



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

**The Council meeting will be conducted entirely remotely with no in-person meeting attendance.**

**To join the Council meeting through a video conference, please use the link below.**

**Join Meeting:** <https://us02web.zoom.us/j/86439977540?pwd=Y0pLWHRJTGxabi85QXQycFd4YkY1UT09>

**To join with audio only:** +1 301 715 8592 US

**Meeting ID:** 864 3997 7540

**Password:** 603049

**Public Participation:**

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

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

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

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

<b>Present:</b>	Brosch	<b>Absent:</b>	Brosch
	Schultz		Schultz
	Morrissey		Morrissey
	Verrill		Verrill
	Caskey		Caskey
	Wells		Wells
	Stephen		Stephen

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

### 3. APPROVAL OF THE AGENDA

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

### 4. CONSENT AGENDA

**Motion:** To approve the following consent agenda item.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

#### A. BUILDING PERMIT APPLICATION TO REPLACE 4' FENCE

**(Robert Cox and Monica Hesse, 4302 Tuckerman Street) Ward 1**

*To replace 4' fence located on Lots 12-14, Block 6 and Section 1 at 4302 Tuckerman Street.*

#### B. BUILDING PERMIT APPLICATION TO ADD TWO-STORY ADDITION

**(Kevin Cheek, 4433 Wells Parkway) Ward 3**

*To demo garage and add a 19'x 22' two-story addition located on Lot 10 and Block 3 at 4433 Wells Parkway.*

#### C. BUILDING PERMIT APPLICATION TO REPLACE SHED

**(Nicholas Pyenson, 4009 College Heights Drive) Ward 6**

*To replace existing shed with a 12'6"x 10'1" shed located on Lot 5, Block 34 and Section 7 at 4009 College Heights Drive.*

### 5. PERMITS

#### A. PUBLIC HEARING

##### **Section 4-115. Special Exceptions**

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

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

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

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

**Motion:**

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

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

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

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

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**6. PUBLIC COMMENT**

**7. CONTINUING BUSINESS**

**A. FY2020 PUBLIC WORKS BUDGET TRANSFER**

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

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

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

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

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

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

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

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**8. NEW BUSINESS**

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

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

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

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**C. POLICE, TRAFFIC AND PUBLIC SAFETY COMMITTEE RECOMMENDATION**

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

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

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**E. MUNICIPAL AUTHORITY**

Discussion regarding municipal authority legislation.

**Motion:**

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

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

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**10. MAYOR AND COUNCIL REPORTS**

**A. MAYOR'S REPORT**

**B. TOWN ADMINISTRATOR'S REPORT**

**C. COUNCIL AND COMMITTEE REPORTS**

**11. ADJOURNMENT**

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

**Agenda Item 4A**  
**Cox/Hess Building Permit Application**



# Building Permit Application

◆The Town of University Park ◆

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

*For Office Use Only*

Ward # 1 Date Received: 5/20/20

Permit Application: Approved [ ]  
Rejected [ ]

Check/Cash Amt.: \$10.00

Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

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

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

Email: robdotcox@gmail.com

Street Address of Property: 4302 Tuckerman Street

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

Person/Company Doing the Work: Robert Cox

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

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

## Description of Work

Check all that apply:

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

[ ] **Outbuilding:** Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_

Materials: \_\_\_\_\_

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

Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_

Materials: \_\_\_\_\_

Please Specify Reason for Structure: \_\_\_\_\_

**Replacement of current wire fence.**

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

Dates the unit will be delivered: \_\_\_\_\_ picked up: \_\_\_\_\_

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

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

**CONSUMER INFORMATION NOTES:**

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

**Notes:**

1. Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 1 foot.

2. Fences have been located by approximate methods.

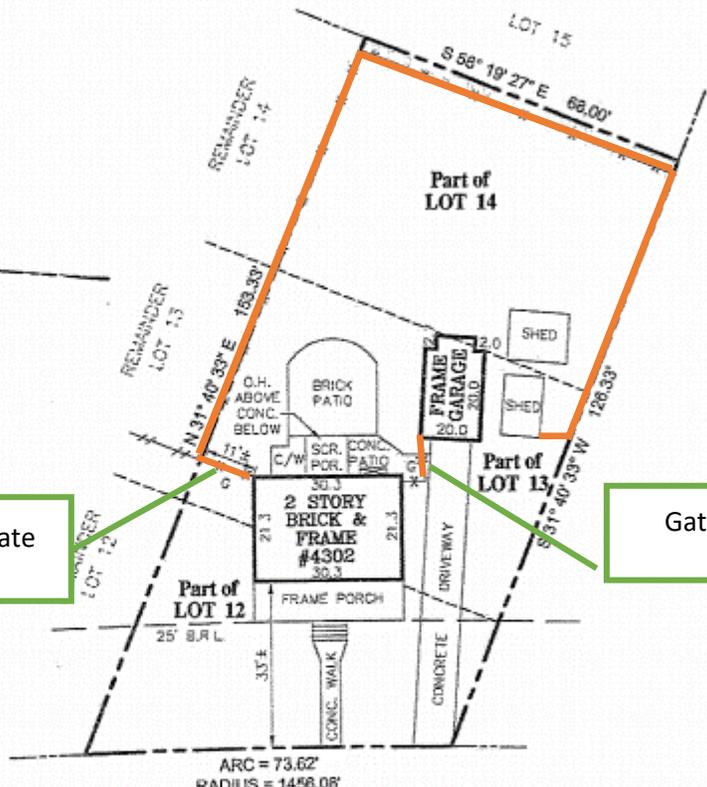
3. Total Area = 9,180 S.F. per Tax Records.

X Robert Cox

X Monica Hesse

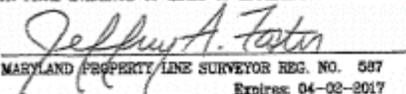
Gate

Gate



**TUCKERMAN STREET**  
(50' R/W)

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

SURVEYOR'S CERTIFICATE		REFERENCES		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. 2 PLAT NO. 69		20270 Goldenrod Lane, Suite 110 Germantown, Maryland 20876 301/948-5100, Fax 301/848-1288	
 MARYLAND PROPERTY LINE SURVEYOR REG. NO. 597 Expires: 04-02-2017		LIBER 9391 FOLIO 727	DATE OF LOCATIONS WALL CHECK: HSE. LOC.: 1-10-17	SCALE: 1" = 30' DRAWN BY: K.W.L. JOB NO.: 94-0080	

**Supplemental information regarding fence permit application at 4302 Tuckerman St**

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

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



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



Photo of section of current fence to be replaced:



**Agenda Item 4B**  
**Cheek Building Permit Application**



# Building Permit Application

◆ The Town of University Park ◆

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

*For Office Use Only*  
 Ward # 3 Date Received: 5/27/20  
 Permit Application: Approved   
 Rejected   
 #403  
 Check/Cash Amt: \$135.90  
 Permit Number: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_

Name of Applicant(s): KEVIN CHEBIK  
 Telephone Number: (240) 601-4245 Home (301) 2943-2845 Cell \_\_\_\_\_  
 Work: \_\_\_\_\_ Email: KEVINCHEBIK@AOL.COM  
 Street Address of Property: 4433 WELLS PARKWAY UNIVERSITY PARK MD 20782  
 Lot Number: 10 Block Number: 3 Section Number: 01  
 Person/Company Doing the Work: KEVIN CHEBIK  
 Address/Phone: 4433 WELLS PARKWAY UNIVERSITY PARK MD 20782  
 Signature of Property Owner: [Signature] Date: 5-10-20

### Description of Work

Check all that apply:

**Fence:** Height: \_\_\_\_\_, Material: \_\_\_\_\_, Style: \_\_\_\_\_

**Outbuilding:** Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_

Materials: \_\_\_\_\_

**Other:** (Please Specify): Addition

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

Materials: CONCRETE SIDING WOOD BRICK CONCRETE

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

**POD or Dumpster** (check one) Unit will be placed on the property: \_\_\_\_\_ or on the street:

Dates the unit will be delivered: TBD picked up: \_\_\_\_\_

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

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

ADDRESS: 4433 WELLS PARKWAY  
HYATTSVILLE, MD 20782

LOT 11

N59°17'29"W 49.55'

- 3:1 Maximum Slope Allowed on Residential Property
- 7% Maximum Parking Pad Slope and 12.5% Maximum Driveway Slope
- 2.5% Minimum Slope Required On Yard or Lawn Areas. 10" in 10' Minimum Slope of Pad Away From Building is Required.

SHED

LOT 10  
8,580 S.F.

LOT 9

Approved for Soils, Grading and Drainage

By: D. Dorely 3/11/20 Date

Permit #: 9573-2020

S31°40'33"W 141.59'



44th Ave

S58°19'27"E 72.20'

WELLS PARKWAY  
(120' R/W)

Zoned R-55  
 30% lot coverage = 2574  
 House + Addition = 1328.19  
 10 x 15 Shed = 150  
 8 x 25 Ormeray = 200  
 1678.19  
 or 19.5%

*Blpcc*  
 3-11-2020  
 9573-2020-R60W  
 APPROVED  
 PERMIT # *22 x 19 2-story addition*

The Maryland-National Capital  
Park and Planning Commission

NOTES:

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

DRAWN BY: DS

FILE: #4433HLOC\_2020

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



3/9/2020  
DATE

LOCATION DRAWING  
LOT 10: BLOCK 3  
UNIVERSITY PARK  
PLAT: #2 @ 69

PRINCE GEORGE'S COUNTY, MARYLAND  
SCALE: 1" = 30' DATE: 3/9/20

REAL ESTATE SURVEYORS & DEVELOPERS, LLC

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

**PRINCE GEORGE'S COUNTY**

**PERMIT**

ISSUANCE DATE : May-22-2020

EXPIRATION DATE :

**DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER**

**9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900**

**PROPERTY OWNER**

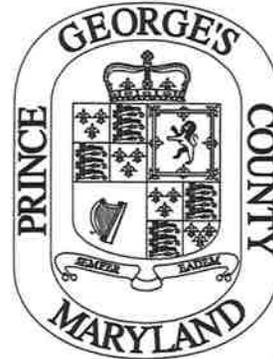
KEVIN L CHEEK  
4433 WELLS PKWY  
HYATTSVILLE, MD 20782 (240) 601-4245

**CONTRACTOR**

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

**OCCUPANT**

**ARCHITECT**



TYPE OF PERMIT : **DPIE RGUW**  
 WORK DESCRIPTION : **demo garage and add 19' x 22' 2-story addition**  
 EXISTING USE : **SFD**  
 USE (MNCPPC ZONING) : **DWELLING/SINGLE FAMILY DETACH**  
 SUBDIVISION : **UNIVERSITY PARK**  
 OWNERSHIP : HEIGHT FT : 26  
 LIBER : 00000 WIDTH FT : 22  
 FOLIO : 000 DEPTH FT : 19  
 ED/ACCT NO. : 19 / 2123909 NO STORIES :  
 LOT : 10 DWELL UNTS :  
 BLOCK : 3 PARKING SP : 0  
 TAX MAP : 042 LIVE LOAD :  
 SCD : USE GROUP :  
 SPEC EXCEPT : TYPE CONST :  
**Conditions**

OCCUPANCY LOAD :  
 SITE CERTIFICATE :  
 STRUCTURE CERT :  
 SEWER : WSSC  
 WATER : WSSC  
 HEATING :  
 PARCEL :

418

ELECTRICITY :  
 CENTRAL A/C :  
 ELEVATOR :  
 ESCALATOR :  
 BASEMENT :  
 BOILER NUMBER :  
 CBCA : N  
 HISTORICAL : N  
 SIGN NUMBER :

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 AREA :

**INSPECTION APPROVALS**

Melinda Bolling

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

[Permit](#) ▾

[Inspection](#) ▾

[ePayments](#) ▾

Permit ePayments (Single Case)



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

\* Permit Number :  -  -

Example: 1001 - 2013 - 00

Fields marked with an asterisk \* are required.

[Track Fee Status](#)

Permit Details:

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

Permit/Case Fees Details:

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

\*Telephone Number:   
(111-111-1111)

[Process Payment](#)

[Cancel Payment](#)

**Location**

9400 Peppercorn Place, Largo, Maryland 20774

[More building locations.](#)

[Permit](#) ▾

[Inspection](#) ▾

[ePayments](#) ▾

Permit ePayments (Single Case)



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

\* Permit Number :  -  -

Example: 1001 - 2013 - 00

Fields marked with an asterisk \* are required.

[Track Fee Status](#)

Permit Details:

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

Permit/Case Fees Details:

Select	Fees Description	Fee Date	TOTAL FEE	Status
<input type="checkbox"/>	RESIDENTIAL BLDG PRMT MODIFICATION PRIOR TO ISSUANCE	May 06, 2020	\$52.50	PAID

\*Telephone Number:   
(111-111-1111)

[Process Payment](#)

[Cancel Payment](#)

**Location**

9400 Peppercorn Place, Largo, Maryland 20774

[More building locations.](#)

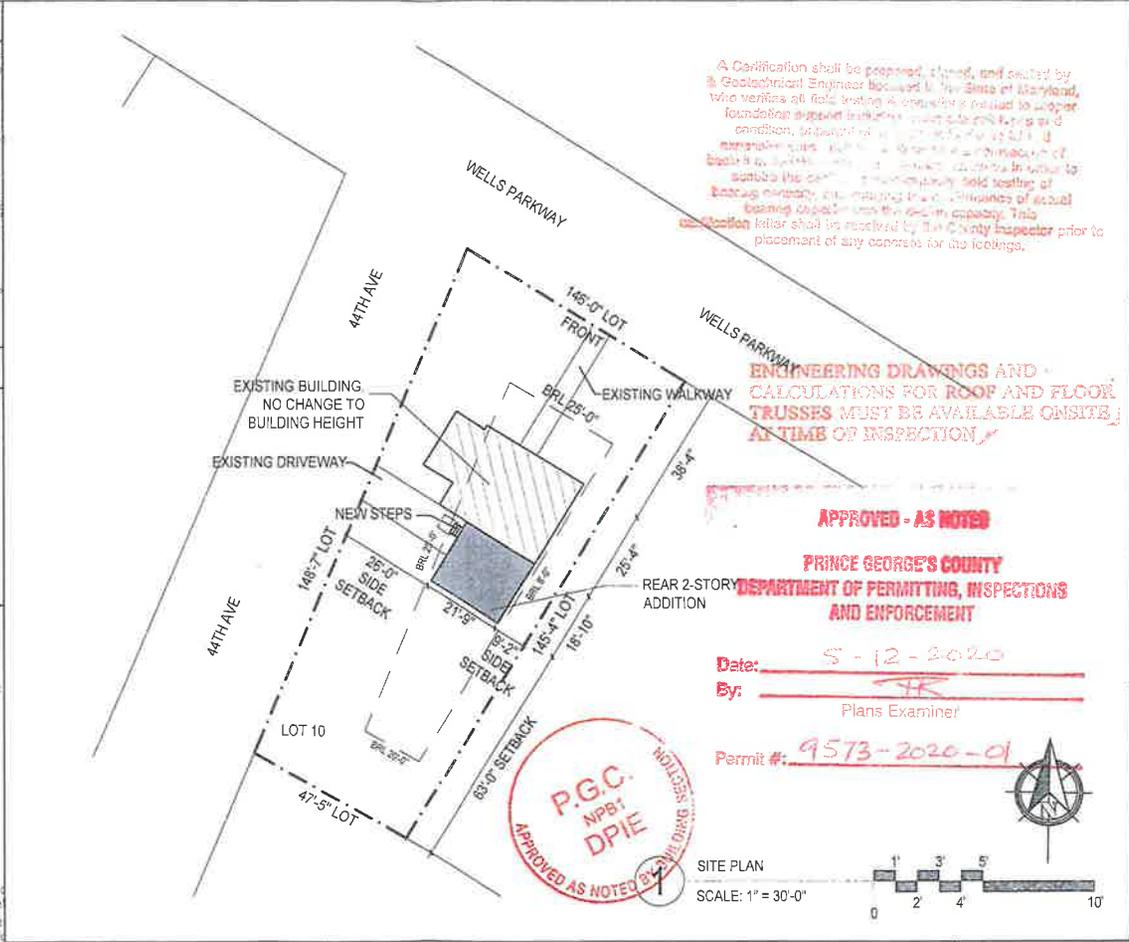
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402.45	2015 IECC
402.46	2015 IECC
402.47	2015 IECC
402.48	2015 IECC
402.49	2015 IECC
402.50	2015 IECC

APPLICABLE CODES		
Building Code 2015 International Building Code International Code Council	Fire Prevention Code 2014 NFPA 70 National Fire Protection Assn	Permits for existing residential or commercial structures 2015 International Existing Building Code International Code Council
New residential construction for 1 & 2 family dwellings 2015 International Residential Code International Code Council	Life Safety Code 2015 NFPA 101 National Fire Protection Assn	Electrical Work 2014 National Electrical Code National Fire Protection Assn
Energy Efficiency commercial or residential occupancy 2015 International Energy Conservation Code International Code Council	Automatic Sprinkler Systems Code 2013 NFPA 13 National Fire Protection Assn	Plumbing Work 2015 International Plumbing Code International Code Council
Mechanical Work 2015 International Mechanical Code International Code Council	Sprinkler Systems for 1&2 Family Dwellings 2013 NFPA 72 National Fire Protection Assn	Fire Alarm Code 2013 NFPA 72 National Fire Protection Assn



**4433 WELLS PARKWAY**  
HYATTSVILLE, MD 20782

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



BUILDING INFORMATION
4433 WELLS PARKWAY USE: RESIDENTIAL PRINCIPAL RESIDENCE - YES 2-STORY SINGLE FAMILY WITH BASEMENT PRIMARY STRUCTURE BUILT 1941 LAND AREA: 8,580 SF ABOVE GRADE LIVING AREA = 1,795 SF COUNTY USE: 001 PLAT NO: A-0968

DRAWING LIST
0000-G=G1 TITLE SHEET & SITE PLAN
0001-AD=AD1 DEMO FIRST FLOOR PLAN
0002-AD=AD2 DEMO SECOND FLOOR PLAN
0003-AD=AD3 DEMO ROOF PLAN
0004-AD=AD4 DEMO SIDE ELEVATION
0005-AD=AD5 DEMO REAR ELEVATION
0006-AD=AD6 DEMO SIDE ELEVATION
0007-S=S1 FOUNDATION & 1ST FLR FRAMING PLAN
0008-S=S2 2ND FLOOR FRAMING PLAN
0009-S=S3 ROOF FRAMING PLAN

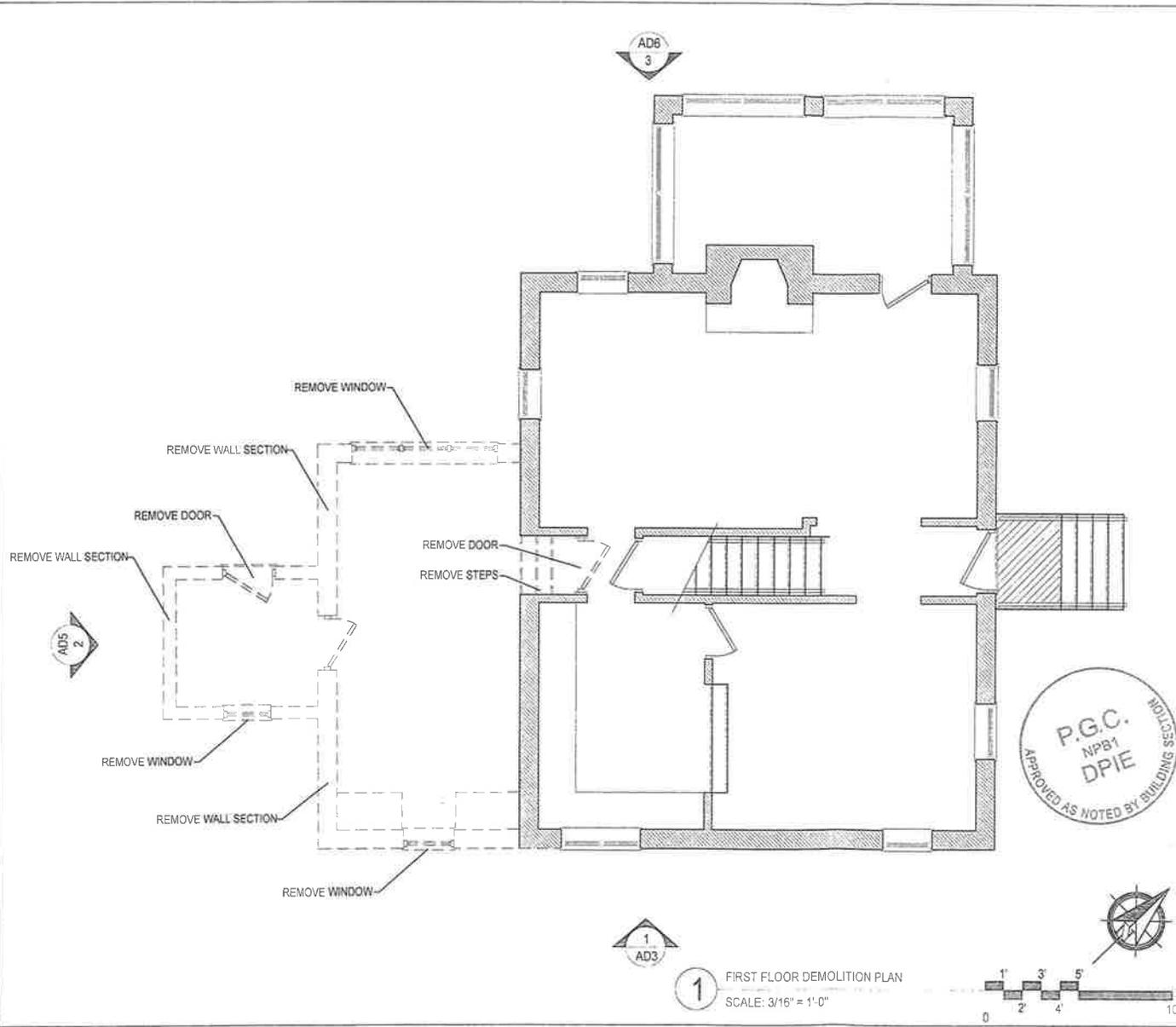
LEGEND
[Hatched Box] NOT IN SCOPE
[Dotted Box] EXISTING PARTITION TO REMAIN
[Solid Box] NEW PARTITION

**0000-G=G1**  
TITLE SHEET AND SITE PLAN  
4433 WELLS PARKWAY  
JOB # 20-006  
FEB 2020

CONSTRUCTION TYPE TYPE 5B - BRICK EXT WALL UNPROTECTED	4433 WELLS PARKWAY, HYATTSVILLE, MD 20782-1126 MAP 02 GRID C2A NEIGHBORHOOD 19012480 17 SUBDIVISION 2480 SECTION 1 BLOCK 3- LOT 10	REVISIONS [Scissors Icon]
IBC USE GROUP: TYPE R-3 (SINGLE FAMILY DWELLING)	EXISTING 1-STORY GARAGE REMOVAL AND ADD 2-STORY REAR ADDITION SCALE: 1" = 30'-0"	CLIENT MR. KEVIN CHEEK
OWNER/SHIP CHEEK KEVIN L	OWNER/SHIP ADDRESS 4433 WELLS PARKWAY HYATTSVILLE, MD 20782	ADAM CARRALLO, ARCHITECT MD LIC # 15709 443-963-1077



**FIELD COPY**



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

**LEGEND**

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

**GENERAL NOTES**

- DO NOT SCALE DRAWINGS.
  - CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
  - CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
  - INTERIOR FINISHES ARE CLIENT'S CHOICE
  - INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE
- DOOR TYPE SYMBOL **36"** DENOTES DOOR WIDTH, DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

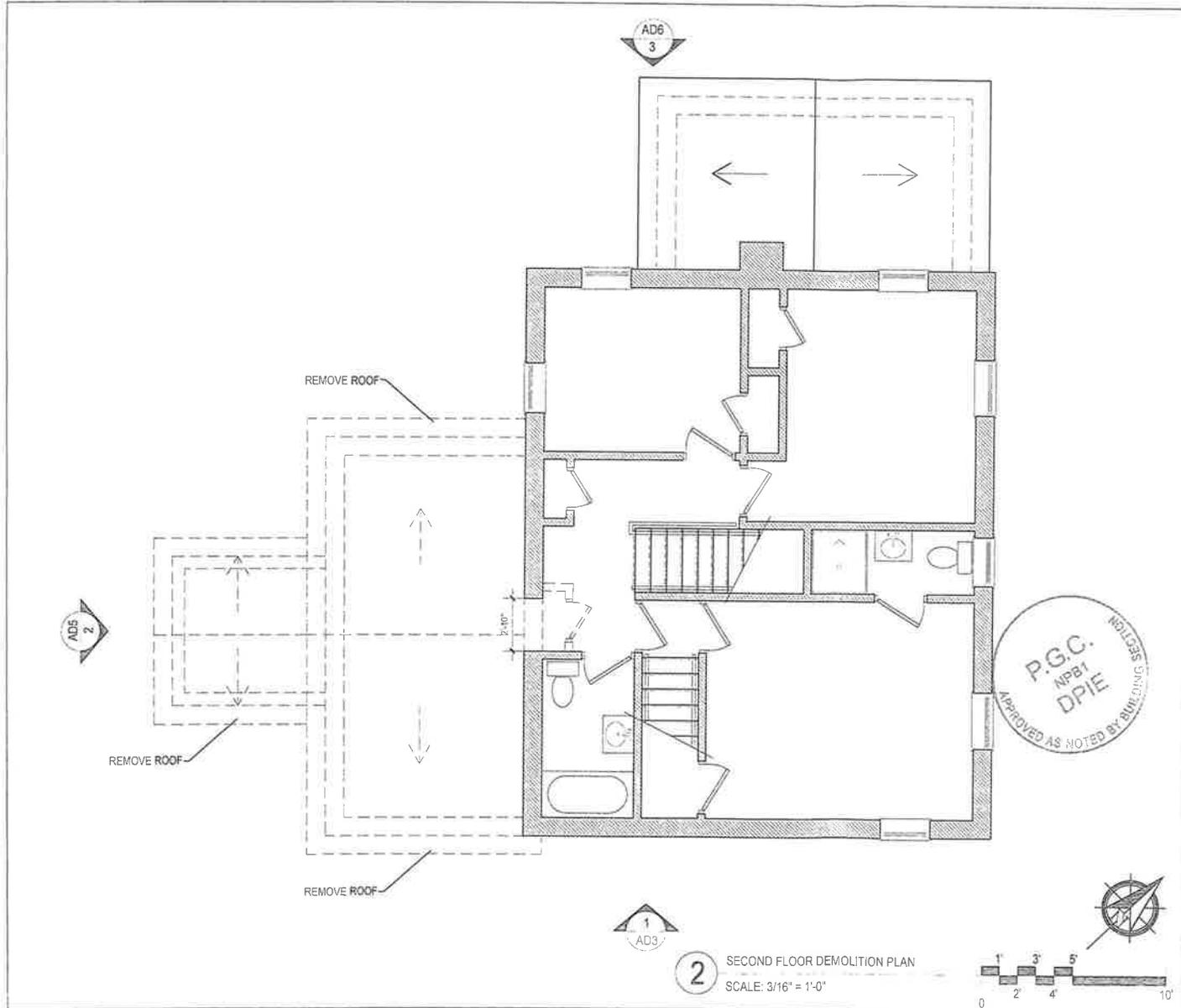
**PROFESSIONAL CERTIFICATION**  
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A duly LICENSED ARCHITECT IN THE STATE OF MARYLAND. I CERTIFY THAT THESE DOCUMENTS WERE PREPARED ON OR BEFORE THE DATE INDICATED HEREIN.  
DATE: 02/27/2020  
CONTRACTOR OCCUPANTS HAVE BEEN ADVISED OF THE CONTENTS OF THESE DOCUMENTS.  
BY: [Signature]

**REVISIONS**  
1. [Signature]

CLIENT  
MR. KEVIN CHEEK

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

**0001-AD=AD1**  
DEMOLITION PLANS  
4433 WELLS PARKWAY  
JOB # 20-006  
FEB 2020



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

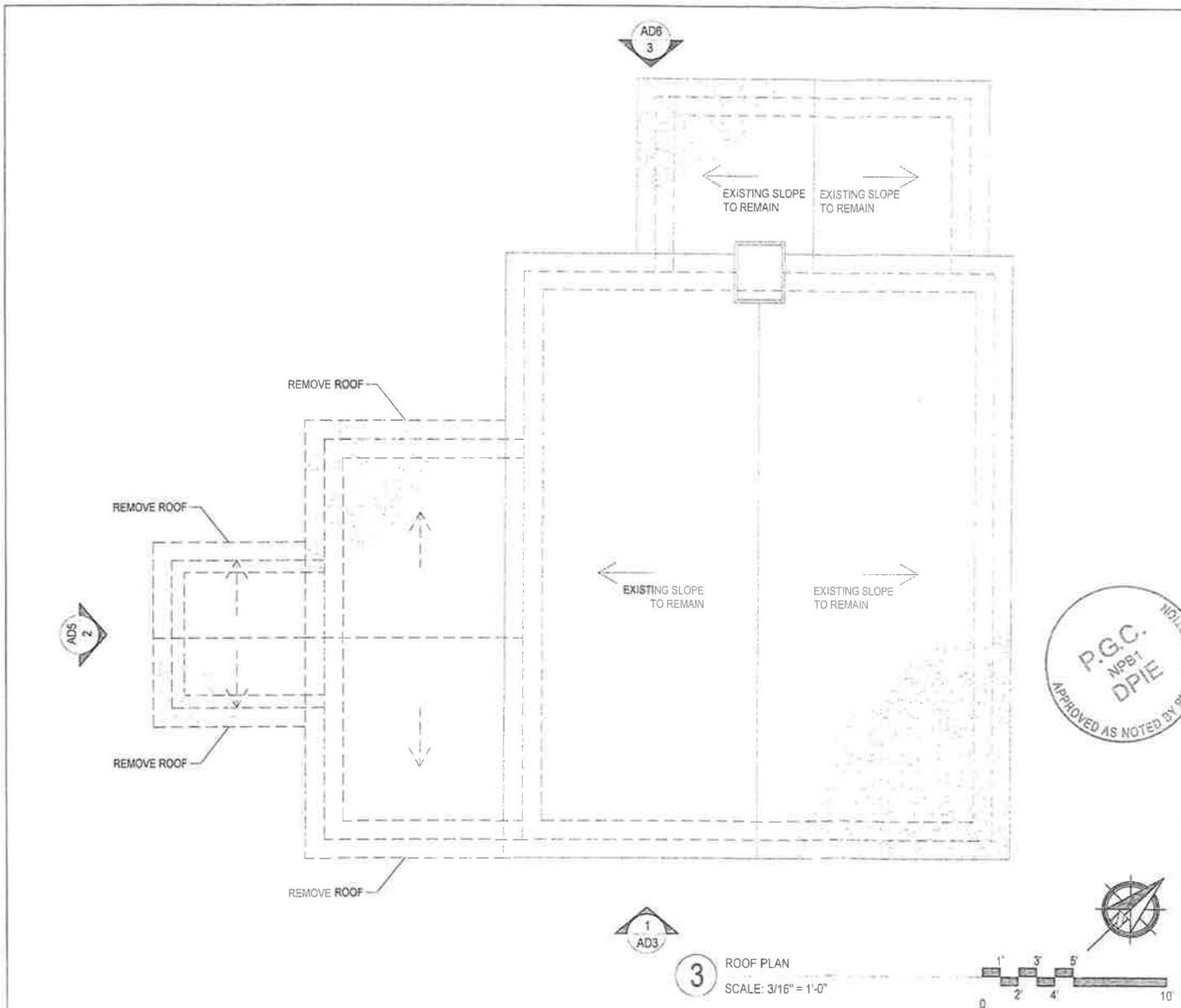
**LEGEND**

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

**GENERAL NOTES**

- DO NOT SCALE DRAWINGS
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE
- DOOR TYPE SYMBOL  DENOTES DOOR WIDTH. DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT.

		
PROFESSIONAL CERTIFICATION I CERTIFY THAT I AM A LICENSED ARCHITECT IN THE STATE OF MARYLAND AND I AM THE DESIGNER OF THIS PROJECT. I AM NOT PROVIDING ARCHITECTURAL SERVICES TO ANY OTHER PROJECTS AT THE SAME TIME. ADAM CARBALLO, ARCHITECT 4433 WELLS PARKWAY FORT BELLEVILLE, MD 20741 410-486-1111		
<b>REVISIONS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td>Change in door swing</td> </tr> </table>	1	Change in door swing
1	Change in door swing	
CLIENT MR. KEVIN CHEEK		
ARCHITECT ADAM CARBALLO, ARCHITECT MD LIC# 15709 443-963-1077		
<b>0002-AD-AD2</b> DEMOLITION PLANS 4433 WELLS PARKWAY JOB # 20-006 FEB 2020		



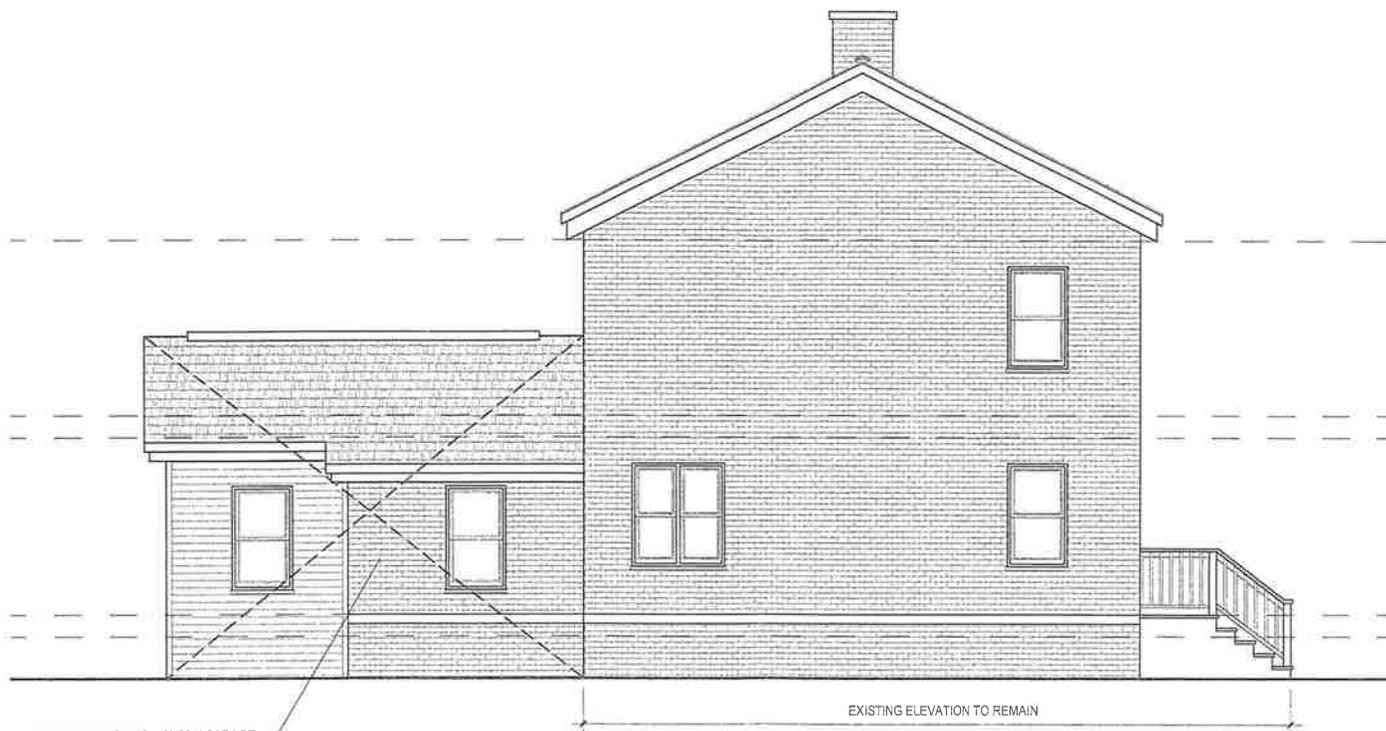
**LEGEND**

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

**GENERAL NOTES**

- DO NOT SCALE DRAWINGS.
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- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
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- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE
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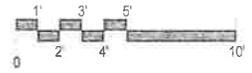
	PROFESSIONAL CERTIFICATION I AM A REGISTERED PROFESSIONAL ARCHITECT IN THE STATE OF MARYLAND AND I HAVE A VALID LICENSE NO. 15708. I HAVE NOT BEEN DISCIPLINED OR REPEALED IN THE STATE OF MARYLAND. I ACCEPT THESE TERMS AND CONDITIONS OF MY REGISTRATION. I AGREE TO BE BOUND BY THE RULES AND REGULATIONS OF THE BOARD OF ARCHITECTURE. I AGREE TO BE BOUND BY THE RULES AND REGULATIONS OF THE BOARD OF ARCHITECTURE. I AGREE TO BE BOUND BY THE RULES AND REGULATIONS OF THE BOARD OF ARCHITECTURE.
CLIENT MR. KEVIN CHEEK	
ARCHITECT ADAM CARBALLO, ARCHITECT MD LIC# 15708 443-963-1077	
0003-AD-AD3 ROOF PLAN 4433 WELLS PARKWAY JOB # 20-006 FEB 2020	



REMOVE EXISTING 1-STORY GARAGE

EXISTING ELEVATION TO REMAIN

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



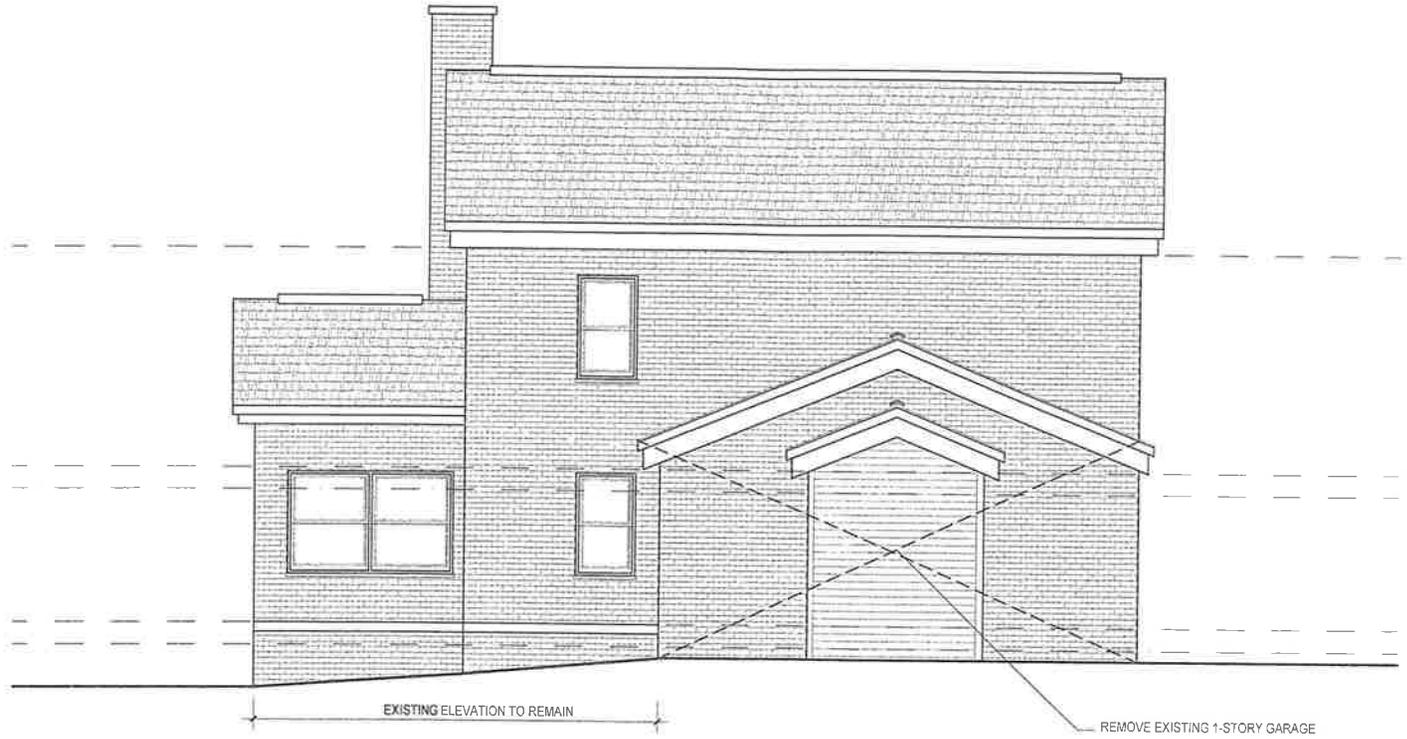
PROFESSIONAL ENGINEER  
STATE OF MARYLAND  
NO. 15709  
ADAM CARBALLO ARCHITECT  
4433 WELLS PARKWAY  
JOB # 20-006  
FEB 2020

REVISION  
1

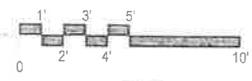
CLIENT  
MR. KEVIN CHEEK

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

0004-AD=AD4  
DEMO SIDE ELEVATION  
4433 WELLS PARKWAY  
JOB # 20-006  
FEB 2020



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



0005-AD-AD5  
DEMO REAR ELEVATION  
4433 WELLS PARKWAY  
JOB # 20-006  
FEB 2020

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

CLIENT  
MR. KEVIN CHEEK



PROFESSIONAL CERTIFICATION  
I, THE ARCHITECT, HAVE PREPARED THIS DOCUMENT IN ACCORDANCE WITH THE PROFESSIONAL STANDARDS OF THE ARCHITECTS AND ENGINEERS BOARD OF MARYLAND AND THE PROFESSIONAL STANDARDS OF THE ARCHITECTS AND ENGINEERS BOARD OF MARYLAND. I AM A LICENSED ARCHITECT IN THE STATE OF MARYLAND. MY LICENSE NUMBER IS 15709.



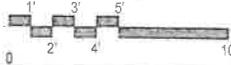
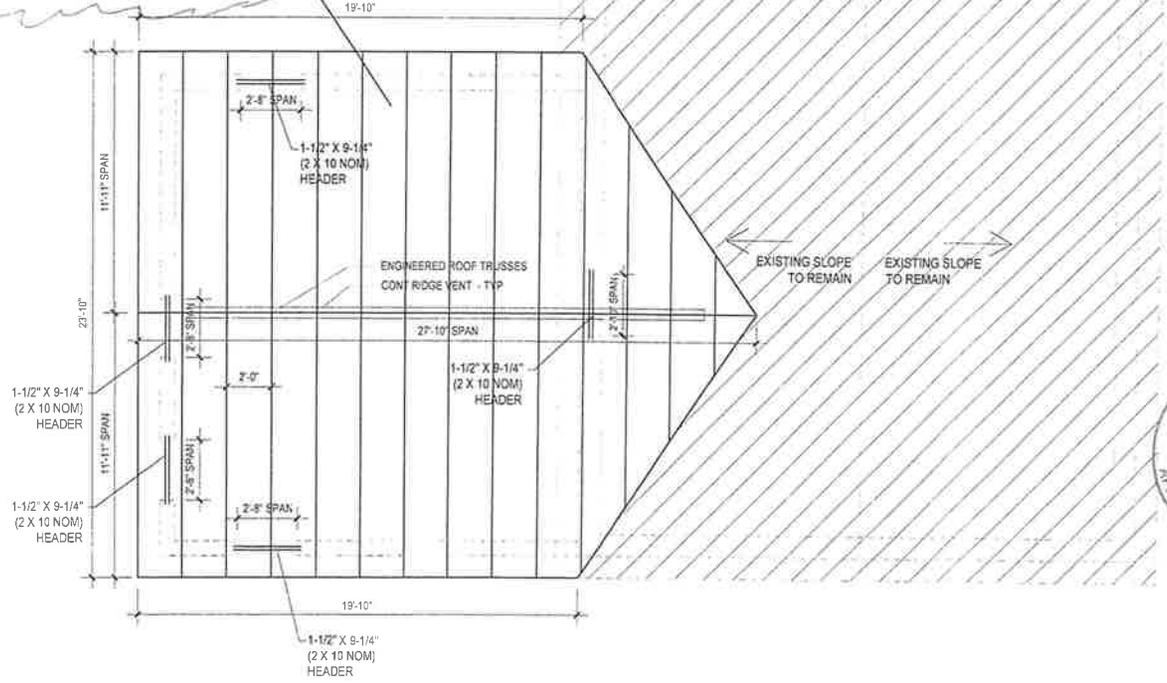


EXISTING ROOF TO REMAIN

EXISTING SLOPE TO REMAIN

EXISTING SLOPE TO REMAIN

ENGINEERED ROOF TRUSSES @ 24" OC  
 W/ 1/2" INSULATION HEEL (FOR 16" INSUL. VOLUMES)  
 AS PER MANUFACTURER'S DESIGN REQUIREMENT  
 SDL = 10 PSF MIN LL = 40 PSF MIN SPAN AS INDICATED



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



PROFESSIONAL CERTIFICATION  
 I HEREBY STATE THAT I HAVE EXAMINED  
 THE DRAWINGS AND SPECIFICATIONS  
 AND THAT I AM A LICENSED ARCHITECT  
 REGISTERED UNDER THE JURISDICTION OF THE  
 BOARD OF ARCHITECTS FOR THE STATE OF  
 MARYLAND. MY EXPIRES DATE IS 31.07.2021.  
 CONTRACT DOCUMENTS HAVE BEEN  
 REVIEWED AND APPROVED BY ME.  
 ADAM CARBALLO ARCHITECT  
 4433 WELLS PARKWAY  
 WELLS, MD 21092

REVISIONS

#1



CLIENT  
 MR. KEVIN CHEEK

ARCHITECT  
 ADAM CARBALLO, ARCHITECT  
 MD LIC# 15709  
 443-863-1077

0009-S=S3  
 FRAMING PLANS

4433 WELLS PARKWAY  
 JOB # 20-006  
 FEB 2020

LEGEND

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

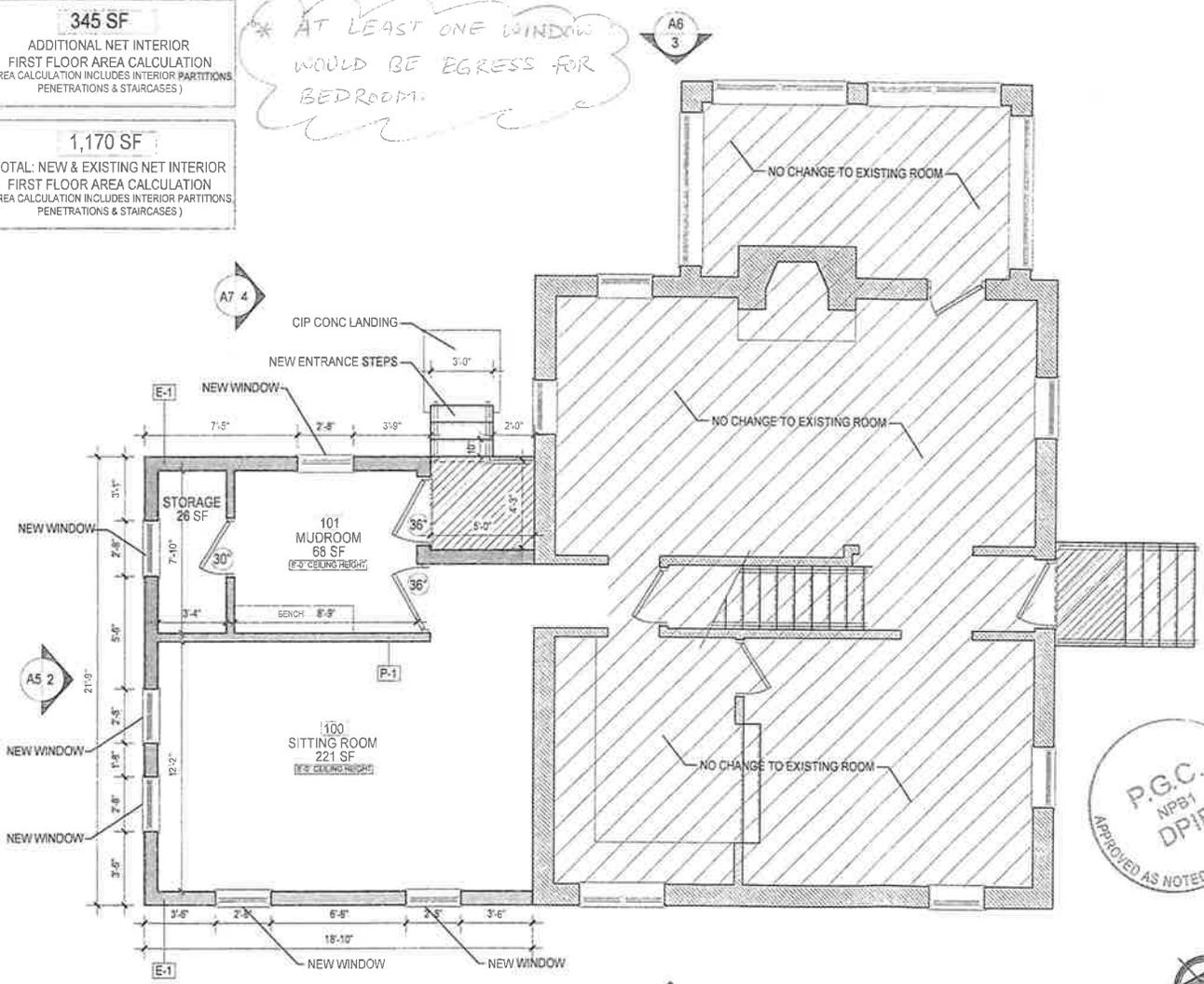
GENERAL NOTES

- DO NOT SCALE DRAWINGS
- CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES
- CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND
- INTERIOR FINISHES ARE CLIENT'S CHOICE
- INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE
- DOOR TYPE SYMBOL **(36"** DENOTES DOOR WIDTH, DOOR STYLE CLIENT'S CHOICE. ALL DOORS ARE 5'-8" IN HEIGHT.

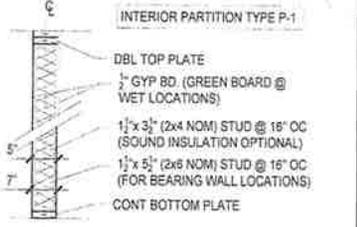
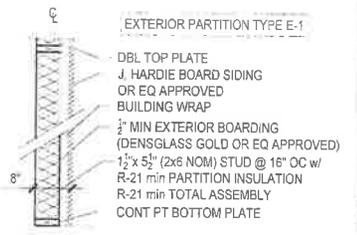
**345 SF**  
 ADDITIONAL NET INTERIOR  
 FIRST FLOOR AREA CALCULATION  
 (AREA CALCULATION INCLUDES INTERIOR PARTITIONS,  
 PENETRATIONS & STAIRCASES)

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

*\* AT LEAST ONE WINDOW  
 WOULD BE EGRESS FOR  
 BEDROOM.*



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



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

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



PROFESSIONAL CERTIFICATION  
 I CERTIFY THAT I AM A LICENSED ARCHITECT IN THE STATE OF MARYLAND AND I HAVE PREPARED THIS PLAN AND SPECIFICATIONS IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL REGISTER FOR ARCHITECTS IN THE STATE OF MARYLAND.  
 DATE OF EXPIRATION: 03/31/2027  
 EXPIRES: 03/31/2027  
 I AM NOT PROVIDING ARCHITECTURAL SERVICES FOR THIS PROJECT.  
 FOR ARCHITECTURAL SERVICES, PLEASE CONTACT:  
 ADAM CARBALLO, ARCHITECT  
 443-963-1077

REVISIONS  
 1

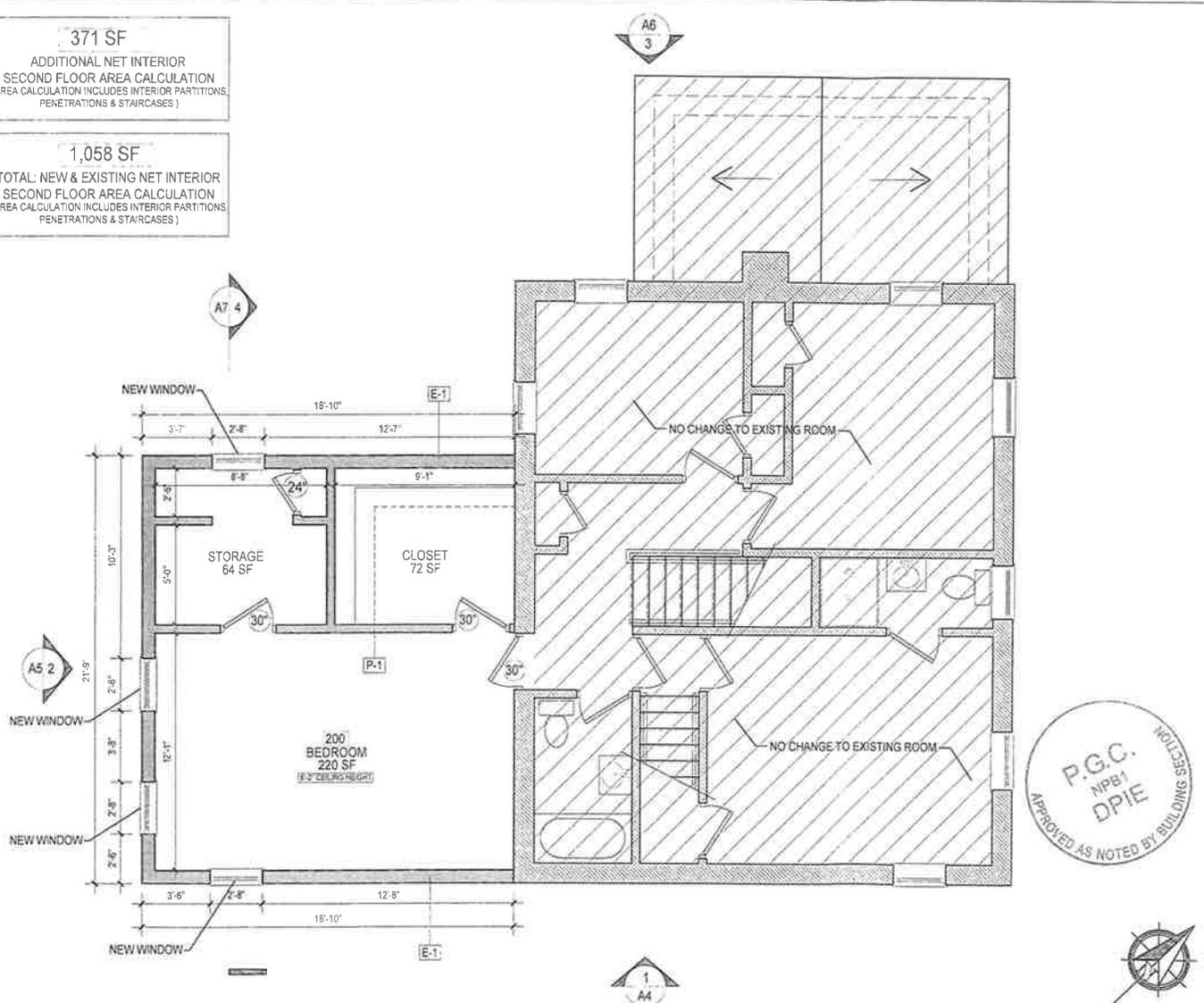
CLIENT  
 MR. KEVIN CHEEK

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

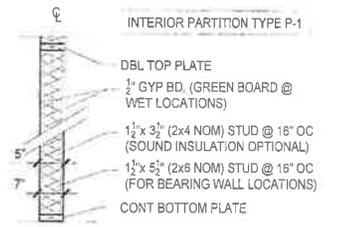
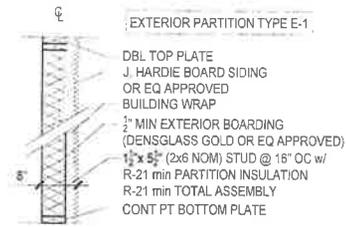
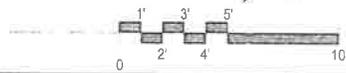
**0010-A=A1**  
 FIRST FLOOR PLAN  
 4433 WELLS PARKWAY  
 JOB # 20-006  
 FEB 2020

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

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



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



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

- GENERAL NOTES**
- DO NOT SCALE DRAWINGS
  - CONTRACTOR IS RESPONSIBLE FOR PULLING ALL PERMITS AND PAYING ANY ASSOCIATIVE FEES.
  - CONTRACTOR SHALL COMPLY WITH ALL HEALTH AND LIFE SAFETY REQUIREMENTS AS DIRECTED BY PRINCE GEORGE'S COUNTY AND THE STATE OF MARYLAND.
  - INTERIOR FINISHES ARE CLIENT'S CHOICE
  - INTERIOR LIGHTING SELECTION ARE CLIENT'S CHOICE
  - DOOR TYPE SYMBOL  $\text{36}''$  DENOTES DOOR WIDTH, DOOR CHOICE. ALL DOORS ARE 6'-8" IN HEIGHT

PROFESSIONAL CERTIFICATION: ADAM CARBALLO, ARCHITECT  
 ARCHITECTURE: ADAM CARBALLO, ARCHITECT  
 ARCHITECTURE: ADAM CARBALLO, ARCHITECT  
 STATE OF MARYLAND LICENSE NUMBER: 15709  
 DATE OF EXPIRATION: 12/31/2020  
 CONTRACT NUMBER: 20-006  
 PROJECT NAME: 4433 WELLS PARKWAY  
 DATE: FEB 2020

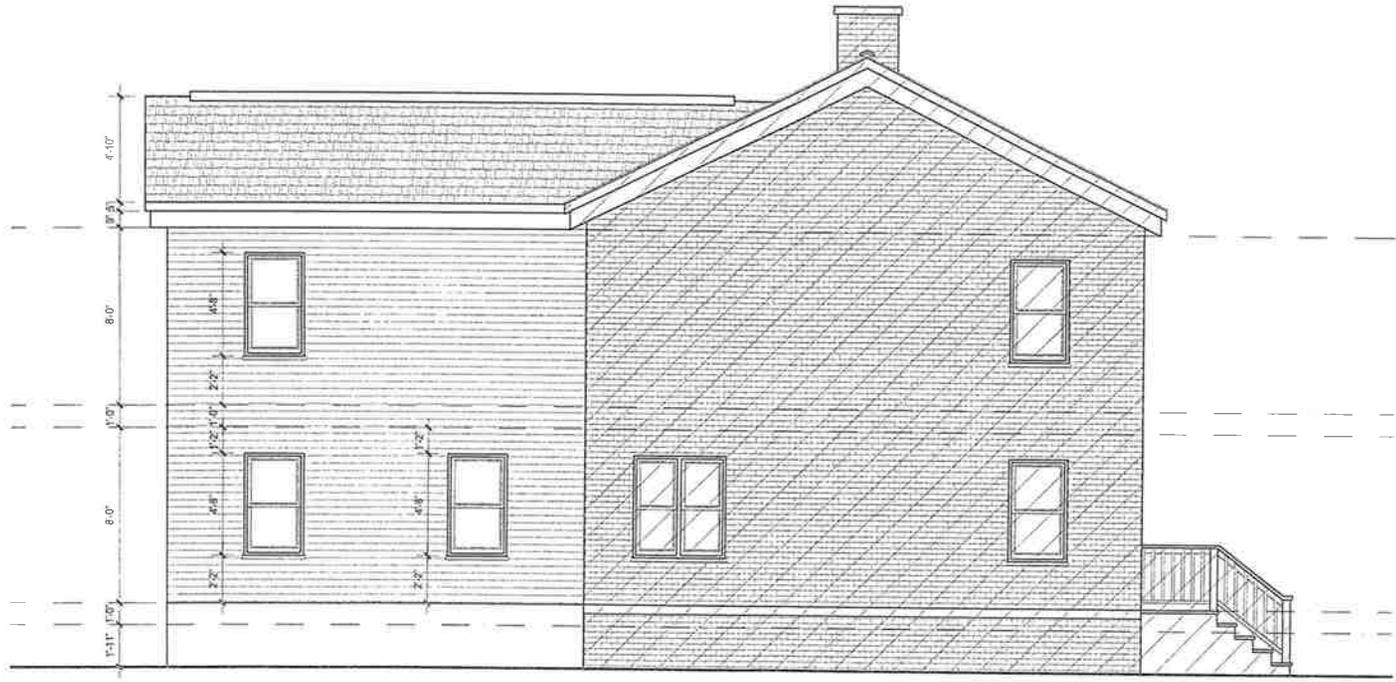
REVISIONS  
 A-1

CLIENT: MR. KEVIN CHEEK

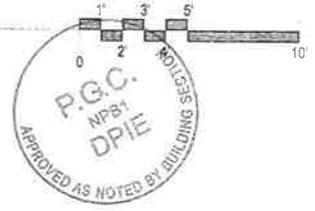
ADAM CARBALLO, ARCHITECT  
 MD LIC# 15709  
 443-963-1077

0011-A-A2  
 SECOND FLOOR PLAN  
 4433 WELLS PARKWAY  
 JOB # 20-006  
 FEB 2020





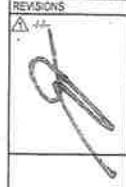
1 PROPOSED SIDE ELEVATION  
SCALE: 3/16" = 1'-0"



**0013-A=A4**  
SIDE ELEVATION  
4433 WELLS PARKWAY  
JOB # 20-006  
FEB 2020

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

CLIENT  
MR. KEVIN CHEEK



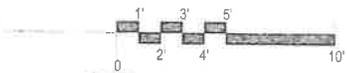
REVISIONS

PROFESSIONAL CERTIFICATION:  
I, THE ARCHITECT, HEREBY CERTIFY THAT THE  
DRAWINGS AND SPECIFICATIONS ACCOMPANYING THIS  
SET OF DRAWINGS WERE PREPARED BY ME OR  
UNDER MY CLOSE PERSONAL SUPERVISION AND  
TO THE BEST OF MY KNOWLEDGE AND BELIEF THEY  
COMPLY WITH ALL CITY, STATE AND FEDERAL  
REQUIREMENTS AND I AM NOT PROVIDING  
CONSULTANT SERVICES TO ANY OTHER PROJECT  
WHICH COULD BE CONSIDERED AS A CONFLICT  
OF INTEREST.





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



PROFESSIONAL CERTIFICATION  
I, THE ARCHITECT, HEREBY CERTIFY THAT THE WORK PREPARED FOR APPROVAL BY THE BOARD OF ARCHITECTURE IS MY OWN ORIGINAL WORK AND I AM A LICENSED ARCHITECT IN THE STATE OF MICHIGAN. I HAVE NOT BEEN CONVICTED OF A CRIME INVOLVING MORAL TURPITUDE OR A CRIME INVOLVING FRAUD, DECEIT, OR BREACH OF FIDELITY. I HAVE NOT BEEN CONVICTED OF A CRIME INVOLVING THE PRACTICE OF ARCHITECTURE OR A CRIME INVOLVING THE PRACTICE OF PROFESSIONAL ENGINEERING DESIGN.  
02/17/2020

REVISIONS  
1

CLIENT  
MR. KEVIN CHEEK

ADAM CARBALLO, ARCHITECT  
M.D. LIC# 15709  
443-963-1077

0014-A=A5  
REAR ELEVATION  
4433 WELLS PARKWAY  
JOB # 20-006  
FEB 2020

**Agenda Item 4C**  
**Pyenson Building Permit Application**



# Building Permit Application

◆ The Town of University Park ◆

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

For Office Use Only	
Ward # <u>6</u>	Date Received: <u>5/27/20</u>
Permit Application:	Approved <input type="checkbox"/>
	Rejected <input type="checkbox"/>
Check/Cash Amt:	<u>\$10.00</u>
Permit Number:	_____
Date Issued:	_____

Name of Applicant(s): Nicholas Pyenson

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

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

Street Address of Property: 4009 College Heights Dr.

Lot Number: 5 Block Number: ~~33~~ Section Number: 7

Person/Company Doing the Work: Nicholas Pyenson<sup>34</sup>

Address/Phone: same

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

### Description of Work

Check all that apply:

Fence: Height: \_\_\_\_\_, Material: \_\_\_\_\_, Style: \_\_\_\_\_

Outbuilding: Dimensions: 12'-6" x 10' x 11", Height at Apex: 7'1"

Materials: polycarbonate + aluminum frame

Other: (Please Specify):

Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_

Materials: \_\_\_\_\_

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

POD or Dumpster (check one) Unit will be placed on the property: \_\_\_\_\_ or on the street: \_\_\_\_\_

Dates the unit will be delivered: \_\_\_\_\_ picked up: \_\_\_\_\_

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

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

Data from PGatlas.com  
Scale in feet

LOWER NORTHEAST BR (ANA)

5

Proposed location  
of replacement shed

**Layers**

- Impervious Surface (2017)
- Marlboro Clay
- Mount Vernon Viewshed Area of Primary Concern
- Natural Resource Inventory
- Potential Forested Interior Dwelling Specie (DNR)
- Sensitive Species Review (DNR)
- Slope (2018)
- Soil (NRCS)
- Stream Center and Drainage (2017)
- Stronghold Watershed (DNR)
- Tier II Catchment (MDE)

0 15 30ft

## Pyenson - Replacement Shed at 4009 College Heights Drive

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

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

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

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

## Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

[View Map](#)[View GroundRent Redemption](#)[View GroundRent Registration](#)**Special Tax Recapture: None**

Account Identifier: District - 19 Account Number - 2151959

## Owner Information

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

## Location &amp; Structure Information

Premises Address:	4009 COLLEGE HEIGHTS DR HYATTSVILLE 20782-0000	Legal Description:								
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	A-1264
0042	00B1	0000	19012480.17	2480	07	34	5	2019	Plat Ref:	

Town: UNIVERSITY PARK

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

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

## Value Information

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

## Transfer Information

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

## Exemption Information

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

**Special Tax Recapture: None**

## Homestead Application Information

Homestead Application Status: Approved 07/26/2011

## Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:



**Agenda Item 5A**  
**Perhonis Building Permit Application with Special Exception**



# Building Permit Application

## VARIANCE REQUEST

◆ The Town of University Park ◆

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

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

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

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

Telephone Number: ( ) \_\_\_\_\_ Home (  ) 301 9227511 Cell  
( ) \_\_\_\_\_ Work Email: jperhonis@verizon.net

Street Address of Property: 4330 Clayett Rd.  
Lot Number: 7 Block Number: 26 Section Number: \_\_\_\_\_

Person/Company Doing the Work: TITO Construction (Tito Mejia)  
Address/Phone: 4707 TECUMSEH ST #302 College Park (301) 7877460

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

### Description of Structure for Which Permit is Requested

(Please fill out as completely as possible.)

Check One:

**Fence:** Height: 6', Material: PT. Lumber; PVC, Style: "Dorr"  
*wire mesh*

**Outbuilding:** Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_  
Materials: \_\_\_\_\_

**Other:** (Please Specify): \_\_\_\_\_  
Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_  
Materials: \_\_\_\_\_

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

**Excerpt from Town Code Section 4-115:**

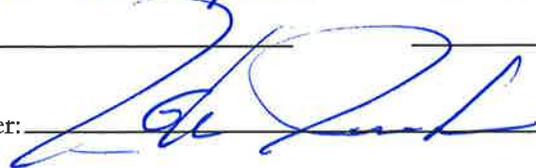
The Common Council may consider an application for a special exception based upon a particular case or situation, and may approve the application provided that there is a showing of hardship, unique topography, unusual circumstances or safety considerations that warrant an exception. Special exceptions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

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

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

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

Name	Address
<u>Kristin M'Clue and Wayne Pierce</u>	<u>6812 PINEWAY</u>
<u>SETH and Rebekah Penson-Flannery</u>	<u>6810 PINEWAY</u>
<u>Kathleen and DAVID Schroy</u>	<u>4328 CLAGETT RD.</u>
<u>DAVID Palmer, Jr.</u>	<u>4332 CLAGETT Rd</u>
<u>TOM STICKLES</u>	<u>4333 CLAGETT RD</u>
<u>FRANK CORRELS</u>	<u>4329 CLAGETT RD</u>
<u>Norma and Chuck Babington</u>	<u>4331 CLAGETT RD</u>

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

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

MARYLAND

WASHINGTON, D.C.

VIRGINIA

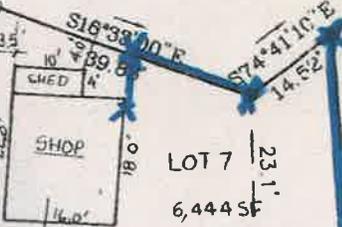
ADDRESS: 4330 CLAGETT RD  
HYATTSVILLE, MD 20782

COLLEGE HEIGHTS

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

OK for 6'ft high fence

LOT 8



LOT 7  
6,444 SF



1.5 STORY  
BRICK  
W/BSMT  
STOOP

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

- 0:1 Maximum Slope Allowed On Residential Property.
- 7% Maximum Parking Pad Slope and 12% Maximum Driveway Slope.
- 2.5% Minimum Slope Required On Yard or Lawn Areas. 10' in 10' Minimum Slope of Pad Away From Building is Required.

IRON PIPE FOUND  
REBAR SET

The Maryland-National Capital  
Park and Planning Commission  
 APPROVED db 8/16/07  
 PERMIT # 36097-2007-00  
 ok for rock replacement  
 to 16' x 20' shed  
 (15' max height)

CLAGETT ROAD

50' R/W

NOTES

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

FILE: 64330CLAGETTRDPIN

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



JERRY BERTRAND  
SURVEYOR

7/23/07  
DATE

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

REAL ESTATE SURVEYORS LLC

Residential, Commercial, Industrial and Land Surveys  
WWW.REALESTATESURVEYORS.NET  
CALVERTON TOWERS  
11785 BELTSVILLE DRIVE, SUITE 150  
BELTSVILLE, MARYLAND 20735  
TEL (301)572-9618 FAX (301)572-9619

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

**PRINCE GEORGE'S COUNTY  
P E R M I T**

ISSUANCE DATE : May-08-2020

EXPIRATION DATE :

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

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



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

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

Melinda Bolling

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

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

## Successful Payment Receipt

Please print this receipt for your records

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

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

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

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

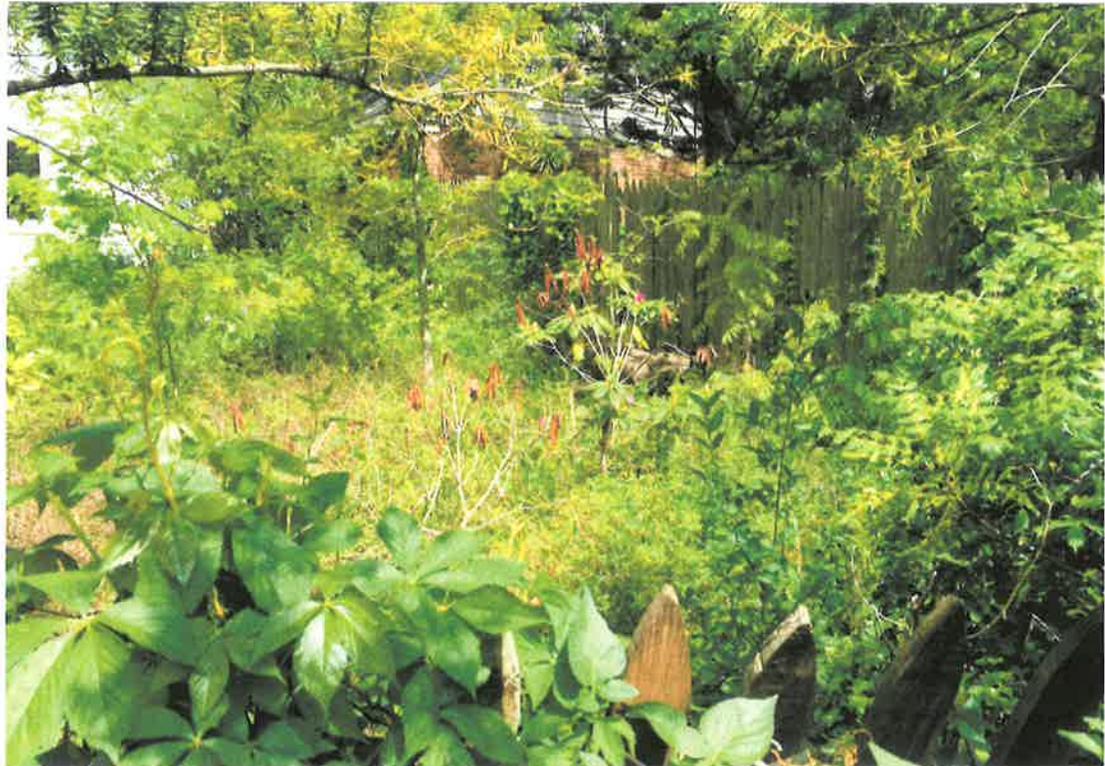
I am seeking a variance because a four foot fence will not deter the deer, as has been proven in my case. A six foot fence will make it impossible for them to simply hop over as in the case of the existing four foot fence. Given that there is a lack of open clearance on my side of the back property,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

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

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

AREA IN BACK OF PROPERTY WHERE DEER GRAZE

Looking  
toward  
backyard at  
6812  
Pineway



LIVING AREA WHERE DEER ENTER

4330  
Clayett





PROPOSED  
FENCE  
MODEL  
AFTER  
FENCE  
at 6909  
PINENEWAY



6909 Pineway

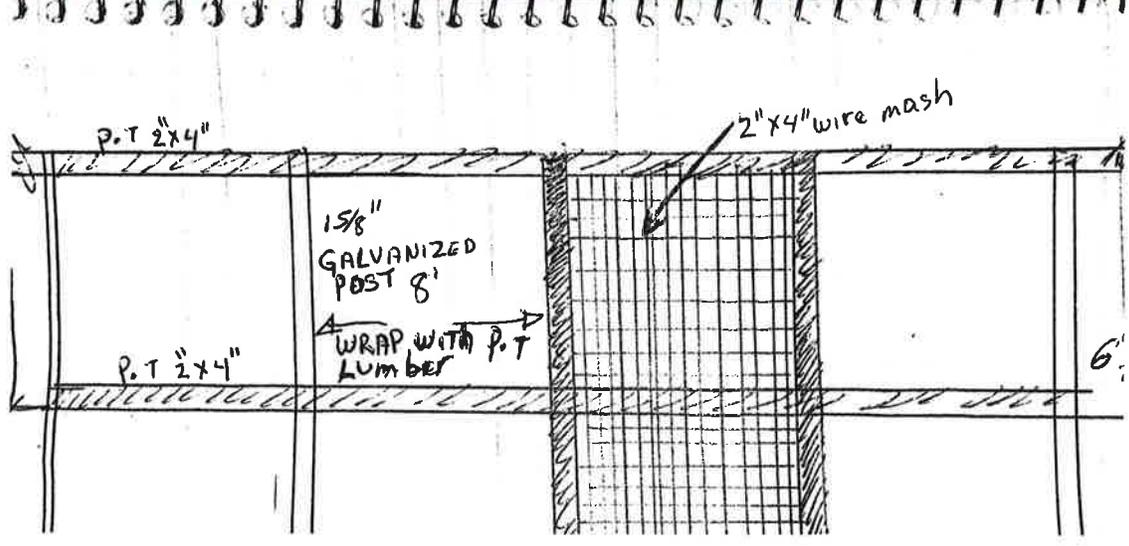
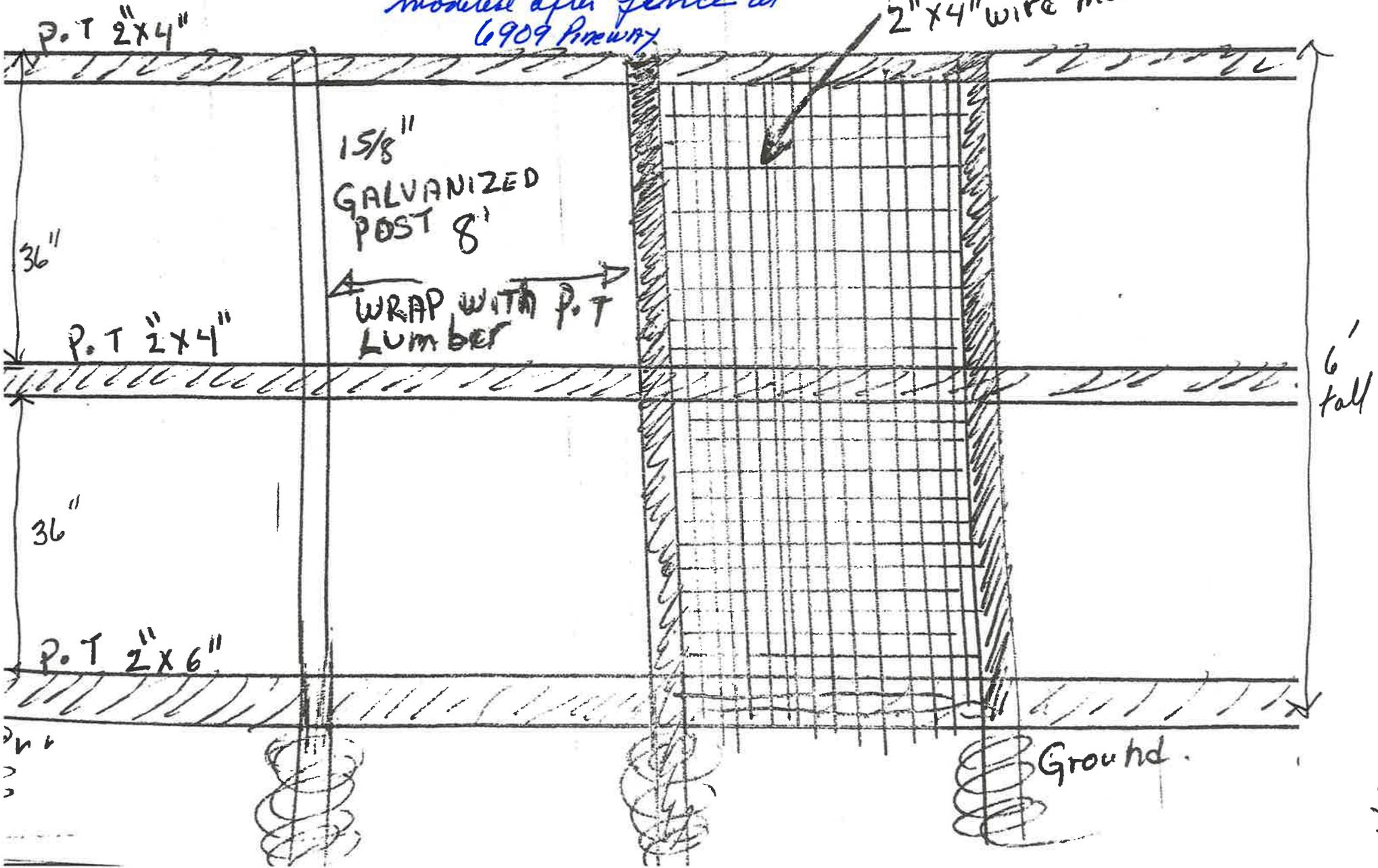


DIAGRAM  
OF PROPOSED  
FENCE  
(See larger  
sketch)

TITO CONSTRUCTION

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



**Agenda Item 5B**

**Special Utility Permit: Pepco Vegetation Management for Tree Removal**



**QUESTIONS TO BE COMPLETED BY PERMITTEE:**

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

If yes, complete the following:

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

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

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

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

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

If yes, complete the following:

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

Location	From	To	Length (LF)
Street	From	To	Length (LF)
<b>Total Length of Underground Utilities (Linear Feet):</b>			Per plans

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

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

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

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

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

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

**Required Bonds:**

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

**Required Fee(s):**

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

**Approval:**

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

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Approved - See Attached Special Conditions and Appendix A	<input type="checkbox"/> Denied - See Attached Comments for Revision

See Attached Special Conditions and Appendix A

*Cody Hesselstine*  
Applicant's Signature

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

**SPECIAL CONDITIONS:**

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

## **Approved PEPCO Public Removal List**

**May 28, 2020**

**6907 40th—pear**

**4326 Clagett—oak**

**4443 Wells—pine**

**4441 Wells—white maple**

**4441 Wells (park)—pine\***

**4439 Wells—maple**

**6704 Wells—maple**

**6801 Wells—maple**

**6810 Wells (park)—pine\***

**4307 Woodberry—ash**

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

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

## MEMO

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

Mayor,

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

**Agenda Item 5C**

**Special Utility Permit: Pepco Vegetation Management for Tree Pruning**



<b>Miscellaneous Information:</b>	
<b>Inspector Name:</b>	John Anna, Adirondack

**QUESTIONS TO BE COMPLETED BY PERMITTEE:**

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

If yes, complete the following:

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

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

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

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

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

If yes, complete the following:

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

Location	From	To	Length (LF)
Street			
<b>Total Length of Underground Utilities (Linear Feet):</b>			Per plans

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

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

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

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

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

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

**Required Bonds:**

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

**Required Fee(s):**

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

**Approval:**

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

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Approved - See Attached Special Conditions and Appendix A	<input type="checkbox"/> Denied - See Attached Comments for Revision

See Attached Special Conditions and Appendix A

*Cody Hesselstine*  
Applicant's Signature

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

**SPECIAL CONDITIONS:**

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

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

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

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

## MEMO

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

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

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

**Agenda Item 7B**  
**Legislative Resolution 20-O-05**

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

LEGISLATIVE RESOLUTION 20-O-05

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

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

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

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

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

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[Brackets] indicate matter deleted from existing law

\* \* Asterisks\* \* indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED  
ORDINANCE

[Brackets] indicate matter deleted by amendment to the proposed ordinance

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

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

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_

By: \_\_\_\_\_  
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Suellen M. Ferguson, Town Attorney

**Agenda Item 7C**  
**Legislative Resolution 20-O-06**

EMERGENCY LEGISLATIVE RESOLUTION 20-0-06

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

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

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

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

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

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[Brackets] indicate matter deleted from existing law

\* \* Asterisks\* \* indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE

[Brackets] indicate matter deleted by amendment to the proposed ordinance

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

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

§13-203 Rental property license and renewals

(A) – (C) \* \* \* \*

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

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

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

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

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

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

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_

By: \_\_\_\_\_  
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Suellen M. Ferguson, Town Attorney

**Agenda Item 8A**  
**General Order Section 400.1, Firearms**

**UNIVERSITY PARK POLICE****GENERAL ORDERS**

TITLE <b>FIREARMS</b>		PROCEDURE NUMBER <b>UPPD400.1</b>	
SECTION <b>OPERATIONAL PROCEDURES</b>	NUMBER OF PAGES <b>6</b>	EFFECTIVE DATE <b>07/01/2020</b>	REVIEW DATE
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS <b>July 1, 2020</b>	CALEA CHAPTERS <b>1, 33, 53</b>	AUTHORITY <b>Chief Harvey R. Baker</b>	

**I. PURPOSE**

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

**II. POLICY**

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

See UPPD General Order 400.0.

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

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

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

Only sworn personnel are permitted to carry or use firearms.

**III. DEFINITIONS**

**ASP Tactical Baton** – See UPPD General Order 400.2

**Authorized Firearms** – Any firearm that has been inspected and approved by the department's armorer and has been authorized

by the Chief to be carried on or off – duty. This includes alternate duty handguns and off duty handguns, shotguns and long rifles.

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

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

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

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

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

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

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

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

**Less Lethal Weapon** – ASP Baton; OC Device

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

## **FIREARMS UPPD400.1**

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

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

**OC Device** – See UPPD General Order 400.3.

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

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

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

### **IV. AUTHORIZED USE OF FIREARMS**

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

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

**C.** Firearms may be discharged at a vehicle when:

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

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

**D.** Firearms may be discharged at an approved range.

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

### **V. PROHIBITED USE OF FIREARMS**

**A.** Warning shots are prohibited.

**B.** When less force could reasonably be used.

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

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

### **VI. DISPLAY OF FIREARMS PROHIBITED**

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

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

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

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

## **FIREARMS UPPD400.1**

### **VII. AUTHORIZED FIREARMS**

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

1. The Glock Model 17 is the authorized issued firearm for patrol officers.
2. The Glock Model 19 is the authorized issued firearm for Command Staff.
3. The Remington 870 12gauge shotgun.
4. The Remington R4 15A rifle.

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

### **VIII. AUTHORIZED OFF – DUTY FIREARMS**

**A.** Off duty firearms must be authorized by the Chief and be:

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

### **IX. REQUEST TO CARRY**

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

1. They have submitted a memorandum via the chain of command requesting approval from the Chief.
2. The officer has had the firearm inspected by the appropriate qualified weapons instructor or armorer.
3. The officer has demonstrated to the instructor or armorer proficiency with the weapon in accordance with Maryland Police Training Commission standards.

### **X. AUTHORIZED AMMUNITION**

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

1. 147 grain “HST” 9mm caliber pistol ammunition.
2. 12guage 00 Buck/or rifled slug ammunition
3. .223 rifle ammunition

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

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

### **XI. DEPARTMENTAL SHOTGUN/RIFLE PROGRAM**

**A.** The following are approved and issued firearms:

1. The Remington 870 12gauge shotgun.
2. The Remington R4 15A rifle.

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

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

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

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

## **FIREARMS UPPD400.1**

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

1. When a suspect is known to be armed with a high- powered weapon.
2. An active shooter incident.
3. Barricade and hostage incidents.

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

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

## **XI. INSPECTION OF FIREARMS**

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

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

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

1. Make; model; caliber; serial number of all firearms intended for use by agency personnel.
2. The name of agency personnel that firearm(s) are assigned to or authorized for use.
- D.** The Department shall, as part of a line inspection, inspect authorized firearms and holsters worn by an officer to ensure that the officer is following this General Order.

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

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

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

## **XII. TRAINING**

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

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

## **XIII. QUALIFICATION**

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

1. Qualification classifications:

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

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

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

## **FIREARMS UPPD400.1**

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

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

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

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

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

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

- 1.** Immediately suspend the officer's police powers and take all issued firearms, badges and police identification, assigned police vehicle,
- 2.** Place the officer in a non-officer status,
- 3.** Arrange remedial training for the officer with a qualified weapons instructor from this Department and/or an instructor from an outside agency.

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

**I.** If the inability to qualify is determined to be the result of an apparent physical impairment, a determination shall be made as to the duration of the impairment. If the impairment is temporary,

non-contact assignments may be utilized until the impairment is corrected and the officer is able to qualify. If permanent, the appropriate administrative steps shall be taken.

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

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

## **XIV. REPORTING**

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

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

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

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

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

## **FIREARMS UPPD400.1**

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

## **XV. INVESTIGATION**

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

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

## **XVI. COUNSELING**

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

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

## **XVII. FIREARMS SAFETY**

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

- 1.** All guns are loaded.
  - 2.** Fingers are kept off the trigger and outside the trigger guard until a target has been located, and
  - 3.** Officer must be sure of the target and back stop.
- B.** Weapons shall never be left unattended or in an unsecured place where they are accessible to other persons.

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

## **XVIII. HOME SAFETY**

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

- 1.** A child's access to a firearm is supervised by a person 18 years of age or older.
- 2.** A child's access to a firearm is a result of an unlawful entry.
- 3.** A firearm is in the possession or control of a law enforcement officer while engaged in official duties.
- 4.** A child has a certificate of firearm and hunter safety as established in Section 10-301.1 of the Natural Resources Article.

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

**End of Document**

**Agenda Item 8B**

**General Order Section 604.0, Police Specialty Certification Pay Bonus**

# UNIVERSITY PARK POLICE GENERAL ORDER

TITLE <b>Police Specialty Certification Pay Bonus</b>		PROCEDURE NUMBER <b>UPPD 604.0</b>	
SECTION <b>DUTIES AND RESPONSIBILITIES</b>	NUMBER OF PAGES <b>1</b>	EFFECTIVE DATE <b>07/01/2020</b>	REVIEW DATE
X NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS  <b>DATE:</b>		AUTHORITY  <b>Chief Harvey R. Baker</b>	

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

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

**I. PURPOSE**

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

**II. POLICY**

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

**III. RESPONSIBILITY**

The Chief of Police or his designee will be responsible for identifying eligible police specialty certifications for pay bonus. At the start of each fiscal year the Chief of Police will identify officers that meet the eligibility requirements for the Police Specialty Certification Pay Bonus and award the bonus pay accordingly.

**IV. ELIGIBILITY**

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

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

3) The list of eligible police specialty Certifications may be updated to reflect specialize training received to meet departmental objectives.

**V. POLICE SPECIALTY CERTIFICATION PAY BONUS**

Officers that meet the eligibility criteria and have two police specialty certifications will receive a bonus of \$500.00 and those officers that possess five or more police specialty certifications will receive a bonus of \$1,000.00 no later than August 31<sup>st</sup> of the new fiscal year.

**End of Document**

**Agenda Item 9**  
**Draft 5/18/20 Council Minutes**



**MEETING OF  
UNIVERSITY PARK MAYOR AND COMMON COUNCIL  
VIA VIDEO AND AUDIO CONFERENCE  
7:30 p.m.  
May 18, 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 – was led by Mayor Carey.**

**3. APPROVAL OF THE AGENDA**

**Moved by:** Ms. Verrill

**Seconded by:** Mr. Stephen

**Yea:** 7

**Nay:** 0

**Abstain:** 0

**4. CONSENT AGENDA**

**Motion:** To approve the following consent agenda items.

**Moved by:** Mr. Caskey

**Seconded by:** Mr. Stephen

**Yea:** 7

**Nay:** 0

**Abstain:** 0

**A. BUILDING PERMIT APPLICATION TO EXTEND SUMP PUMP DRAINAGE PIPE AND INSTALL A DRYWELL**

**(Scott Broo and Caitrin Coccoma, 6704 44<sup>th</sup> Avenue) Ward 3**

*To extend sump pump drainage pipe in the backyard and deposit into a drywell at least 25' away from the property line located on Lot 3, Block 16 and Section 3 at 6704 44<sup>th</sup> Avenue.*

*\*Town Engineer has reviewed, and application reflects recommendations.*

**B. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK  
(Lloyd Slevc, 4307 Underwood Street) Ward 4**

*To construct a 12'x 32' deck with landing and steps located on Lot 13, Block 22 and Section 7 at 4307 Underwood Street.*

**C. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK  
(James Sarazin and Ian Duncan, 4102 Woodberry Street) Ward 7**

*To construct a 16'x 16' deck located on Lot 12 and Block 30 at 4102 Woodberry Street.*

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

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

**6. CONTINUING BUSINESS**

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

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

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

**Moved by:** Mr. Caskey

**Seconded by:** Ms. Wells

**Yea:** 7

**Nay:** 0

**Abstain:** 0

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

**Moved by:** Mr. Schultz

**Seconded by:** Ms. Verrill

**Yea:** 7

**Nay:** 0

**Abstain:** 0

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

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

**Moved by:** Ms. Verrill

**Seconded by:** Ms. Wells

**Yea:** 7

**Nay:** 0

**Abstain:** 0

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

**Moved by:** Ms. Verrill

**Seconded by:** Mr. Stephen

**Yea:** 7

**Nay:** 0

**Abstain:** 0

**7. NEW BUSINESS**

**A. FY2020 PUBLIC WORKS BUDGET TRANSFER**

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

**Moved by:** Ms. Wells

**Seconded by:** Ms. Stephen

**Yea:** 7

**Nay:** 0

**Abstain:** 0

*\*Two readings required.*

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

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

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

**Moved by:** Ms. Verrill

**Seconded by:** Ms. Wells

**Yea:** 7

**Nay:** 0

**Abstain:** 0

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

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

**Moved by:** Mr. Schultz

**Seconded by:** Mr. Caskey

**Yea:** 7

**Nay:** 0

**Abstain:** 0

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

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

**Moved by:** Ms. Verrill

**Seconded by:** Mr. Schultz

**Yea:** 7

**Nay:** 0

**Abstain:** 0

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

**Moved by:** Mr. Stephen

**Seconded by:** Mr. Caskey

**Yea:** 7

**Nay:** 0

**Abstain:** 0

## 9. DEPARTMENT AND COUNCIL REPORTS

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

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

### B. COUNCIL AND COMMITTEE REPORTS

#### **Policy, Rules and Municipal Structure Committee - Ms. Verrill**

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

#### **Sustainability Committee - Mr. Schultz**

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

#### **Police, Traffic and Public Safety Committee - Mr. Schultz**

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

#### **Development Overview Committee - Ms. Wells**

The May Committee meeting was cancelled.

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

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

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

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

No Report.

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

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

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

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

students that had a need.

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

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

May 2020 Treasurer's Report was distributed.

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

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

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