

- b. The low bid is substantially lower than the 3 “middle” bids which all exceed the total construction budget and are only \$6,000 apart. This may indicate the low bidder has not accurately accounted for all aspects of the design and permitting requirements.
- c. Based on discussions with Engineers in the field, it is likely permitting would require changes to the existing curb lines, significantly increasing construction costs. It is also expected that the County would want increased involvement in each mini-traffic circle because one leg of each intersection is a county road.

Attachment A

6/30/2020

3:00 PM

Queens Chapel Rd Design, Inspections, and PM Bid Tabulations

Company	QCR		Mini-Traffic Circles		Bid Total
	Design	Inspections & PM	Design	Inspections & PM	
Wallace Montgomery	\$64,767.96	\$77,326.34	\$238,907.26	\$38,663.17	\$419,664.73
O'Connell & Lawrence	\$140,539.96	\$59,278.80	\$52,342.52	\$7,409.85	\$259,571.13
Soltesz	\$36,000.00	\$67,000.00	\$46,000.00	\$38,000.00	\$187,000.00
RK&K	\$89,590.38	\$69,499.50	\$46,953.71	\$10,373.75	\$216,417.34
CPJ	\$40,780.00	\$64,050.00	\$16,880.00	\$11,435.00	\$133,145.00

Agenda Item 6C
UPPD General Order Manual 406.0, Operations of Police
Vehicle

UNIVERSITY PARK POLICE**GENERAL ORDER**

TITLE OPERATIONS OF POLICE VEHICLES		PROCEDURE NUMBER UPPD406.0	
SECTION OPERATIONAL PROCEDURES	NUMBER OF PAGES 3	EFFECTIVE DATE 8/01/2020	REVIEW DATE
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS DATE	CALEA STANDARD 41	AUTHORITY Chief Harvey Baker	

I. PURPOSE

The purpose of this general order is to establish policy, procedures, and guidelines for the operation of Police Department vehicles.

II. POLICY

It will be the policy of the University Park Police Department to require employees to operate police vehicles in a manner that provides an example of safe driving which will foster mutual admiration and trust with the motoring public.

III. DEFINITION

Police Vehicle - Any vehicle owned /or leased by the Town of University Park registered as an emergency vehicle with the State of Maryland.

PSC – Prince George’s Public Safety Communications Center.

GPS – Global Positioning System – A satellite navigation and tracking system that provides location, time, and other data on Department vehicles.

IV. AUTHORIZATION TO OPERATE DEPARTMENTAL VEHICLES

A. Department vehicles will only be operated by the following persons:

1. Employees of the Department possessing a valid driver’s license for that class of vehicle.

2. Authorized mechanics for the purpose of road testing.

V. AUTHORIZED PASSENGERS

Employees operating Department vehicles shall not permit persons other than Town of University Park personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Program (See General Order UPPD 424.1).

VI. ALCOHOL

Employees are prohibited from operating any Department vehicle within 8 hours after consuming an alcoholic beverage regardless of the amount consumed. Employees shall not use a Department vehicle whether on or off duty to purchase alcohol beverage.

VII. COMPLIANCE WITH REGULATIONS AND TRAFFIC LAW

Employees operating Department vehicles will drive in a reasonable and prudent manner, obey all regulations and traffic laws, and display courtesy to other motorists. **Seat belts will always be worn by the driver and all passengers of any Department vehicle.** (41.3.3) All use of cell phones must be hands free.

VIII. PARKING POLICE VEHICLES

A. Employees operating Department vehicles will observe all parking regulations except in emergency situations.

**OPERATIONS OF POLICE VEHICLES
UPPD406.0**

B. During emergency situations, Department vehicles parked in restricted areas will not be parked to unnecessarily interfere with traffic or impede fire/rescue operations.

C. If a Department vehicle must be double-parked or parked in a restricted area, the vehicle's parking lights will be placed on flash.

D. Employees will ensure that the vehicle and contents are secured whenever the vehicle is left unattended. **(41.2.1)**

E. All police vehicles will be parked in the designated parking area at Town Hall, if available.

IX. EMERGENCY EQUIPMENT

All conspicuously marked police vehicles will be equipped with operational emergency roof mounted lights and sirens.

All unmarked vehicles shall be equipped with a dash / visor mount interior light and sirens. **(41.3.1)**

X. EMERGENCY RESPONSE

A. Employees operating Department vehicles as emergency vehicles will adhere to the requirements of the Maryland Vehicle Law Section 21-106, and University Park General Order 407.0 – Vehicle Pursuits.

B. Although the Department does not place a speed restriction on officers when they are responding priority, it is vital that they arrive safely at the scene of an incident in order to render assistance. As a result, officers will exercise due care and operate the vehicle in a reasonable manner. **(41.2.1)**

C. Officers may use emergency equipment:

1. To signal police presence.
2. To direct movement of persons, animals or vehicles.

3. To provide supplemental lighting.

4. To warn persons of danger.

5. While operating priority response.

D. In these circumstances, officers may activate emergency lights, spotlights, hazard flashers, sirens, and/or the public address systems. **(41.2.1)**

E. When officers are responding priority, they shall proceed through a traffic control device, such as a stop sign, traffic control signal, railroad crossing signal etc., only after slowing down as necessary for safety.

1. Slow to such a speed as is necessary for safety, when approaching an uncontrolled intersection.

2. Exceed any maximum speed limit, but only so long as the driver does not endanger life or property.

F. Emergency operation of an unmarked vehicle requires the dash or roof-mounted emergency lights to be activated in conjunction with headlights, other emergency lights and audible warning devices.

G. All life-threatening calls will receive a priority response classification. The following shall receive a priority response:

1. Major incidents in progress or that have just occurred; and
2. Incidents when a suspect may be on the scene.

H. Calls which normally require an emergency response include, but are not limited to:

1. **Armed Subject:** When a subject is threatening people with a weapon.
2. **Traffic Accident with Injury:** To render emergency care.
3. **Fatal Accident:** To protect

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the scene and assist other victims.

**4. Hit and Run Traffic Accident
With Injury or Fatality.**

5. Signal 13 (Officer in Trouble): Two primary units and other nearby units within the sector, will be assigned.

6. Fights: When weapons are involved.

7. Unknown Trouble: When information indicates a life-threatening incident may be occurring.

8. Homicide.

9. Sex Offenses: When the incident is in progress or has recently occurred.

10. Suicide or Attempt: When life saving techniques may be applied.

11. Domestic Violence: When weapons are involved or the offender is attempting entry by breaking and entering.

12. Burglar Alarms: When information indicates that a suspect is present.

13. Robbery Hold-up Alarm.

14. Robbery: When the incident is in progress, or has recently occurred or when the suspects may be in the immediate vicinity.

15. Kidnapping: When the incident is in progress or when directed by investigators.

16. Breaking and Entering: When the incident is in progress, or has recently occurred, or when the suspects may be in the immediate vicinity.

17. An individual possibly suffering from cocaine/drug-induced psychosis or excited delirium: A supervisor will respond to the scene to

determine whether the WRAP (safety restraint) will be deployed.

I. Non-life-threatening calls will receive a non-priority classification.

J. The first officer on the scene of an incident will advise the PSC dispatcher if a change in response classification is appropriate. The dispatcher will determine which units will respond and their response classification.

XI. EMERGENCY ESCORTS

Employees will not use Department vehicles for the purpose of emergency escorts. The on-duty supervisor may give permission for an emergency escort to prevent loss of life, serious injury, and/or an unusual occurrence.

XII. FUNERAL ESCORTS

Department vehicles may be used to escort funeral processions, and in such cases, emergency lights will be used. The operator of the vehicle will adhere to all requirements of §207 of the Transportation Article, Annotated Code of Maryland.

XIII. MAINTENANCE OF VEHICLE

Officers using Department vehicles are responsible for general maintenance cleanliness. For care of assigned vehicles refer to General Order 1405.0 – Take Home Vehicles. Smoking in police department vehicles is prohibited. At no time will an employee make any alterations to police vehicle equipment or install unauthorized equipment. All officers using police vehicles will perform the following inspections prior to the first use on any tour of duty:

A. Exterior inspection for body damage and tire conditions. Unreported damage will be immediately reported to a supervisor.

B. Interior inspection for property/evidence items. Property/evidence items will be documented as required by department procedure.

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C. Inspection for full fuel levels.

D. Inspection for issued vehicle equipment in compliance with University Park Police General Order 308.0 Section IV, D, Vehicle Equipment.

E. All inspections will be documented on the Daily ODR. Supervisors will ensure that any problems noted on the form are corrected. Mechanical problems will be brought to the supervisor's attention for scheduling of repair.

XIV. Global Positioning System

At the discretion of the Chief of Police, vehicles operated by Department officers shall be equipped with a GPS system designed to track the vehicle's location. While the system may provide vehicle location and other information, officers are not relieved of their responsibility to use required communication practices to report their location and status.

Officers shall not make any unauthorized modifications to the System. Data compiled by the System may be accessed by the Chief or designee at any time. However, access to historical data by personnel other than the Lieutenant will require the Chief of Police approval.

All data captured by the System shall be retained in accordance with the established records retention schedule.

End of Document

Agenda Item 6D
UPPD General Order Manual revising section 300.1, Rules of
Conduct

UNIVERSITY PARK POLICE**GENERAL ORDERS**

TITLE: RULES OF CONDUCT			PROCEDURE NUMBER UPPD300.1
SECTION DUTIES AND RESPONSIBILITIES	NUMBER OF PAGES 5	EFFECTIVE DATE 10/22/2014	REVIEW DATE
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS DATE:	CALEA CHAPTERS 1, 12, 26	AUTHORITY Chief Michael Wynnyk	

I. PURPOSE

This general order establishes general rules pertaining to the conduct and responsibilities of all officers and employees.

II. POLICY

It is the policy of this Department to ensure that all employees maintain a high standard of personal integrity and ethics in their relationships with other employees and the public. The following standards shall apply equally to all employees, as appropriate. No deviation or flexibility is permitted.

III. STANDARDS OF CONDUCT

Rule 1: Compliance: Employees shall thoroughly familiarize themselves with these rules of conduct and any other related written communications issued.

Rule 2: Conduct Unbecoming: No officer shall commit any act which constitutes conduct unbecoming a police officer. Conduct unbecoming includes but is not limited to any criminal, dishonest or improper conduct. It is conduct which tends to bring discredit upon this Department. Improper behavior on the part of any officer, on or off duty, may reflect unfavorably on the reputation of all officers and the Department as a whole, as may acts of omission, such as failure to cooperate in an internal investigation.

Rule 3: Report of Involvement: Any employee who becomes involved in any questionable

vehicle accident, incident or altercation, or any problem which may come to public attention, will give verbal notification within 24 hours to the Chief of Police.

Rule 4: Confidentiality: An employee will not communicate or release to any person who is not employed by the Department information on operations, activities, written departmental documents or matters of police business as are prohibited by law to be released or which may have an adverse impact on the Department's operations.

Rule 5: Neglect of Duty/Unsatisfactory Performance: Officers shall be competent to perform their duties properly and assume all necessary responsibility. Neglect of Duty or Unsatisfactory Performance is demonstrated by the inability or unwillingness to perform assigned tasks, or the failure to take appropriate action in a situation requiring police attention, or failure to conform to work standards established for the officer's rank, grade or position.

Rule 6: Orders:

A. Orders shall be issued in a clear, concise and courteous manner, consistent always with the best interests of the Department and the Town.

B. Officers shall obey a superior's lawful order, including any order from a superior which is relayed by an officer of the same or lesser rank. However, no officer will obey an order which is contrary to the laws of the United States, the

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State of Maryland or the Town. The officer is responsible for any justification of noncompliance which may be required.

C. If an order is issued which conflicts with a previously issued order or General Order or other directive, the officer should respectfully call attention to the conflict. If it is not then rescinded by the superior, the order shall stand. Responsibility for that order will rest with the issuing superior; the officer shall not be held accountable for disobedience of any previously issued conflicting order.

D. An officer receiving an unlawful, unjust or improper order shall report, at the earliest opportunity, that fact to the Chief of Police. The report will contain the facts of the incident and actions taken. An appeal for release from the orders may be made at the same time.

E. A superior will not knowingly issue orders that would require a subordinate to commit an illegal, immoral or unethical act.

F. No officer will obey an order requiring any illegal, immoral or unethical act.

G. Except as otherwise stated in Department Rules or General Orders or other written policy, insubordination is insolent or abusive language and/or acts toward a supervisor and/or command officer and/or failure or deliberate refusal to obey a lawful order given by such officer, or maliciously ridiculing the orders of command and/or supervisory officer, whether or not in their presence.

Rule 7: Abuse of Authority: The lawful authority entrusted to police officers will not be used improperly to interfere with the lawful conduct of anyone.

Rule 8: Prohibited Acts:

A. Employees will not manufacture, tamper with, falsify, destroy or withhold evidence or information, nor make any false accusations or statements regarding a criminal charge, for the purpose of influencing the outcome of any investigation or trial.

B. Employees are prohibited from providing confidential information concerning Department investigations or operations to any unauthorized person.

C. Employees will not be involved directly or indirectly in making any compromise or arrangement between suspected violators of the law and persons alleged to have suffered by their acts.

D. Employees will not become involved with the cases of other employees except by consent of such other employee or their superior. Employees shall not interfere with cases of other employees. Interfering shall mean an intentional act which is unethical or contrary to established policy or procedure.

E. No employee will provide information or take action in an ongoing investigation without the knowledge and consent of the investigating officer.

Rule 9: Courtesy to Superiors: When addressing or referring to a superior officer in the performance of official business or within view of the public, whether on or off-duty, employees will use a rank designation or title. Sworn officers below the rank of Corporal shall be addressed as Officer. Civilians will be addressed with courtesy.

Rule 10: Censure of Subordinates: Authority will be exercised with firmness and fairness. Command and supervisory officers will sustain subordinates in their actions and orders when possible, and will avoid censuring subordinates in the presence of others. Command and supervisory officers are strictly forbidden from injuring or discrediting those under their authority by intentional conduct or abusive language. All censures of subordinates will be documented and available for inspection by the affected employee and/or command staff. This section will not be construed to prohibit informal oral reprimands to a subordinate.

Rule 11: Relationship with Fellow Employees: Employees of the Department will not gossip or

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spread rumors detrimental to the Department or another employee. It is an officer's duty, however, to report to a supervisor the neglect, misconduct, immoral or disobedience act or conduct of another employee, of which they have knowledge. The officer also has a duty and moral obligation to intervene and stop the act (see UPPD 300.2 Duty to Intervene).

Employees will coordinate their efforts and cooperate with one another to ensure maximum effectiveness. A high degree of cooperation, courtesy and coordination will be extended to other Town employees, residents, and elected officials and other law enforcement organizations and government agencies.

Rule 12: Inquiry as to Duties: Employees having occasion to inquire as to their duties concerning any matter will seek information from their immediate supervisor, who will provide a clear and satisfactory answer. A written answer may be requested by an employee.

Rule 13: Efficiency, Punctuality, and Attention to Duty:

A. Every officer carries the responsibility for the safety of the community and fellow workers and is charged with the attentive, faithful and diligent performance of assigned duties at all times.

B. Employees will be punctual, reporting for duty at the time and place specified by the supervisor, and no employee will be absent from duty without leave or authorization from their supervisor.

C. Employees will not engage in any activity or personal business which would cause them to neglect work responsibilities.

D. Officers will respond to service calls immediately, remaining awake and alert at all times and performing duties in a courteous, professional manner.

E. Officers will have the proper amount of rest before reporting to duty. No employee will loiter or sleep on duty or in any other manner neglect

assigned duties. Failure to comply will be considered dereliction of duty.

F. Officers will notify the Prince Georges County Police Communications of the beginning and end of their assigned tour of duty. Officers will inform communications of their location and arrival and departure from calls.

Rule 14: Use of Alcohol/Drugs/Tobacco

A. Alcoholic beverages will not be consumed while wearing any part of the uniform, and will not be consumed within eight hours prior to reporting for any tour of duty.

B. An employee will not consume or be under the influence of any alcoholic beverage while working except under specific proper order of a superior.

C. An officer will not exercise any police authority, take any official action or represent themselves as a police officer while intoxicated or under the influence of alcohol or drugs. Under the influence is defined as a blood alcohol level of 0.06% or higher. Intoxicated is defined as a blood alcohol level of 0.08% or higher.

D. Employees will not take any controlled dangerous substance unless it is prescribed by a physician. The medication may not impair or restrict their ability to perform their official duties. It will be the Employee's responsibility to notify a supervisor of their inability to report for duty.

E. An officer will not be armed while intoxicated or under the influence of alcohol or drugs.

F. Tobacco: Employees will not smoke on any Town property, whether owned or leased, except in designated areas. Employees will not smoke in any Town vehicle, whether owned or leased. Employees will use discretion when smoking in public and will refrain when smoking interferes with performance or would likely bring criticism to the Department. Employees will not smoke in No Smoking areas designated by law or in any

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place where gasoline, explosives, ammunition or other flammable material is stored.

Rule 15: Mutual Aid: Within the Town, an officer will promptly come to the aid of any officer who is in need of assistance. However, an officer will only proceed to assist in another jurisdiction if dispatched after the affected jurisdiction has made a request to the Town for assistance. A report of assistance rendered will be submitted by the officer by Incident Report or a memorandum, whichever is appropriate.

Rule 16: Refusal to Work: The required commitment to public service and ethics precludes employees from engaging in strikes. The Department may take disciplinary action against any employee who plans or engages in a strike, work stoppage, slowdown or other job action which may endanger the public, the Department or fellow employees.

Rule 17: Identification as Police Employee:

A. Officers shall carry Department credentials and their MPCTC Certification card while on duty and while off duty when armed, unless exempted by the Chief of Police. Other employees of the Department will carry credentials while working, and will display them on request.

B. Except when not feasible or where identity is obvious to all, officers will identify themselves by displaying official identification before taking police action. Any officer will courteously respond by providing name and ID number when requested.

C. To protect detectives or special assignment officers in performance of their duty, officers should use discretion in speaking with other officers when in the vicinity of the public.

D. No employee will either visually or verbally recognize or acknowledge any plainclothes officer unless and until the officer acknowledges them first.

Rule 18: Discretion: Officers are cautioned to use discretion in the performance of police tasks,

taking into consideration conditions at the time, constraints of policy and/or existing statutes, and any possible alternative ways of handling a situation. The best interests of the residents of the Town should be kept in mind in exercising discretion.

Rule 19: Honesty: Employees will display honesty in deed and speech. They will make no untruthful statement concerning their official duties to any supervisor or superior officer, or any untruthful statement on a matter currently under investigation, or any untruthful statement in an official report.

Rule 20: Courtesy: Employees shall address coworkers, supervisors, residents and elected officials in a courteous and considerate manner. They are expected to show an even disposition and remain cool in the face of provocation, and to avoid insolent, demeaning, abusive, violent, insulting and/or provoking language.

Rule 21: Gratuities:

A. At no time will an officer ask for or receive any compensation, reward, gift or other consideration, including discounts or special privileges, from any business or person, based on their employment as an officer. An officer may make any discounted purchase except when an individual or store owner states that, in fact, the discount is being given because the employee is a police officer. In such cases, the discount constitutes a gratuity and must be refused.

B. If an officer enters a store and makes a food or other purchase and the price charged seems to be below market or discounted, the officer may pay the price charged if the officer did not request, and the store clerk does not mention, a police discount. There is no gratuity in this situation.

Rule 22: Soliciting /Endorsements:

A. An officer shall not solicit votes or contributions for any prize contest, nor engage in the sale of tickets or the solicitation of advertisements or business of any kind while in

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uniform or while representing themselves as an officer, without the prior written approval from the Chief of Police.

B. An officer shall not authorize use of their name, photograph or official title as a member of the Department, in connection with testimonials or endorsements of any product or particular commercial enterprise.

Rule 25: Salute to the Flag: When un-cased colors pass, officers in uniform will render a hand salute. The same honors will be rendered at funerals when the casket is draped with the American flag.

Rule 23: Conduct Toward Prisoners:

Officer will not speak or act in a manner specifically intended to provoke or antagonize any prisoner. Prisoners will be treated with dignity, fairness, firmness and caution at all times during custody. All rights according to state and federal law will be afforded to person(s) arrested.

Rule 24: Political Activities:

No employee shall directly or indirectly use or seek to use their official position, authority or influence to control or modify the political action of any other person. No employee, while on-duty, shall engage in any form of political activity.

Rule 25: Off-Duty Involvement in Police Matters:

A. An officer's involvement in a police matter while in an off-duty status depends on numerous factors, including discretion and sound judgment. Considerations may include, but are not limited to: nature of the incident, potential harm to residents and/or the officer, whether or not the officer is armed, and the availability of on-duty units.

B. An officer who decides not to become actively involved will be expected to carefully observe the incident, summon police assistance at the earliest opportunity, and aid responding

units in whatever manner is requested or directed.

Rule 26: Use of Force

Officers will use only that amount of force which is reasonable and necessary to accomplish lawful objectives.

Rule 27: Defacing Town Hall: Employees shall not mar, mark or deface any surface in Town Hall. No materials shall be affixed to any wall without specific authorization from the Chief of Police.

Rule 28: Defacing Notices or Announcements:

Employees shall not mark alter or deface any posted notice of the Department. Notices or announcements will not be posted on bulletin boards without permission of a supervisory officer. No notices of a derogatory nature will be posted at any time.

Rule 29: Duty to Respond: When radio dispatched calls are received an officer will respond as soon as practicable.

IV. CONCLUSION

In those instances where no rules or general orders exist to cover a specific situation, the matter will be handled as conditions and circumstances warrant.

End of Document

Agenda Item 6E

UPPD General Order Manual - adding new section 300.2, Duty to Intervene

UNIVERSITY PARK POLICE GENERAL ORDER

TITLE Duty to Intervene			PROCEDURE NUMBER UPPD 300.2
SECTION DUTIES AND RESPONSIBILITIES	NUMBER OF PAGES 2	EFFECTIVE DATE 08/01/2020	REVIEW DATE
<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS DATE:		AUTHORITY Chief Harvey R. Baker	

I. PURPOSE

It is the purpose of this general order to explain the legal and moral obligation of Department sworn officers known as the *Duty to Intervene*. This duty is embodied in the Department's Mission Statement and in its Policy Statement, in the law enforcement officer's code of ethics, and in the law. All University Park Police officers shall have a clear understanding of Department's expectations about the duty to intervene while on and off duty.

II. DEFINITION

Intervene/Intervention - To come between, whether verbally or physically, to prevent or alter a result or course of events.

III. POLICY

All sworn officers must recognize the duty to intervene and act to prevent or stop any employee or officer from engaging in any act that is unethical, or that violates law or policy (e.g., excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.). Intervention may be verbal and/or physical.

All officers of the Department benefit when potential misconduct is prevented or when a potential mistake is not made. Preventing misconduct protects the public while preserving job security and integrity of all Department officers, ultimately protecting officers from destroying their careers as a result of misconduct or, in some instances, as a result of a failure to intervene to prevent misconduct by others.

IV. RESPONSIBILITY

A. Officers shall intervene and stop another police officer—whether from this Department or any other—from using excessive or unreasonable force whenever they witness it.

B. Whenever a Department officer believes that he/she has witnessed or otherwise learns that an officer, whether from this Department or any other, may have used excessive or unreasonable force, the officer shall notify the Lieutenant or the Chief as soon as possible regardless of the time of day.

C. All sworn officers must intervene and act to prevent or stop any employee or officer from engaging in any act that is unethical, or that violates law or policy (e.g., excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.). Intervention may be verbal and/or physical. **Failure to Intervene may subject an officer to disciplinary action.**

D. Action required by all Department sworn officers.

1. If medical attention to any individual is required, ensure that such aid has been promptly and properly rendered.
2. Take a preventive approach, whenever possible, if observing behavior that suggests that another officer is about to conduct unethical or inappropriate behavior.
3. Examine the circumstances surrounding the incident to determine the appropriate form of Intervention.
4. Intervene verbally or physically, depending on the circumstances.

EXAMPLE: While providing backup for a vehicle stop after a minor traffic violation, you notice the primary officer raising his/her voice and becoming increasingly agitated with the driver, despite the

DUTY TO INTERVENE UPPD 300.2

driver's cooperative demeanor. To prevent an escalation, you could call the officer's attention to break his/her agitation, walk up next to the officer and ask a follow up question of the driver to slow down the interaction and give the primary officer a chance to collect him/herself, or ask the officer to come speak to you away from the car in order to diffuse the situation.

5. Take an active approach to Intervene to stop any unethical behavior or misconduct, when such conduct is being committed by an officer of this Department or any other.
6. If verbal interventions are not sufficient to stop the act, come between the officer and the other individual involved.

EXAMPLE: You observe an officer strike an individual without any reason. If appropriate, you could tell the officer to "calm down" or that you will take over the matter and have them step aside. If necessary, step in between the officer and the individual or hold the officer back to stop him/her from inflicting more unnecessary force.

7. Immediately notify the supervisor after conducting any type of intervention, when safe to do so.
8. When a physical intervention was performed, document the incident on an incident report, and submit it to the supervisor or as otherwise directed.

B. Supervisor

1. Once a supervisor learns of an incident involving a Department officer's intervention with another officer or employee, the supervisor shall physically separate all persons involved in the incident.
2. Notify the Lieutenant and conduct a preliminary investigation to gather any pertinent information that would coincide with the reason for the Intervention (e.g., witnesses, BWC footage, videos, area canvass, etc.).
3. Ensure all parties involved in the incident

complete a written statement, detailing the circumstances that led to the Intervention and what, if anything, occurred once the employee Intervened.

C. Lieutenant

1. Review body worn camera video of the incident, and reports of employee/officer Interventions received by the supervisor.
2. Ensure preliminary investigation and findings have been documented fully.
3. Determine whether the actions leading to the Intervention constitute misconduct, unethical behavior, or potential criminal conduct and if so, document the complaint.
3. Make a recommendation to the Chief of Police that the incident be closed, or referred to one of the following for follow-up investigation, training, and/or discipline, as appropriate:
 - a. Follow-up investigation by outside agency
 - b. Employee Assistance
 - c. Remedial Training
 - d. Summary punishment

D. Chief of Police

1. Review the incident and recommendation and determine the appropriate course of action to address the performance deficiencies identified.
 - a. Assign an investigator to perform an investigation.
 - b. Mandate referral to Employee Assistance.
 - c. Assign summary punishment
 - d. Ensure completion of required training.
 - e. Ensure positive counseling and/or award nomination is completed for the officer who intervened.

DUTY TO INTERVENE UPPD 300.2

End of Document

Agenda Item 6F
Transit Task Force
Memo from Town Administrator David Deutsch



TOWN OF UNIVERSITY PARK

MEMO

To: Mayor and Common Council
From: David J. Deutsch, Town Administrator
Subject: Local Transit System Task Force
Date: June 30, 2020

MAYOR
Lenford C. Carey

COMMON COUNCIL
Joel Biermann
Joseph Schultz
Laurie Morrissey
Linda Verrill
David Caskey
Martha Wells
Roland Stephen

Recommendation

The Common Council should establish a Transit System Task Force to assess the current bus operation and make recommendations for the future of transit in University Park. The Transit System Task Force will be in compliance with Section 2-103 of the Town Code on Standing Committees. The relevant section states, “The Council, or the Mayor, with the consent of the Council, may establish such special and additional committees as appropriate.”

Background

University Park has had a local bus operation since the early 2000’s. Although service was suspended in March, 2020 due to the Covid-19 pandemic, the program, when operating, serves two distinct groups of University Park residents, including METRO commuters, and seniors and disabled persons needing transportation to doctors’ offices and other appointments, as well as a weekly trip to Giant in Hyattsville. (See Attachments for additional details. Attachment A is a June 22, 2020 memo to Mayor Carey. Attachment B is an excerpt from the 2019 Operations and Management Study by MFSG.)

Task Force

A five-member Task Force of local residents should address various issues, including:

1. Conduct a cost/benefit analysis of the program
2. Analyze the carbon footprint benefit of transit, and related environmental issues
3. Determine program changes that may be necessary when the Purple Line is in service
4. Assess the dual focus of the service. Is there a better option for para-transit?
5. Review financial implications of any suggested changes

Cost

Task Force members will serve without compensation. There may be a need for some staff time to support the Task Force.

Schedule

The Task Force can be appointed at the July 20, 2020 Mayor and Common Council Meeting. The Task Force should complete its work by February 28, 2021 so that its recommendations can be reviewed as part of the FY22 Budget deliberations.

Attachment A

MEMO

TO: Mayor Lenford Carey
FROM: David J. Deutsch, Town Administrator
SUBJECT: Local Transit Program
DATE: June 22, 2020

The Town of University Park operates a local bus service for its residents. It includes morning and late afternoon/early evening shuttle service to and from the METRO station at Prince George's Plaza. The Town program also provides trips for Town seniors and disabled persons who need transportation to doctor's appointments and other destinations, including a once weekly grocery shopping trip to the nearby Giant in Hyattsville.

The program has evolved in scope and operation since it was instituted in the early 2000's. The service is currently provided via two twenty passenger vans. (The service was suspended in mid-March of 2020 due to the Covid-19 pandemic. A date for resuming the service has not yet been determined.)

The FY20 Budget for Town Transit is \$88,500, although it is expected that the total for the year will be below the budgeted figure as there have been no operational costs since mid-March. The Transit Budget proposed in the FY21 Budget was \$94,377. During the recent budget deliberations, the Common Council reduced the FY21 allocation to \$75,000, without providing any guidance on the desired impact of the 20% reduction.

It should be noted that in FY19, the last full year for which data are available, the program cost was \$85,568.32. The current year, FY20, will not yield usable comparative data, given the cessation of service in mid-March. The average annual cost from FY15 to FY19 was \$88,649.42. If FY16 is removed from the review period due to an unusually high operational cost total due to the acquisition of a bus, the four-year average cost in the subject period was \$83,842.43.

The ongoing service suspension into FY21 provides some "breathing room" in order to assess the transit service without being forced into quick decisions given

the budget reduction. The service suspension saves approximately \$7,000 per month based on the current program configuration.

During the FY21 Budget Review you suggested the creation of a Task Force to review the transit system and make recommendation to Mayor and Council. Listed below is an outline for a University Park Transit Operation Task Force:

1. Membership: Five (5) Town residents, including at least two (2) current or past transit participants. Mayor to serve as ex officio
2. The Task Force should conclude its work within nine (9) months of its establishment. The Task Force will prepare a report on its findings and recommendations, and present it publicly at a Town Council Meeting. (This schedule will enable the Mayor and Council to assess the information while the FY22 Budget is still under review.)
3. The Task Force should address the following aspects of the Town's Transit operation:
 - a. Review the history of transit as a Town service, dating back to its initiation in the early 2000's.
 - b. Changes to the program over time.
 - c. A financial review of the Transit program.
 - d. The history of support from Prince George's County.
 - e. Address the question of whether the Town should be in the Transit business. If the Town remains in the transit business, what program changes may need to be considered?
 - f. Review and validate program goals of promoting mass transit, reducing congestion and taking cars off Town roads, as well as enhancing mobility for seniors and disabled residents.
 - g. Consider whether the Town should charge a fee for all riders, or a fee for only shuttle trips to the METRO. A small fee would still be a "bargain" for bus riders, when the parking cost avoidance at METRO of \$1.00 per hour is considered.
 - h. Why isn't Prince George's County supporting the Transit program in University Park, as is done in other municipalities within the County?
 - i. Are there other potential revenue sources other than full Town funding?

4. The Task Force should conduct at least one (1) public forum to obtain community input.

If the Task Force is appointed by the second meeting in July, it should be able to hold an initial meeting fairly soon thereafter, which would provide an opportunity to have the Task Force meet the schedule outlined above.

cc: Town Clerk

4.1.6 Town Bus

The Town offers free bus service for residents from various spots around Town and to the Prince George's Plaza Metro stop in the morning and the reverse route in the evening. The bus runs Monday through Friday with pickups every half hour between 6:00 a.m. and 9:30 a.m. to the Metro stop and from 4:00 p.m. to 7:30 p.m. from the Metro stop.

Initially, the bus service was a Prince George's County ParaTransit program (providing transportation service to the elderly and handicapped) and the Town used to lease buses from the County. However, the Town was informed that it could no longer use a County bus for the Town service so the Town gave the buses back to the County and bought two used buses.

The Town also provides free lift-equipped, door-to-door, transportation to senior citizens (age 55 and older), individuals with disabilities and veterans for medical appointments, shopping, employment, education and social activities within a five-mile radius. Appointments are required and are scheduled Tuesday through Thursday between 10 a.m. and 11:30 a.m. There are two part-time bus drivers, one who works mornings and one who works evenings.

While the two bus programs are great services for those who take advantage of them, the programs combined are estimated to cost \$95,000 in the proposed FY 2019 budget, which is the highest individual program cost in the General Government budget (other than salaries).

Stakeholders have reported some issues with the bus program:

- Driver positions are difficult to fill and there are no backups for the two current drivers. Driving a bus requires a commercial driver's license (CDL).
- There is a learning curve for driving routes – drivers are supposed to follow the same route in both the morning and afternoon, but in reverse. When a new driver is hired, he/she has to learn the route quickly. The Town has thought about putting in GPS navigation for drivers.
- People from neighboring municipalities (such as College Heights Estates) may be using the bus system when they should not be.
- The door-to-door bus service is infrequently used. It was reported that only four to five people take advantage of the weekly shopping trips.
- The buses were purchased used, are aging and have been involved in minor accidents. This has led to clutch and other mechanic issues.

Recommendations

- Determine what percentage of Town residents utilize both Town bus services and how frequently.
- Consider issuing bus passes to residents and charging a fee to those who are not residents.
- Assess options for installing GPS navigation in the Town buses.
- Evaluate the cost effectiveness of using the County's ParaTransit programs, a cab company or ride sharing services on an as needed basis for shuttle service.

Agenda Item G
Town Administrator Position
Memo from Town Administrator David Deutsch



TOWN OF UNIVERSITY PARK

TO: Mayor and Common Council
FROM: David J. Deutsch, Town Administrator
SUBJECT: Town Administrator Position
DATE: July 2, 2020

MAYOR
Lenford C. Carey

COMMON COUNCIL
Joel Biermann
Joseph Schultz
Laurie Morrissey
Linda Verrill
David Caskey
Martha Wells
Roland Stephen

Background

For many years the University Park community has been engaged in an ongoing conversation about hiring a Town Administrator. At the Town Council's November 18-19, 2016 Strategic Planning Retreat "Hire a Town Manager" was identified as a strategic goal which would contribute to "high quality leadership". The April, 2019 Operations and Management Study by MFSG recommended hiring a full-time Town Manager. The Town's website (under header Government, Town Council and Town Management Discussion) provides a detailed catalogue of the Town's assessment of the issue over the past several years.

A part-time (20-24 hours per week) Town Administrator position was advertised early in 2020, resulting in the Town receiving 21 applications. The Mayor and Council did not select anyone from that applicant pool.

Following Council approval on April 6, 2020, David Deutsch began work as the part-time Interim Administrator under a contract that expires on December 31, 2020. With the Covid-19 pandemic still affecting Prince George's County, Deutsch and other staff continue to work from home. Communication among Town staff is frequent and productive, and with conference calls via ZOOM and use of the laptops, we are making the best of a stressful situation.

Given that it will require 90-150 days to recruit and hire a non-interim Town Administrator, the time is ripe for Council determination as to how this should be done. Should the position continue to be part-time or become full-time? How should the Town proceed to recruit?

Options for the Future

There are various options for Council to consider regarding the Administrator position. If the position is to remain part-time, recruiting for a new part time person could occur in the fourth calendar quarter of the year. There is an inherent dilemma with this approach. Speaking as an executive recruiter, I am not confident that a second recruitment replicating the early 2020 experience will yield results that are much different than the limited applicant pool that developed in February, 2020.

Recognizing the inherent limitations of a part-time Administrator, Council may consider converting the position to full time, as was proposed in the FY19 Budget submitted by Mayor

Carey. Recruiting for a full-time position would be expected to positively alter the depth and quality of the applicant pool. If Council decides to convert to a full-time position, you would basically be acknowledging that three days per week is insufficient on a long-term basis, and you would be adding the other two days each week into the schedule, raising the position currently funded at 24 hours per week to a full-time position with a “standard” work week of 40 hours per week.

Cost and Timing of Converting Administrator to Full-time

There are any number of timing and cost scenarios that can be constructed. One possibility, using the \$125,000 salary and benefits cost contained in the FY19 full-time proposal, is to target a January 1, 2021 start date for the full-time Administrator, thus reducing the FY21 cost of the position to 50% of a full year cost (\$62,500). This scenario results in a budget overrun in the current fiscal year in which \$75,000 has been allocated for the part-time position. The combination of bringing in the new full-time administrator in January and paying the part-time incumbent creates a potential over-expenditure of \$27,500 in the current fiscal year. There are various methods that can be employed to mitigate the line item issue, which relate to timing and cost.

Recruitment

Again, assuming support for a full-time position materializes, the next question to confront is how to proceed with a recruitment. There are realistically only two options: conduct the recruitment using Town staff or engage the services of an executive recruitment firm. If Council reaches this decision point, you may want to direct me to bring back a recruitment proposal at an upcoming meeting.

Summary

The threshold issue for Council is whether a full-time position is to be created. The other decisions relating to timing, cost and recruitment process all derive from the main question regarding the value of a full-time Administrator. I look forward to our discussion on this matter. Do not hesitate to contact me if you have any concerns or questions prior to the Council meeting Monday night.

Agenda Item 7
Draft Council Minutes from June 15, 2020



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
June 15, 2020
MINUTES**

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 – Mayor Carey

3. APPROVAL OF THE AGENDA

Moved by: Mr. Caskey

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

4. CONSENT AGENDA

Motion: To approve the following consent agenda item.

Moved by: Ms. Morrissey

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

A. BUILDING PERMIT APPLICATION TO INSTALL A DRY WELL

(Michael Stinger, 4400 Underwood Street) Ward 3

To combine down spouts and sump pump drainage to deposit into a dry well and direct overflow to the front slope located on Lot 15, Block 14 and Section 3 at 4400 Underwood Street.

Note: Town Clerk Ms. Marcavitch said that this has been reviewed by the Town's Engineer and the application reflects recommendations.

5. PUBLIC COMMENT

- Prince George's County Clerk of the Circuit Court Mahasin El Amin swore in three Councilmembers and the Mayor outside of Town Hall today, Monday, June 15 at 4 p.m.
- A Councilmember reported that he is working with residents in local municipalities in organizing a fundraiser to raise money for local restaurants and to help anyone who is in need of food during this pandemic. Additional information on this project will be available in a couple of weeks.
- A resident thanked Mr. Brosch for his two years of service on the Council.

6. NEW BUSINESS

A. PANDEMIC HAZARD PAY

Motion: To approve the pandemic hazard pay proposal outlined in the staff report dated June 11, 2020 as amended.

Moved by: Ms. Wells

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:

Mr. Brosch	Yea
Mr. Schultz	Yea
Ms. Morrissey	Yea
Ms. Verrill	Yea
Mr. Caskey	Yea
Ms. Wells	Yea
Mr. Stephen	Yea

Motion: An amendment to increase the hazard pay to \$4.00 an hour supplement for the seven employees of the Public Works Department of Grade 5 or lower on the pay scale.

Moved by: Mr. Caskey

Seconded by: Mr. Brosch

Yea: 7

Nay: 0

Abstain: 0

Note: It was agreed that the clerical staff be included, per the memo, even if the County will not reimburse the money to the Town.

B. ENDORSE MML PRESIDENT STATEMENT REGARDING RACIAL INJUSTICE

Motion: To endorse the June 9, 2020 Statement by MML President Ryan Spiegel regarding racial injustice, and refer to the Policy, Rules, and Municipal Structure Committee a request to draft recommendations for Council approval of a broader and more inclusive Town of University Park resolution.

Moved by: Ms. Verrill

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

7. APPROVAL OF MINUTES AND CLOSED SESSION MINUTES: June 1, 2020

Moved by: Ms. Wells

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

8. DEPARTMENT AND COUNCIL REPORTS

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

- The Town election was very successful with a very nice swearing-in. Mayor Carey read a letter from Supervisor of Elections Stephanie Herold who recognized Town Clerk Andrea Marcavitch for her work on the vote-by-mail election and attributed the success of this year's election to her.

B. COUNCIL AND COMMITTEE REPORTS

Mr. Roland Stephen - Ward 7

- A resident suggested having a virtual Town Hall meeting to give the residents an opportunity to say more than is available through public comment at Council meetings. *Mayor Carey said that he has considered different options for residents to have discussions safely during the pandemic. He suggested the soccer field, or the steps of the Word of God Baptist Church.*

Development Overview Committee - Mr. Caskey

- The Committee recently met and topics of discussion were: The Standard Project in College Park; the parking lot near the shopping mall; and housing on Knox Road.

Police, Traffic and Public Safety Committee - Mr. Schultz

The next meeting is scheduled for Wednesday, June 17 at 7:30 p.m.

Policy, Rules and Municipal Structure Committee - Ms. Verrill

- The Committee met on June 4 and topics of discussion were: status update on the municipal authority legislation; gas-powered leaf blowers; above ground pools and Town Code on fence heights.

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

- A copy of the "Tracker" spreadsheet with pending Council items was distributed to Councilmembers. Any comments or concerns should be reported to Mr. Deutsch or Ms. Marcavitch. The plan is to share this spreadsheet on a monthly basis with Council.

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

No report.

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

- Photos were shared of the swearing-in that took place at Town Hall. The pictures are available on the Town's website under News and Announcements.
- Congratulations to the Councilmembers who were re-elected, the Mayor, and the new Ward 1 Councilmember, Joel Bierman. She thanked Mr. Brosch for his service as Councilmember.
- The election went very well and she thanked Ms. Herold for the very kind letter and that she enjoyed working with her. If anyone is interested in volunteering as a Supervisor of Elections, please contact Ms. Marcavitch or Ms. Herold.
- We are currently reviewing and updating our policy and procedures for water drainage permits.
- There are 2 info graphics coming out soon regarding composting and the building permit process.
- Registration is complete for those who will participate in the Maryland Municipal League Virtual Summer Conference scheduled for June 29&30.

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

Crime Report (March 26 - June 15) Incidents reported were in Wards 1, 2, 3, and 4.

- Two surplus bikes were sold for \$250.00 each.
- Mayor Carey and Chief Baker will complete their third “Walking Wednesday”. This is a great opportunity to listen to residents and it has been very well received.
- Within the next two weeks, a GPS will be installed in all of the police vehicles.
- In review of the General Orders Manual, Chief Baker submitted a draft for Duty to Intervene and our vision of our rules of conduct.
- The General Orders will need to be updated to cover the language for the GPS.

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

May 2020 Treasurer’s Report.

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

- Thanked Councilmembers for their generosity to Public Works staff with awarding hazard pay.
- Pepco Vegetation Management is expected to begin at the end of the month.
- The RFP for Queens Chapel Road and the traffic circle design contract was released to six different firms. The intent is to have a recommendation for Council at the first meeting in July.
- The work on Clagett Road was done by mistake by WSSC. An agreement was made with WSSC that they not correct their mistake and pave the road. The Town’s contractor will pave the road since specific work needs to be done prior to repaving.
- Construction is scheduled to begin before the end of June. The project will begin around the corner of Wells and Eversfield.
- A Councilmember expressed his concern of the huge amount of trash at a rental property that the Town had to pick up. *There is no ordinance that limits the amount of trash to be picked up.*
- A Councilmember thanked Mr. Beall and his staff for the beautiful work on the grounds behind the tennis courts on Queens Chapel Road.

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

Agenda Item 8
Draft Special Session Council Minutes from June 27, 2020



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
10:00 a.m.
June 27, 2020
SPECIAL SESSION
MINUTES**

1. CALL TO ORDER: *Mayor Carey* at 10:02 a.m.

Present: Mr. Biermann, Mr. Schultz, Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells, Mr. Stephen

Absent: None

Excused: None

2. PLEDGE OF ALLEGIANCE – Mayor Carey

3. APPROVAL OF THE AGENDA

Moved by: Ms. Verrill

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

4. PUBLIC COMMENT

- A resident thanked the Mayor and Councilmembers for calling this Special Session to take up the very important Resolution on racial justice.
- A resident said she was grateful that this Special Session was taken up so quickly to talk about racial justice and hopes it is passed.
- A resident thanked the Mayor, Councilmembers and the Police Chief for working together on these very important issues. She is looking forward to seeing what is next and would like to know what citizens can do to support these efforts.
- A resident asked the Council to give this Resolution careful consideration and move it forward.
- The Town Clerk read a public comment opposing the Resolution that came in via email. “If Town Officials feel compelled to address national issues, I encourage them to do serious research into the issue before making proclamations about them and not to be seduced by poignant titles organizations adopt and instead look deeper into its agenda and actions.”
- A former Councilmember supports the Resolution and is glad it is handled in a timely manner.

5. NEW BUSINESS

A. RESOLUTION 2020-R-05: UNIVERSITY PARK RACIAL JUSTICE STATEMENT

Motion: To adopt Resolution 2020-R-05 adopting a Statement on Racial Justice, as amended.

Moved by: Ms. Verrill

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:	Mr. Biermann	Yea
	Mr. Schultz	Yea
	Ms. Morrissey	Yea
	Ms. Verrill	Yea
	Mr. Caskey	Yea
	Ms. Wells	Yea
	Mr. Stephen	Yea

Discussion:

- The Policy, Rules and Municipal Structure Committee drafted the Racial Justice Statement for Council to review.
- In reference to the draft Resolution on Racial Justice, “Whereas” #1 and #2 were replaced with Mr. Caskey’s edits.
- No change made to “Whereas” #3 and #4.
- Change the word “declare” to “affirm” in “Whereas” #5.
- New paragraph replacing (...and we stand in solidarity...to address this systemic racism and violence) with “Be it further resolved that we stand in solidarity with those expressing their outrage, pain, and grief and who insist on immediate meaningful reforms nationwide to address this systemic racism and violence”.
- Add: and we support those who are doing so; after...government for a redress of grievances,
- Add the word “ongoing” after “dedicate ourselves to the critical”.

PUBLIC COMMENT

- A resident thanked everyone for the thoughtful discussion and suggested that University Park could look into removing restrictive covenants.
- A Councilmember said that the community should write a letter about changing the Maryland song.
- A Councilmember suggested having a permanent link on the Town’s website with this important statement.

6. ADJOURNMENT by consent at 11:50 a.m.

Agenda Item 9B
Town Committee Appointments

Proposed Appointments 2020-2021
Mayor Pro Tempore, Ethics Commission, Standing and Special Committees

Boldface = New Appointments

~~Strikeout~~ = No longer on committee

Mayor pro tempore

(Traditionally proposed by Mayor and appointed by the Council, per Charter Section 307)

Mayor pro tempore: Councilmember Martha Wells

Ethics Commission

(Appointed by Mayor with Consent of Council, per Section 12-102 of the Town Ordinances)

Chair: Constance Belfiore

Commissioner: David Crocker

Commissioner: Melanie Aclander

Counsel: Town Attorney Suellen Ferguson

Standing Committees

(Established and appointed by the Council per Section 2-103 of the Town Ordinances)

Council Committee on Police, Traffic, and Public Safety

Chair: Councilmember Joe Schultz

Member: Councilmember Martha Wells

Member: Councilmember Roland Stephen

Member: Councilmember Linda Verrill

Member: Councilmember Joel Biermann

Council Committee on Policy, Rules, and Municipal Structure

Co-Chair: Councilmember Linda Verrill

Co-Chair: Councilmember Laurie Morrissey

Member: Councilmember Joe Schultz

Member: Councilmember Roland Stephen

Member: Councilmember Joel Biermann

Council Committee on Public Facilities and Services

Co-Chair: Councilmember David Caskey

Co-Chair: Councilmember Roland Stephen

Member: Councilmember Martha Wells

Member: Councilmember Laurie Morrissey

Special Committees

(Unless otherwise indicated, established and appointed by the Council per Section 2-103 of the Town Ordinances)

Development Overview Committee

A special committee of the Town with eight members appointed by the council from among the members of the council and other residents of the town. The Mayor serves *ex officio*. Its mission is to advise and recommend to the Council regarding zoning, planning, development, and related concerns.

Co-Chair: Councilmember Martha Wells

Co-Chair: Councilmember Joel Biermann

Member: Councilmember Joe Schultz

Member: Councilmember David Caskey

Member: Bradlee Hess

Member: Joe Thompson

Member: Mayor Lenford Carey (*ex officio*)

Member: John Tabori

Member: David Tully

Staff Liaison: David Deutsch

Committee on Trees, Parks, and Environment

A special committee of the Town consisting of councilmembers and residents of the Town with particular expertise or interest in trees, parks, and the environment. Authorized to sponsor educational activities that (1) increase public appreciation of the aesthetic, historical, and ecological value of trees on public and private land and (2) encourage residents of the Town to adopt installation, removal, and maintenance practices that promote and protect healthy trees on private land. *(Established by Ordinance, appointed by the Mayor with consent of the Council per 16.103 of the Town Ordinances)*

Chair: Chris Aubry

Liaison: Councilmember Laurie Morrissey

Member: Beth Alvarez

Member: Roy Alvarez

Member: Karen Sondak

Member: Tiegh Thompson

Member: Tim Young

Member: Eric Ericson

Member: Joe Thompson

Member: Michele Leonardi

Helping Hands University Park

A special committee of the Town consisting of councilmembers and residents of the Town. This committee was established with the purpose of assisting residents in maintaining their independence and well-being and in allowing them to remain in their homes, through the volunteer efforts of the committee.

Chair: Loretta Vitale Saks
Liaison: Councilmember Linda Verrill
Sabrina Meyers
Bob Saks
Sue Yarvin
Peggy Smith

Sustainability Committee

A special committee of the Town with seven members, appointed by the council from among the members of the council and other residents of the town. Its mission is to inform and support the town's efforts to incorporate principles and practices of responsible environmental stewardship, sensible development, and social resilience into the town's operations, services, and interactions with the larger community.

Chair: Councilmember Joe Schultz
Member: David Brosch
Member: Joe Thompson
Member: Leslie Jenkins
Member: Roy Alvarez
Member: Rose Calabro Tully
Member: Steve Hurtt
Member: Mary Sue Twohy