



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
September 28, 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/88476870111?pwd=cGRIMW hrQ1pXQjB0d0ZQWko3M3JKUT09>
To join with audio only, dial: (301) 715-8592
Meeting ID: 884 7687 0111
Password: 322712

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 comment, please state your name and Mayor Carey will call on you to speak. Public comments will be limited to three minutes.

Public comments or questions may also be made by emailing the Town Clerk Andrea Marcavitch at amarcavitch@upmd.org. All electronic comments must be submitted by 6 p.m. on September 28, 2020. Comments received will be read by the Town Clerk during public comment.

1. CALL TO ORDER: *Mayor Carey*

| | | | |
|-----------------|---|----------------|---|
| Present: | Biermann Schultz Morrissey Verrill Caskey Wells Stephen | Absent: | Biermann Schultz Morrissey Verrill Caskey Wells Stephen |
|-----------------|---|----------------|---|

2. PLEDGE OF ALLEGIANCE – Mayor Carey

3. APPROVAL OF THE AGENDA

| | | |
|------------------|---------------------|-----------------|
| Moved by: | Seconded by: | |
| Yea: | Nay: | Abstain: |

4. APPROVAL OF MINUTES: September 14, 2020

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

5. CONSENT AGENDA

Motion: To approve the following consent agenda items.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

A. BUILDING PERMIT APPLICATION TO REPLACE EXISTING FENCE

(Leatha Thome, 4108 Van Buren Street) Ward 7

To replace a 45' section of existing 4' fence in the backyard on Lot 12 and Block 31 at 4108 Van Buren Street.

B. BUILDING PERMIT APPLICATION TO REPLACE EXISTING FENCE

(Kim Lopez, 4115 Woodberry Street) Ward 7

To replace existing sections of 4' fence – one 25' section in the backyard and one 10' section in the side yard on Lot 3 and Block 31 at 4115 Woodberry Street.

C. BUILDING PERMIT APPLICATION TO REPLACE EXISTING FENCE AND TO ADD A NEW SECTION

(Fredrick Naikal, 4444 Wells Parkway) Ward 3

To replace 120' of fencing along Baltimore Avenue with 42" wooden picket fence and install 32' of new 42" wooden picket fence at the corner on Baltimore Avenue and Wells Parkway on Lot 1, Block 11 and Section 3 at 4444 Wells Parkway.

**D. BUILDING PERMIT APPLICATION TO INSTALL A BASEMENT EGRESS WINDOW
(Josua Escajeda, 6520 40th Avenue) Ward 2**

To install a 36"x 36" egress window in the basement on Lot 12&13, Block 21 and Section 5A at 6520 40th Avenue.

**E. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK, REPLACE EXISTING DRIVEWAY, WALKWAY AND STOOP, AND INSTALL BASEMENT EGRESS WINDOW
(Mark Harris, 4103 Tennyson Road) Ward 2**

To construct a 6.5'x 10.75' open deck with steps, replace 526 square foot driveway, repair and replace existing front stoop and walkway in-kind and install an egress window in the basement on Lot 2, Block 18 and Section 5B at 4103 Tennyson Road.

6. PUBLIC COMMENT

7. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS

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

B. COMMITTEE REPORTS AND COUNCIL COMMENTS

8. CONTINUING BUSINESS

A. DISCUSSION OF TOWN ADMINISTRATOR POSITION

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

9. NEW BUSINESS

A. DISCUSSION OF PROPOSED CHANGES TO THE CHARTER REGARDING ARTICLE V, REGISTRATION, NOMINATION AND ELECTIONS

Supervisor of Elections Stephanie Herold to outline proposed changes.

10. ADMINISTRATOR AND DEPARTMENT REPORTS

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

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

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

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

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

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

11. ADJOURNMENT

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

Agenda Item 4
Draft 9/14/20 Council Minutes



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
September 14, 2020
MINUTES**

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

Present: Mr. Biermann, 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: Mr. Caskey

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

4. APPROVAL OF MINUTES: *August 17, 2020*

Moved by: Ms. Wells

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

5. CONSENT AGENDA

Motion: To approve the following consent agenda items (A&B).

Moved by: Ms. Morrissey

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

**A. BUILDING PERMIT APPLICATION TO INSTALL A NEW WALKWAY
(Carsten Hesse, 4429 Underwood Street) Ward 3**

*To install a 72' x 3' walkway from the sidewalk connecting to new patio in the backyard on Lot 12,
Block 11 and Section 3 at 4428 Underwood Street.*

**B. BUILDING PERMIT APPLICATION TO INSTALL A DRYWELL
(Andrea and Ernesto Corrales, 6704 40th Avenue) Ward 3**

To install a 4" PVC drainage pipe 6" below ground level to direct water flow away from the house to deposit into a 50-gallon dry well and to install a 4" PVC overflow drainage pipe 6" below ground level from the drywell to the sidewalk on Lot 33, Block 39 and Section 7 at 6704 40th Avenue. Note: When the Town replaces the sidewalk, the Town will connect the drainage pipe under the new sidewalk allowing the water to outfall through the curb and into the gutter of the street.

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

6. PUBLIC COMMENT

- A resident expressed concerns about the installation of speed cameras. They would like to see data on the number of fatal, major and minor accidents in University Park in the past decade. They asked if the other traffic calming measures that have been installed (speed humps, flashing stop signs) failed to address the speeding problem. They asked what are the projected revenues and how much will be paid to the contractor for the service and maintenance of the camera? They believe that the traditional enforcement would be more flexible and less costly.
- A resident who lives on Adelphi Road thanked the University Park police department, Mickey Beall and Mayor Carey for installing the flashing stop signs, handing out citations, installing police speed monitoring on Adelphi Road and the request for hand-held and stationary speed cameras.
- A resident and members of his group submitted a letter to the Councilmembers requesting \$10,000 to support the Route 1 Community Cares Operation which will provide approximately 500 meals a week to those in need during the pandemic. They would like this topic to be added to the agenda for further discussion.
- A resident thanked those involved in all of the efforts to slow traffic in and around University Park.

7. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS

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

- On Monday, September 21 there will be a virtual Town Hall meeting regarding the September 10 rainfall and flooding. Details can be found on the Town website (upmd.org).
- Town Administrator Mr. Deutsch said that staff is preparing a report regarding flooding and various drainage issues to be presented at the next Council meeting on Monday, September 28.
- Mayor Carey will write a letter to the County Administrator expressing University Park's interest in joining in with the city of College Park and Prince George's County regarding the Calvert Hills Drainage Improvement project.
- As streets and sidewalks are being repaired, private drainage issues are also being addressed where water is deposited onto sidewalks. This creates a hazard especially during the winter months.

B. COMMITTEE REPORTS AND COUNCIL COMMENTS

Development Overview Committee - Mr. Biermann

- The Committee met on September 10 and discussion included an ATM machine that will be installed on the back lot of the Riverdale Park Station and a presentation from a representative from the HUB Development in College Park on a nine-story student housing facility.
- In response to a question about the hotel plans at Riverdale Park Station, Mayor Carey said that the hotel is still in the plans, but it will be a while.

Mr. Biermann - Ward 1

- In reference to the flooding on September 10, Mr. Biermann walked around to see where there were flooding issues. Flooding was bad on Sheridan Street and Tuckerman Street but Wells Parkway was extremely bad with water up to his thighs when standing on the sidewalk. Mr. Biermann suggested that a committee be formed on flooding and the impact of climate change.

Public Facilities and Services Committee - Mr. Caskey

No September meeting.

Ms. Wells - Ward 6

- In reference to flooding on September 10, Ms. Wells reported that 40th Avenue and Underwood had water over the curbs.

Mr. Stephen - Ward 7

- The Anacostia Bike Trail has flooded out and has sink holes. Fixing this is very important and he does not want this to slip down the priority list. He asked that Mayor Carey keep an eye on this issue.

Police, Traffic and Public Safety Committee - Mr. Schultz

No September meeting.

8. CONTINUING BUSINESS

A. ADOPTION OF LEGISLATIVE RESOLUTION 20-O-07: EXEMPTION FROM COUNTY LEGISLATION (*Second Reading*)

Motion: To adopt Legislative Resolution 20-O-07 to amend Chapter 1 “General Provisions”, by enacting §1-109, “Exemption from County legislation” of the Code of Ordinances of the Town of University Park, to exempt the Town of University Park, a municipal corporation, from all legislation heretofore or hereafter enacted by Prince George’s County, Maryland, relating to any subject upon which the Mayor and Common Council of the Town have heretofore been or are hereafter granted legislative authority either by public general law or by the Town Charter.

The earliest date this motion may be considered for passage is September 14, 2020.

Moved by: Ms. Verrill

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:

| | |
|---------------|-----|
| Mr. Biermann | Yea |
| Mr. Schultz | Yea |
| Ms. Morrissey | Yea |
| Ms. Verrill | Yea |
| Mr. Caskey | Yea |
| Ms. Wells | Yea |
| Mr. Stephen | Yea |

B. ADOPTION OF EMERGENCY LEGISLATIVE RESOLUTION 20-O-08: AMENDING CHAPTER 1 TO ALLOW SPEED MONITORING ZONES

Motion: To adopt emergency Legislative Resolution 20-O-08 to amend Chapter 1 “General Provisions”, by enacting §9-109, “Speed monitoring system” of the Code of Ordinances of the Town of University Park, to conform the Town code language with that of amended §21-809 of the Transportation Article, Annotated Code of Maryland, to include mobile in addition to stationary cameras, and to include zones within ½ mile of an institute of higher education.

The earliest date this motion may be considered for passage is September 14, 2020. If adopted, it will take effect immediately.

Moved by: Mr. Biermann

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:

| | |
|---------------|-----|
| Mr. Biermann | Yea |
| Mr. Schultz | Yea |
| Ms. Morrissey | Yea |
| Ms. Verrill | Yea |
| Mr. Caskey | Yea |
| Ms. Wells | Yea |
| Mr. Stephen | Yea |

9. NEW BUSINESS

A. APPROVE AMENDMENT TO UPPD GENERAL ORDER SECTION 400.4, *ELECTRONIC CONTROL DEVICES (ECD) OR TASERS*

Motion: To approve amendment of the General Order Manual revising section 400.4, *Electronic Control Devices* to establish guidelines for the deployment of the Electronic Control Device (ECD) or Taser.

Moved by: Mr. Caskey

Seconded by: Ms. Verrill

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:

| | |
|---------------|-----|
| Mr. Biermann | Yea |
| Mr. Schultz | Yea |
| Ms. Morrissey | Yea |
| Ms. Verrill | Yea |
| Mr. Caskey | Yea |
| Ms. Wells | Yea |
| Mr. Stephen | Yea |

B. RESOLUTION 2020-R-06: TO ESTABLISH SCHOOL ZONES AND OPERATION OF SPEED MONITORING SYSTEMS

Motion: To adopt Resolution 2020-R-06 authorizing establishment of school zones and the authority to proceed with operation of fixed and mobile speed monitoring systems.

Moved by: Ms. Verrill

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

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

Note: Mayor Carey stated that State approvals are still needed, so it will be a while before the zones are enforceable and cameras can be deployed.

C. POLICE DEPARTMENT SURPLUS VEHICLES

Motion: To declare as surplus a 2012 Chevy Sedan Impala (VIN # 2G1WD5E31C1325787), a 2013 Chevy Sedan Impala (VIN # 2G1WD5E37D1188680) and a 2012 Chevy Sedan Impala (VIN # 2G1WD5E31C1186387) and to authorize the Chief of Police to sell the vehicles.

Moved by: Ms. Wells

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

D. INFRASTRUCTURE PROJECT STATUS REPORT

Public Works Director Mickey Beall gave an update on the infrastructure project.

- The construction project began on July 6.
- Mr. Beall listed all the streets and sidewalks that have been paved. This information will be available on the Town website.
- Preliminary drawings for Queens Chapel Road have been received. Full length design plans will be available by October 1.
- The Adelphi Field path will be the next project and it is expected to be completed by the end of the month.
- The path from Adelphi Road to 41st Avenue has been replaced. Direct connections have been added from the sidewalks on 40th and 41st to the park path.

10. TOWN ADMINISTRATOR’S REPORT

- At the next Council meeting scheduled for September 28, the discussion will continue from the July 6 meeting on the Town Administrator’s position.
- Ms. Verrill acknowledged the “unfinished business” list that has been provided to Councilmembers. She would like to address this list at future meetings. For easy reference, she suggested adding a column for “documentation” that would provide a link for each item.

11. ADJOURNMENT by consent at 9:06 p.m.

Agenda Item 5A
Thome Building Permit Application
at 4108 Van Buren Street



Building Permit Application

◆ The Town of University Park ◆

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

For Office Use Only

Ward # 7 Date Received: 9/15/20

Permit Application: Approved
Rejected

Check/Cash Amt: \$10

Permit Number: _____

Date Issued: _____

Name of Applicant(s): Leatha Thome

Telephone Number: (301) 789-3111 Home (301) 789-3111 Cell _____

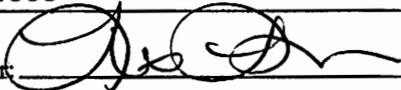
Work: _____ Email: myuptownoffice@gmail.com

Street Address of Property: 4108 Van Buren St, University Park, MD 20782

Lot Number: 12 Block Number: 31 Section Number: _____

Person/Company Doing the Work: Moises Lopez Diaz

Address/Phone: 301-275-4668

Signature of Property Owner:  Date: 09/15/20

Description of Work

Check all that apply:

Fence: Height: 4 Feet, Material: Pressure Treated Pine, Style: Spaced Picket

Outbuilding: Dimensions: _____, Height at Apex: _____

Materials: _____

Other: (Please Specify): _____

Dimensions: _____, Height at Apex: _____

Materials: _____

Please Specify Reason for Structure: Existing Fence between 4115 Woodberry back yard and our backyard. Both the owners of the shared fence have agreed to remove and replace the 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))= \$ _____

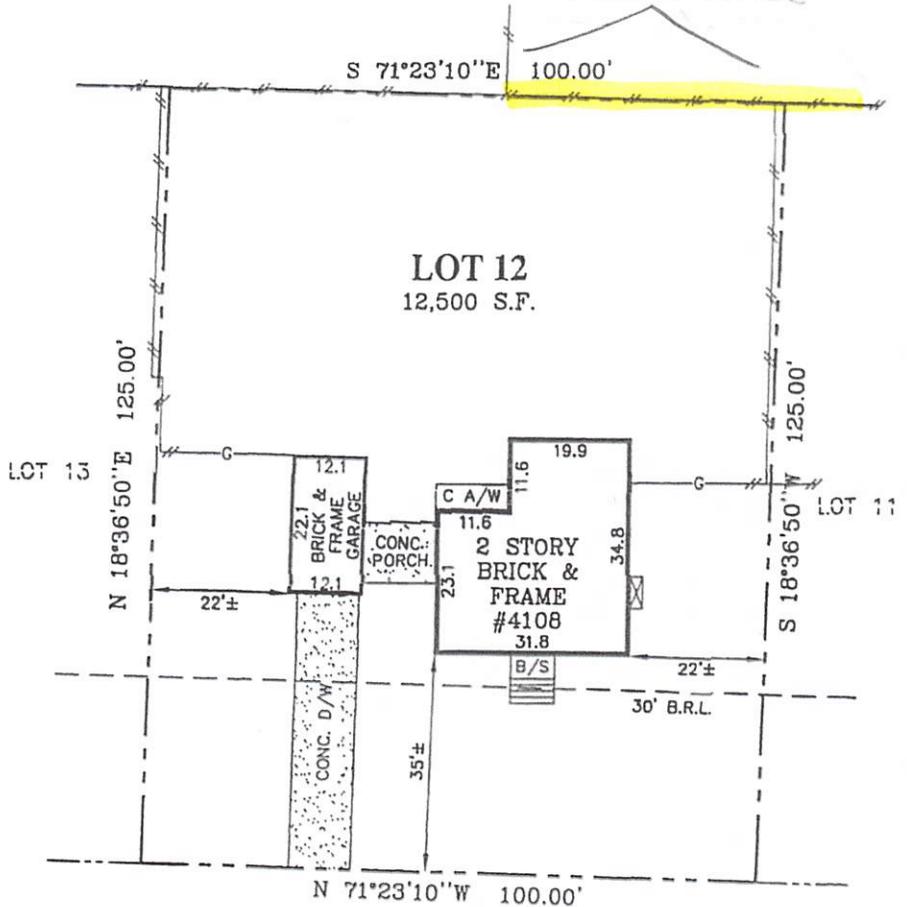
Caution: To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.

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.



Remove and Replace Picket fence



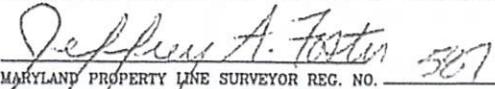
Notes

1. Flood zone "C" per H.U.D. panel No. 0025C.
2. 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. Fences, if shown, have been located by approximate methods.

LOCATION DRAWING
 LOT 12, BLOCK 31
 PLAT NO. 2
 THE VILLAGE
 UNIVERSITY PARK
 PRINCE GEORGE'S COUNTY, MARYLAND

VAN BUREN STREET
 (60' R/W PER PLAT)



| SURVEYOR'S CERTIFICATE | | REFERENCES |  SNIDER & ASSOCIATES LAND SURVEYORS 20270 Goldenrod Lane, Suite 110 Germantown, Maryland 20878 301/948-5100, Fax 301/948-1288 |
|--|---|------------------------------|---|
| "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. BB15 PLAT NO. 76 | |
| LIBER FOLIO |  MARYLAND PROPERTY LINE SURVEYOR REG. NO. 507 | DATE OF LOCATIONS | SCALE: 1" = 30' |
| | | WALL CHECK: | DRAWN BY: B.A.S.-E.H. |
| | | HSE. LOC.: 2-24-09 | JOB NO.: 07-3593 |

09-420



Agenda Item 5B
Lopez Building Permit Application
at 4115 Woodberry Street



Building Permit Application

◆ The Town of University Park ◆

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

For Office Use Only
Ward # 7 Date Received: 9/21/20
Permit Application: Approved []
Rejected []
Check/Cash Amt.: \$10
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Kim Lopez

Telephone Number: () 703-282-9980 Home () _____ Cell _____

Work: _____ Email: Kimlopez623@icloud.com

Street Address of Property: 4115 Woodberry St. University Park, MD 20782

Lot Number: 3 Block Number: 31 Section Number: _____

Person/Company Doing the Work: Moises Lopez

Address/Phone: Laurel, MD / 301-275-4468

Signature of Property Owner:  Date: 09/21/2020

Description of Work

Check all that apply:

Fence: Height: 4 feet, Material: Treated Wood, Style: Spaced Picket

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

Other: (Please Specify):
Dimensions: _____, Height at Apex: _____
Materials: _____

Please Specify Reason for Structure: Replace and repair current fence, like for like, same location.
approx length 35 feet long -25' section in the back yard and 10' section in the side yard.

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

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

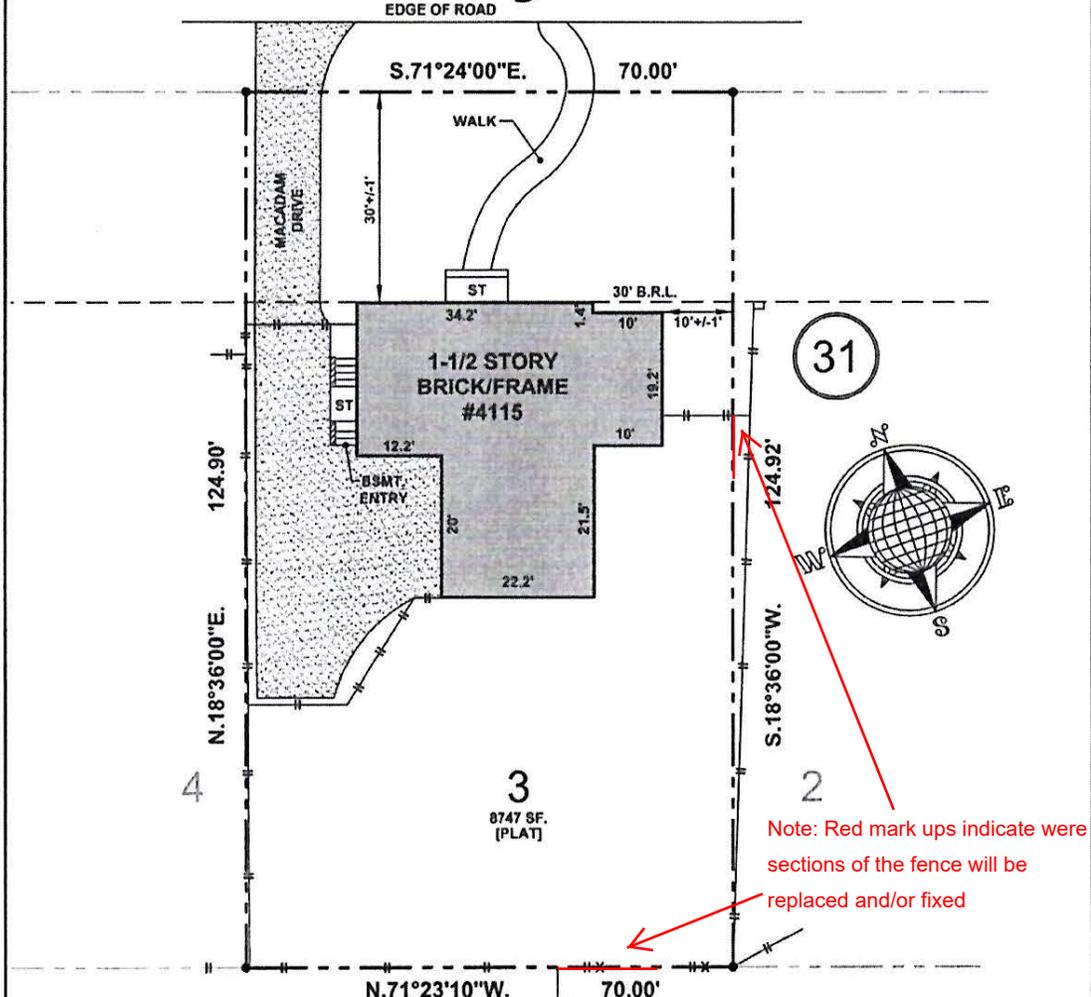
Permit and Non-Refundable Filing Fee Paid (\$10 + 10% of County permit fee (if applicable))= \$ 10.00

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.

Landtech Associates, Inc.

10260 Old Columbia Road Rivers Center - Suite "J"
 Columbia, Md. 21046
 Phone: 410-290-8099 Fax: 410-290-8299
 email: landtechsurvey@comcast.net
 NOTE: NOT TO BE USED FOR ISSUANCE OF PERMITS

Woodberry Street



Review and Accepted
 x KAL
 x _____



- NOTES:**
- 1) This plat is of benefit to the 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 re-financing
 - 2) This plat is not to be relied upon for the establishment or location of fences, garages, buildings or other existing or future improvements.
 - 3) This plat does not provide for the accurate identification of property lines, but such identification may not be required for the transfer of title or securing financing or re-financing
 - 4) No title report furnished.
 - 5) Property line survey recommended to determine the exact location of improvements and/or encroachments, if any.
 - 6) Property subject to any / all rights-of-way, easements, and / or covenants of record and / or imposed by law

Certification: This is to certify that the improvements indicated hereon are located as shown.

Graden A. Rogers
 GRADEN A. ROGERS- Propt. L.S. MD. Lic. No 119

| | | | |
|---|-----------|-----------------------|---------------------------------|
| LIBER: | FOLIO: | 4115 Woodberry Street | |
| LOT: 3 | BLOCK: 31 | SECTION: | PLAT: |
| PLAT ENTITLED: The Village University Park | | | |
| RECORDED IN: Prince George's County, Maryland | | SCALE: 1"=20' | CASE NO: 190195PM |
| PLAT BOOK: 8 | PAGE: | PLAT NO: 57 | DATE: 3/15/19 JOB NO: LT2190370 |

Agenda Item 5C
Naikal Building Permit Application
at 4444 Wells Parkway



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

| | |
|----------------------------|-----------------------------------|
| <i>For Office Use Only</i> | |
| Ward # <u>3</u> | Date Received: <u>9/9/20</u> |
| Permit Application: | Approved <input type="checkbox"/> |
| | Rejected <input type="checkbox"/> |
| Check/Cash Amt.: | <u>\$10</u> |
| Permit Number: | _____ |
| Date Issued: | _____ |

Name of Applicant(s): Fredrick Naikal

Telephone Number: (301) 404-4603 Home () _____ Cell _____

Work: _____ Email: frednaikal@gmail.com

Street Address of Property: 4444 Wells Parkway

Lot Number: 1 Block Number: 11 Section Number: 3

Person/Company Doing the Work: Jeff Clark/Hometown Landscape

Address/Phone: P.O.Box 4727, Silver Spring, MD 20914/ 240-602-1875

Signature of Property Owner: Fredrick Naikal Date: 09/08/2020

Description of Work

Check all that apply:

Fence: Height: 42 inches, Material: Wood, Style: Picket

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

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

Please Specify Reason for Structure: Replacement for exisiting broken and damaged chain link 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

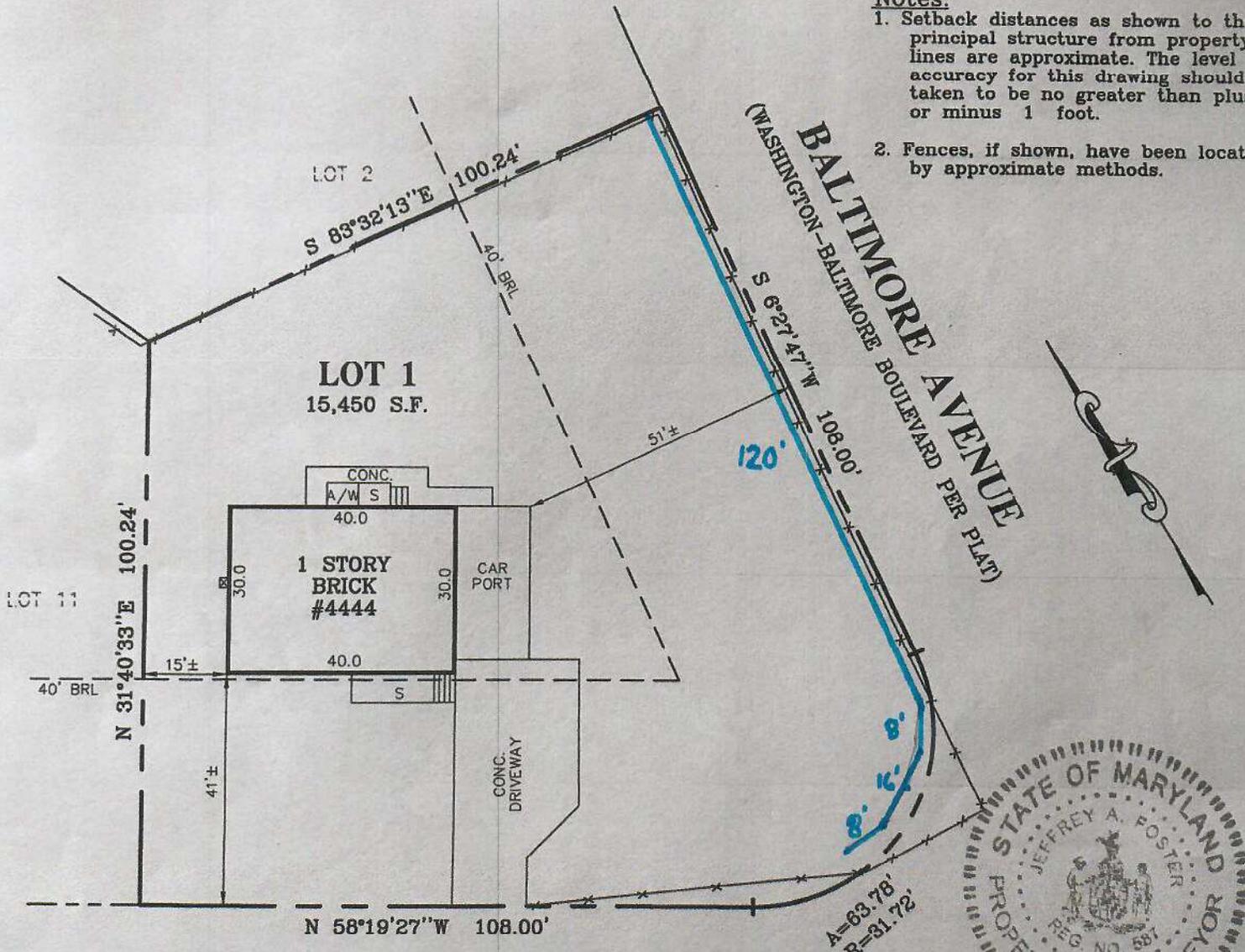
Caution: *To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.*

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, if shown, have been located by approximate methods.



WELLS PARKWAY

(120' R/W)
(WELLS BOULEVARD PER PLAT)

LOCATION DRAWING
LOT 1, BLOCK 11, SECTION THREE
UNIVERSITY PARK
PRINCE GEORGE'S COUNTY, MARYLAND

SURVEYOR'S CERTIFICATE

REFERENCES



**SNIDER & ASSOCIATES
LAND SURVEYORS**

20270 Goldenrod Lane, Suite 110
Germantown, Maryland 20876
301/948-5100 Fax 301/948-1286

"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. 3
PLAT NO. 16

DATE OF LOCATIONS

SCALE: 1" = 30'

WALL CHECK:

DRAWN BY: J.T.H.

LIBER

HSE. LOC.: 3-16-12

JOB NO.: 12-00866

FOLIO

Jeffrey A. Foster

MARYLAND PROPERTY LINE SURVEYOR REG. NO. 587
Expires: 04-02-2013

Fence Installation Workplan

*Naikal Residence
4444 Wells Pkwy
University Park, MD 20782*

Proposed Tasks:

- Removal and disposal of all shrubs, trees, stumps and overgrowth along the currently existing fence that runs along Route 1. To include grinding of stumps as needed, removal of grindings and root zones.
- Installation of approximately 2" of topsoil or as needed, fine grade entire area and seed with tall fescue seed upon completion.
- Removal and disposal of approximately 140 linear feet of chain link fence along Route 1.
- Removal and disposal of approximately 85 linear feet of chain link fence along Wells Parkway.
- Installation of approximately 120 linear feet of 42" tall picket fencing along Route 1.
- Installation of a rounded section of 42" tall picket fencing that is comprised of three parts that are 8 feet, 16 feet and 8 feet in length. This section is to be installed within the property line at the corner facing the intersection of Route 1 and Wells Parkway.
- Total length of the installed picket fence that includes the section along Route 1 and the rounded section at the corner to be approximately 152 linear feet.

Fence Specifications:

- Fence to be 42" tall
- All material to be pressure treated lumber
- Posts: 4" x 4" set in concrete footing
- Framing: 2" x 4"
- Slats: 1" x 4" Gothic style



Agenda Item 5D
Escajeda Building Permit Application
at 6520 40th Avenue



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 # 2 Date Received: 9/23/20
Permit Application: Approved
Rejected
Check/Cash Amt.: \$45.70
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Joshua Escajeda

Telephone Number: (347) 365-0104 Home () _____ Cell _____

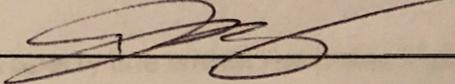
Work: _____ Email: josh.escajeda@gmail.com

Street Address of Property: 6520 40th Ave

Lot Number: _____ Block Number: 21 Section Number: 5A

Person/Company Doing the Work: American Window & Siding of VA, Inc

Address/Phone: 10516 Detrick Ave, Kensington, MD 20895

Signature of Property Owner:  Date: 9/22/20

Description of Work

Check all that apply:

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

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

Other: *(Please Specify):* Egress window well and expanded window opening for egress window
Dimensions: 36" X 36", Height at Apex: 4"
Materials: Gravel, galvanized window well with ladder, inswing basement window

Please Specify Reason for Structure: Finishing basement. Need egress window per safety code.

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))= \$ 45.70
(\$357)

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

PRINCE GEORGE'S COUNTY

PERMIT

ISSUANCE DATE : Jun-26-2020

EXPIRATION DATE :

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

PROPERTY OWNER

JOSHUA ESCAJEDA & CLARA CORNELIUS
6520 40TH AVE
UNIVERSITY PARK, MD 20782 (347) 365-0104



CONTRACTOR

JOSHUA ESCAJEDA
6520 40TH AVE
HYATTSVILLE, MD 20782 (347) 365-0104
LICENSE NUMBER: **HOMEOWNER**

OCCUPANT

ARCHITECT

TYPE OF PERMIT : **DPIE R**
 WORK DESCRIPTION : **renovating basement storage to get an added bedroom with egress window.**
 EXISTING USE : **SFD**
 USE (DER PROPOSED) : **SFD**
 SUBDIVISION : **UNIVERSITY PARK**

OWNERSHIP : HEIGHT FT : 7
 LIBER : 37564 WIDTH FT : 28
 FOLIO : 006 DEPTH FT : 36
 ED/ACCT NO. : 19 / 2163400 NO STORIES :
 LOT : DWELL UNTS :
 BLOCK : 21 PARKING SP :
 TAX MAP : 042 LIVE LOAD :
 SCD : USE GROUP :
 SPEC EXCEPT : TYPE CONST :

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

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

Conditions

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

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

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

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

Melinda Bolling

INSPECTION AREA :

INSPECTION APPROVALS

Melinda Bolling

| BUILDING INSPECTOR | HEALTH | ELECTRICAL | PLUMBING | FIRE MARSHALL |
|--------------------|--------|------------|----------|---------------|
| APPROVED : | | | | |

Payment Receipt: DPIE Permits, Inspections and Enforcement

noreply@co.pg.md.us <noreply@co.pg.md.us>
Reply-To: donotreply@velocitypayment.com
To: josh.escajeda@gmail.com

Mon, Jun 22, 2020 at 4:00 PM

Successful Payment Receipt

Please print this receipt for your records

Remittance ID: sxf4aw2tmluhrwka0z4qxa1u

Received: June 22, 2020 03:59PM EDT

Permit Number: 19412-2020-0/DPIE R

Telephone Number: 347-365-0104

Amount: \$357.00

Service Fee: \$8.75

Service Fee Type: Dual Transaction

Total Amount: \$365.75

Transaction Type: Authorization and Capture

Approval Code: 29234Z

Card Information:



Billing information: Address Line 1: [6520 40th Ave](#)

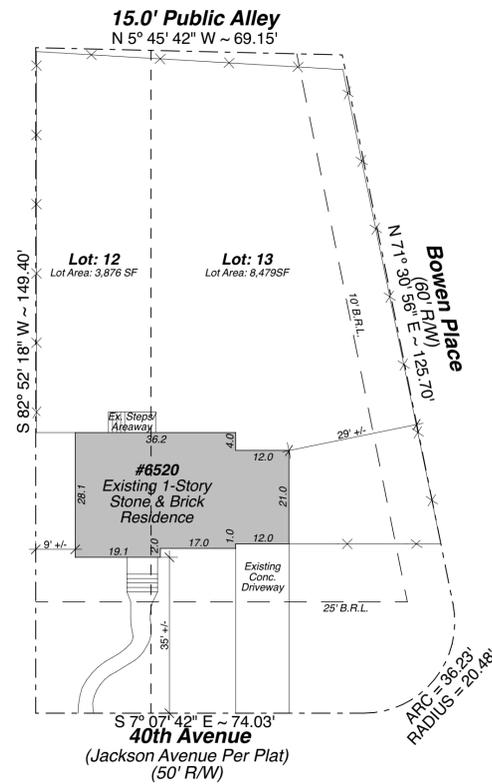
[Country: United States](#)

[State: MD](#)

[City: HYATTSVILLE](#)

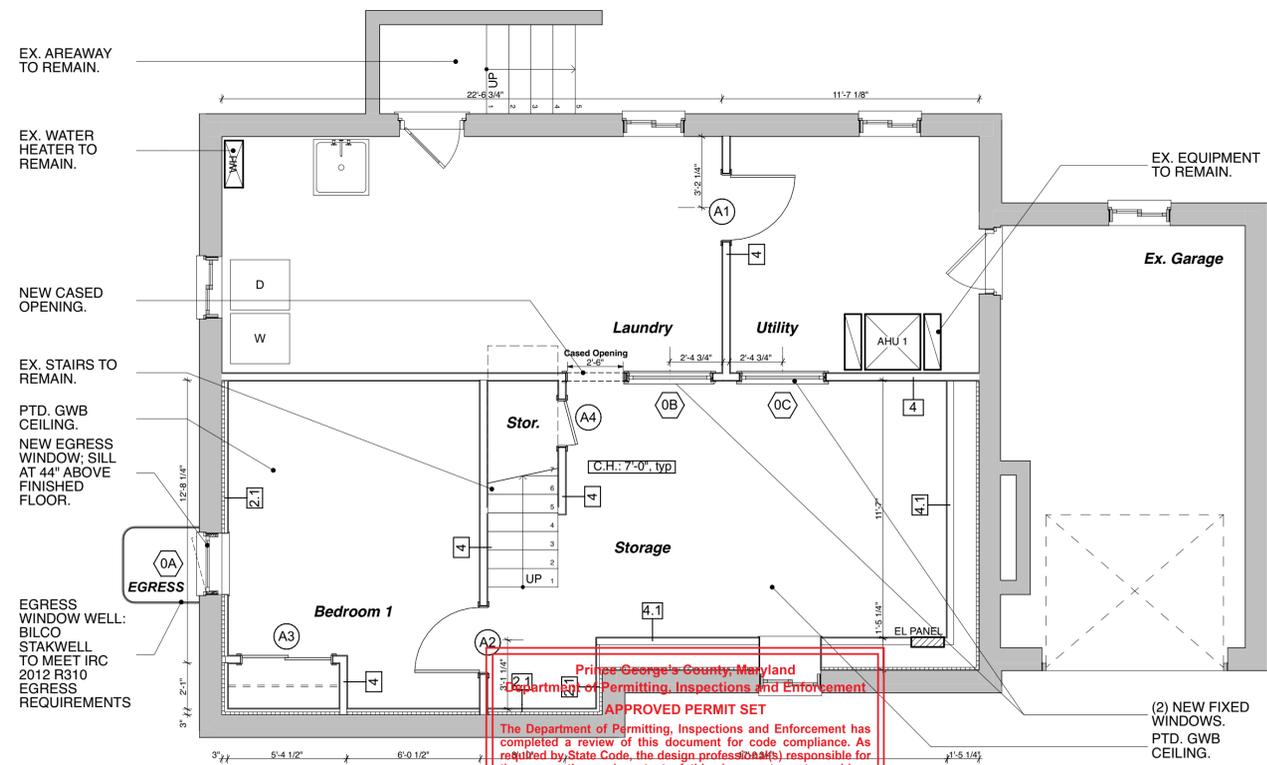
[ZIP Code: 20782](#)

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1 EXISTING SITE PLAN / PLAT
A3-0 1" = 20'

2 BASEMENT, DEMOLITION PLAN
A3-0 1/4" = 1'-0"



3 BASEMENT, PROPOSED PLAN
A3-0 1/4" = 1'-0"

| Exterior Door and Window Schedule | | | | | |
|-----------------------------------|-----------|----------|----------------|------|--------------|
| Mark | Room Name | Item | Dims (F.S.) | Qty. | Remarks |
| 0A | Bedroom 1 | Casement | 2'-9" x 3'-6" | 1 | NOTES 1 & 2. |
| 0B | Storage | Fixed | 3'-11" x 1'-4" | 1 | |
| 0C | Storage | Fixed | 3'-11" x 1'-4" | 1 | |

Exterior Door and Window Schedule Notes

- Window is sized to meet the requirements for Emergency Escape and Rescue Openings section R310.1 of IRC building code. Window symbols on plans and elevations with an "E" represent a window sized for egress.
- Window or Door is tempered to meet the requirements for Glazing in Hazardous Locations section R308.4 of IRC building code. Window symbols on plans and elevations with a "T" represent a window that has tempered glazing.

| Interior Door Schedule | | | | | |
|------------------------|-----------|--------|----------------|------|--------------|
| Mark | Room | Type | Dimensions | Qty. | Hardware Set |
| A1 | Laundry | | 2'-11" x 6'-8" | 1 | Passage |
| A2 | Bedroom 1 | | 2'-11" x 6'-8" | 1 | Privacy |
| A3 | Bedroom 1 | Bypass | 4'-0" x 6'-8" | 1 | Sliding |
| A4 | Storage | | 2'-0" x 5'-0" | 1 | Passage |

Interior Door Schedule Notes

- Wood doors, pre-hung in frame. Panel layout to match existing, U.N.O.
- All doors to be paint grade, U.N.O.

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

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

Case Name: ESCAJEDA BASE RENOV/EGRESS WIN
Case Number (Permit #): 19412-2020-0
Case Type: R
Issuance Date: 06/23/20
Address: 6520 40TH AVE HYATTSVILLE, Maryland 20782

Lot(s), Block(s) and Parcel(s):
Lot and Block 21

DEMOLITION NOTES

- General Contractor is responsible for all construction means and methods, job safety, and conformance to codes.
- General Contractor shall bring to Architect's attention discrepancies between field conditions and drawing intent.
- Remove all unused electrical, telephone and data lines where accessible and properly terminate.
- Locate all water shut-off valves & cut off to all plumbing fixtures to be demolished.
- Contractor to remove and cap supply, vent, and waste lines in walls to be demolished.
- General Contractor to confirm with Owner prior to any shrubbery or plant removal.

DEMOLITION LEGEND

- EXISTING WALL TO REMAIN
- WALL TO BE REMOVED
- DOOR TO BE REMOVED/REUSED
- WINDOW TO BE REMOVED

Approved for Soils, Grading and Drainage
By: [Signature] 6-1-2020
Permit #: 19412-2020-0

-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.

CONSTRUCTION LEGEND

- EXISTING WALL TO REMAIN
- NEW WALL
- EXISTING DOOR TO REMAIN
- NEW DOOR
- EXISTING WINDOW TO REMAIN
- NEW WINDOW

NOTE: All interior walls are wall type 4, U.N.O.

Wall Legend

| ID | Description |
|-----|---|
| 2.1 | 2x4 wood stud at 16" o.c. laid flat with 1/2" GWB one side only, over min. R-13 rigid insulation. |
| 4 | 2x4 wood studs @ 16" o.c. with 1/2" GWB, each side, typ. |
| 4.1 | 2x4 wood studs @ 16" o.c. with 1/2" GWB one side only, over min. R-13 rigid insulation. |

Approved for egress window and interior ren

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

2012
ARCHITECTS, LLC
4818 MacARTHUR BLVD NW
WASHINGTON DC 20007
www.mvarchitects.com
TELE: 202.489.1103

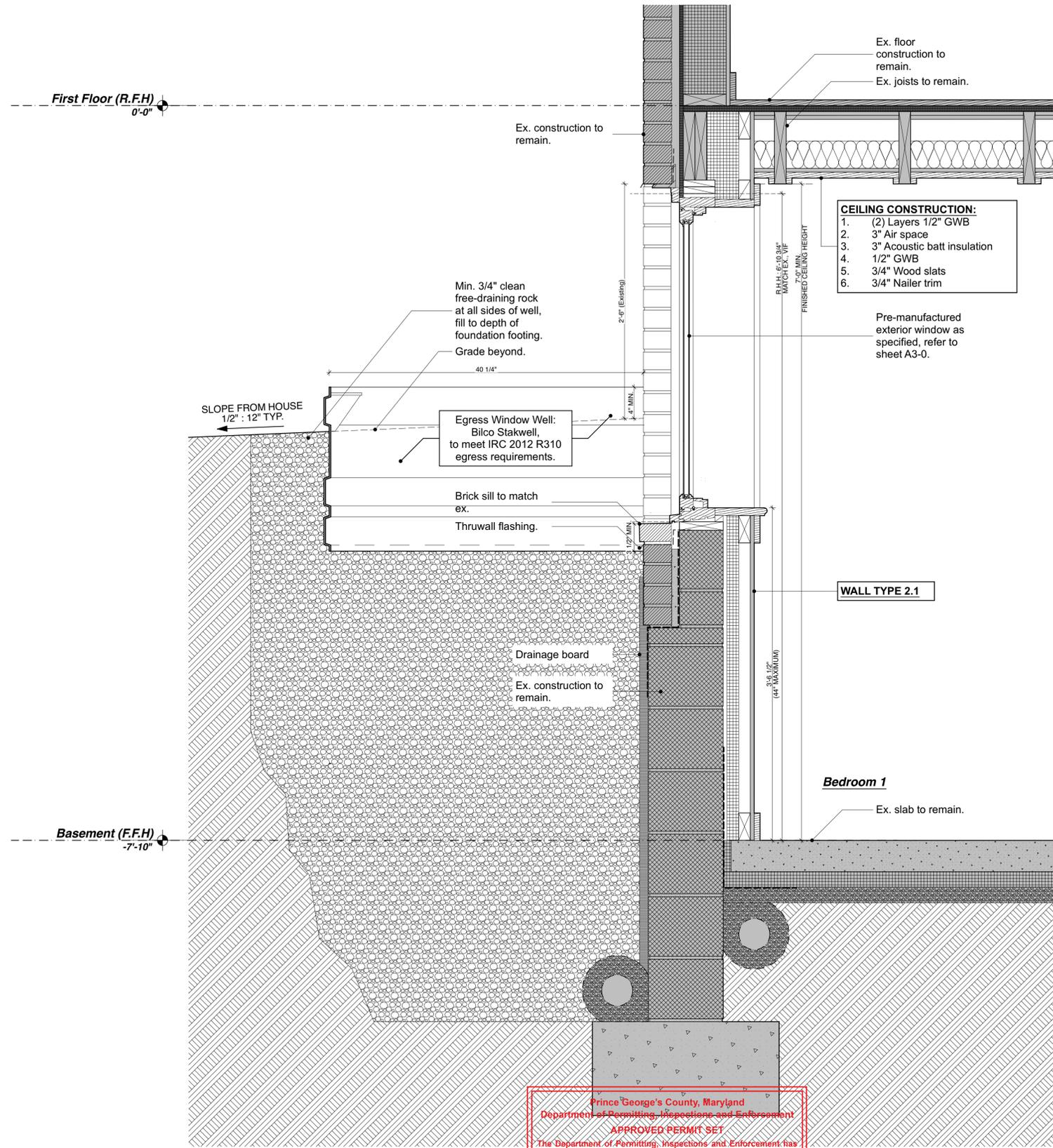
Professional Certification:
I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number 19857, expiration date March 18, 2021

ESCAJEDA RESIDENCE
6520 40TH AVE
UNIVERSITY PARK, MD 20782

DRAWING: FLOOR PLANS
ISSUED: 27 APRIL 2020 FOR PERMIT

Sheet
A3-0





NOTE: All interior walls are wall type 4, U.N.O.

| Wall Legend | |
|-------------|---|
| ID | Description |
| 2.1 | 2x4 wood stud at 16" o.c. laid flat with 1/2" GWB one side only, over min. R-13 rigid insulation. |
| 4 | 2x4 wood studs @ 16" o.c. with 1/2" GWB, each side, typ. |
| 4.1 | 2x4 wood studs @ 16" o.c. with 1/2" GWB one side only, over min. R-13 rigid insulation. |

- CEILING CONSTRUCTION:**
- (2) Layers 1/2" GWB
 - 3" Air space
 - 3" Acoustic batt insulation
 - 1/2" GWB
 - 3/4" Wood slats
 - 3/4" Nailer trim



1 WALL SECTION THRU WINDOW WELL
 A5-0 1 1/2" = 1'-0"

Prince George's County, Maryland
 Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
 The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.
 Case Name: ESCAJEDA BASE RENOV/EGRESS WIN
 Case Number (Permit #): 19412-2020-0
 Case Type: R
 Issuance Date: 06/23/20
 Address: 6520 40TH AVE HYATTSVILLE, Maryland 20782
 Lot(s), Block(s) and Parcel(s):
 Lot and Block 21



2012

 ARCHITECTS, LLC
 4818 MacARTHUR BLVD NW
 WASHINGTON DC 20007
 www.mvarchitects.com
 TELE: 202.489.1103

Professional Certification:
 I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number 19857, expiration date March 18, 2021

ESCAJEDA RESIDENCE
 6520 40TH AVE
 UNIVERSITY PARK, MD 20782

DRAWING: Wall Section
 ISSUED: 27 APRIL 2020 FOR PERMIT

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

Sheet
A5-0

Agenda Item 5E
Harris Building Permit Application
at 4103 Tennyson Road



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 # 2 Date Received: 9/23/20
Permit Application: Approved []
Rejected []
Check/Cash Amt.: \$79.80
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Mark Edward Harris

Telephone Number: (301) 832-7453 Home (301) 832-7453 Cell

Work: 301-832-7453 Email: harris.mark.edward@gmail.com

Street Address of Property: 4103 Tennyson Road

Lot Number: 2 Block Number: 18 Section Number: 5B

Person/Company Doing the Work: Rinker Renovations

Address/Phone: 6701 Park Hall Drive, Laurel, MD 20707

Signature of Property Owner: Mark Edward Harris Date: 9/22/2020

Description of Work

Check all that apply:

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

Outbuilding: Dimensions: _____, Height at Apex: _____

Materials: _____

Other: (Please Specify): First floor new rear deck & steps. Renovated space, expanded kitchen. Basement new full bath & egress window. Finish basement. Exterior replace existing driveway & front walk. Repair front stoop.

Dimensions: _____, Height at Apex: _____

Materials: _____

Please Specify Reason for Structure: Improve house. Repair/replace drive way, walk, stoop.

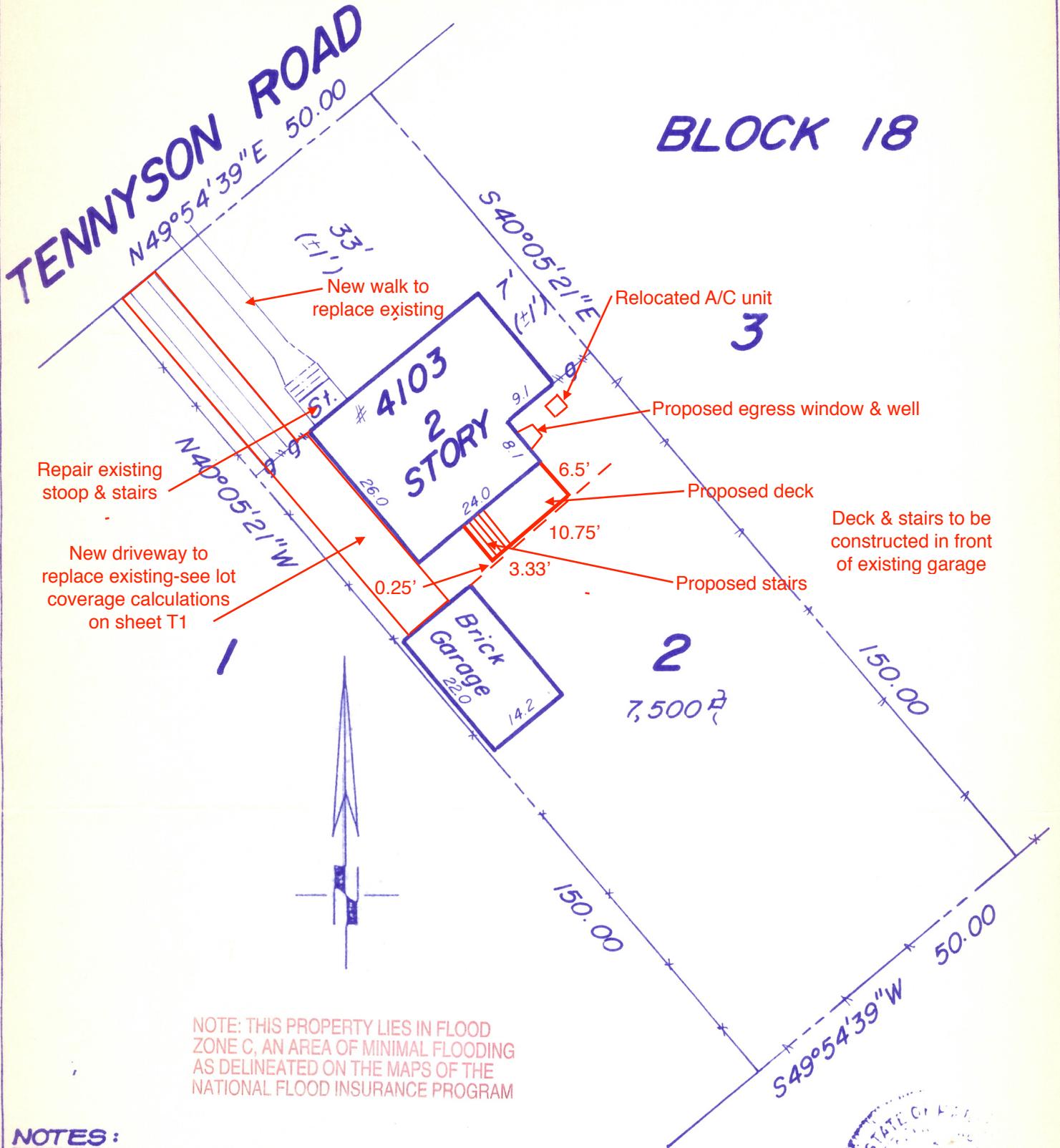
POD or Dumpster (check one) Unit will be placed on the property: _____ or on the street: _____

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

Permit and Non-Refundable Filing Fee Paid (\$10 + 10% of County permit fee (if applicable))= \$ 79.80

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.

BLOCK 18



NOTES:

1. The plat 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 re-financing.
2. The plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements.
3. The plat 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.

NO TITLE REPORT FURNISHED

LOCATION PLAT OF:
 4103 TENNYSON ROAD
 Prince George's County, Maryland
 SUBDIVISION
 Section 5-B

UNIVERSITY PARK

LOT: 2
 PLAT BOOK: 8
 DATE: Nov. 29, 2000
 CASE NO: 00-859

BLOCK: 18
 PLAT NO: 74
 SCALE: 1" = 20'
 FILE NO: HT200182

CERTIFICATION: I hereby certify that the position of the significant visible improvements on the above described property has been carefully established in compliance with the "Minimum Standards of Practice" for the State of Maryland.

Graden A. Rogers
 GRADEN A. ROGERS ~ PROP. L.S. MD. LIC. NO. 119

PRINCE GEORGE'S COUNTY

PERMIT

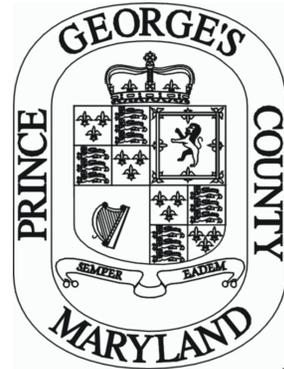
ISSUANCE DATE : Sep-22-2020

EXPIRATION DATE :

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

PROPERTY OWNER

MARK E HARRIS
 4103 TENNYSON RD
 HYATTSVILLE, MD 20782 (301) 832-7453



CONTRACTOR

RINKER RENOVATIONS INC
 6701 PARK HALL DR
 LAUREL, MD 20707 (202) 497-1282
 LICENSE NUMBER: 137204

OCCUPANT

ARCHITECT

TYPE OF PERMIT : **DPIE RG**

WORK DESCRIPTION : **Exterior: 6.5'x10.75' open deck with steps, 526 sq. ft driveway and to repair/replace existing stoop and walkway in-kind 1st Floor: Renovated space, expand kitchen. 2nd Floor:N/A Basement: New full bath & egress window. Finish existing basement w/new**

EXISTING USE : **SFD**

USE (DER PROPOSED) : **SFD**

SUBDIVISION : **UNIVERSITY PARK**

| | | | | |
|----------------------------|--------------|-----|-----------------|---|
| OWNERSHIP : | HEIGHT FT : | 28 | ELECTRICITY : | |
| LIBER : 32313 | WIDTH FT : | 15 | CENTRAL A/C : | |
| FOLIO : 271 | DEPTH FT : | 5 | ELEVATOR : | |
| ED/ACCT NO. : 19 / 2126969 | NO STORIES : | | ESCALATOR : | |
| LOT : 2 | DWELL UNTS : | | BASEMENT : | |
| BLOCK : 18 | PARKING SP : | | BOILER NUMBER : | |
| TAX MAP : 042 | LIVE LOAD : | | CBCA : | N |
| SCD : | USE GROUP : | R-3 | HISTORICAL : | N |
| SPEC EXCEPT : | TYPE CONST : | 5A | SIGN NUMBER : | |

OCCUPANCY LOAD : 1000

SITE CERTIFICATE :

STRUCTURE CERT :

SEWER : WSSC

WATER : WSSC

HEATING :

PARCEL :

Conditions

Must comply with Sec. 27-420. Fences and walls. Please note: Except for fences less than four (4) feet in height, fences not requiring a permit, and fences on land assessed as agricultural uses, all structural support (vertical posts and horizontal rails) shall face the interior of the subject lot.

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

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

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

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

Melinda Bolling

Melinda Bolling

| INSPECTION APPROVALS | | | | |
|----------------------|--------|------------|----------|---------------|
| BUILDING INSPECTOR | HEALTH | ELECTRICAL | PLUMBING | FIRE MARSHALL |
| APPROVED : | | | | |



Mark Edward Harris <harris.mark.edward@gmail.com>

Payment Receipt: DPIE Permits, Inspections and Enforcement

1 message

noreply@co.pg.md.us <noreply@co.pg.md.us>
Reply-To: donotreply@velocitypayment.com
To: harris.mark.edward@gmail.com

Sat, Sep 19, 2020 at 1:47 PM

Successful Payment Receipt

Please print this receipt for your records

Remittance ID: rh3vdhhe32wzwrmskngle

Received: September 19, 2020 01:47PM EDT

Permit Number: 32585-2020-0/DPIE RG

Telephone Number: 3018327453

Amount: \$698.00

Service Fee: \$17.10

Service Fee Type: Dual Transaction

Total Amount: \$715.10

Transaction Type: Authorization and Capture

Approval Code: 01979B

Card Information: Discover

Mark E Harris


Billing information: Address Line 1: [4103 Tennyson Rd](#)

[Country: United States](#)

[State: MD](#)

City: University Park

ZIP Code: 20782

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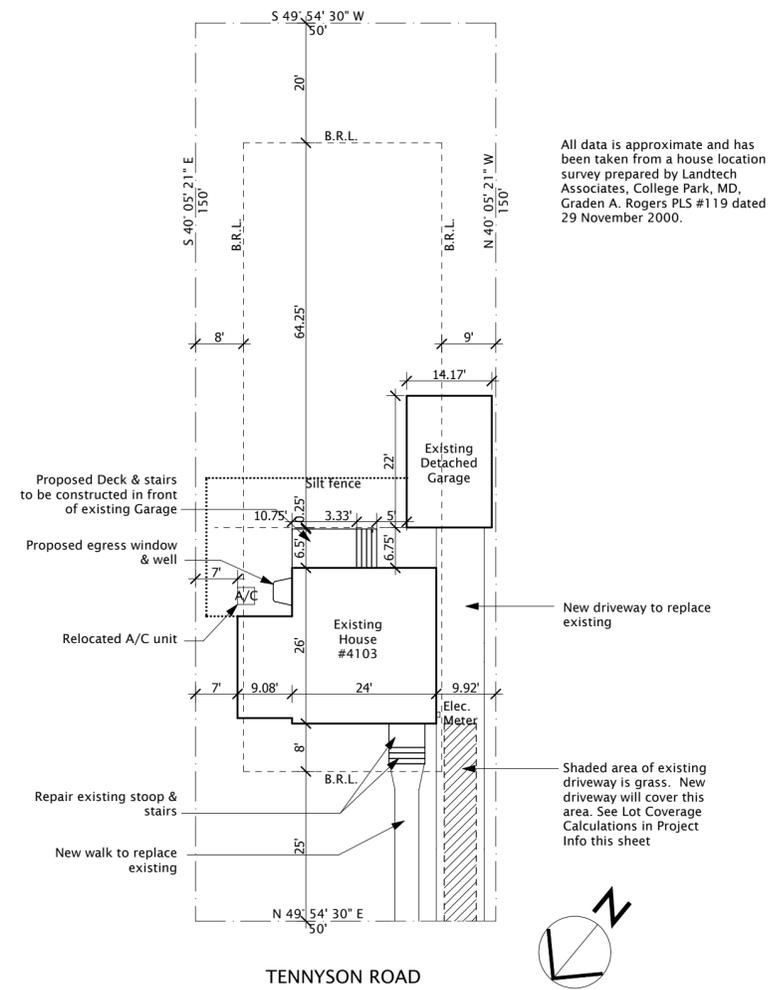
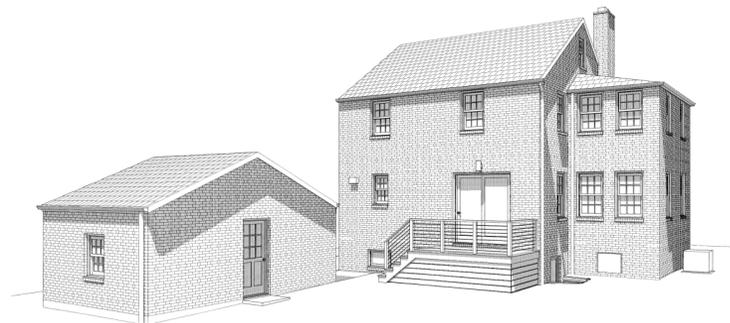
PROJECT INFO:

EXISTING HOUSE: Two story brick with unfinished Basement and Attic single family home constructed in 1938. Brick & block exterior walls. Existing detached Garage.
SCOPE OF WORK:
First Floor: New rear deck and steps. Renovated space to include expanded Kitchen.
Second Floor: No work.
Basement: New full bath and egress window. Finish existing basement with new insulation, electrical and drywall.
Exterior: Replace existing driveway & front walk. Repair existing front stoop.

| | | | | |
|--|---|------------------|------------------|-------------------------------|
| ADDRESS: | 4103 Tennyson Road University Park, MD 20782 | | | |
| LOCATION: | Lot 2, Block 18, Plat Book 8, Plat No. 74 Section 5-B, University Park | | | |
| LOT AREA: | 7,500 SF | | | |
| ZONING: | Zone R-55 | | | |
| SETBACKS: | ALLOWED: | EXISTING: | PROPOSED: | |
| FRONT: | 25' | 32' | 32' | |
| SIDE: | 8' / 9' | 7' / 9.92' | 7' / 9.92' | |
| REAR: | 20' | 91' | 86' | |
| | ALLOWED: | EXISTING: | PROPOSED: | |
| MAX ROOF HEIGHT: | 35' | 28' | 28' | |
| LOT COVERAGE: | 30% | 19% | 22% | |
| EXISTING LOT COVERAGE CALCULATION: | | | | |
| Lot area: 7,500 sf | | | | |
| Max lot coverage: 30% (includes structures under roof & drivable surfaces) | | | | |
| Existing House: 778 sf | | | | |
| Existing Detached Garage: 312 sf | | | | |
| Existing Driveway: 350 sf | | | | |
| Total Existing Lot Coverage: 1,440 sf / 7,500 sf = 19% | | | | |
| PROPOSED LOT COVERAGE CALCULATION: | | | | |
| Demolish existing driveway: -350 sf | | | | |
| Construct Proposed Driveway: +526 sf | | | | |
| Total Proposed Lot Coverage: 1,440 sf existing - 350 sf + 526 = 1,616 sf | | | | |
| 1,616 sf / 7,500 sf = 22% | | | | |
| SQUARE FOOTAGE: | EXISTING | RENOV. | ADDED: | TOTAL: |
| | | | | <small>Exist. + Added</small> |
| FIRST FLOOR AREA: | 778 SF | 285 SF | 0 SF | 778 SF |
| SECOND FLOOR AREA: | 778 SF | 0 SF | 0 SF | 778 SF |
| BASEMENT FLOOR AREA: | 624 SF | 624 SF | 0 SF | 624 SF |
| TOTAL FLOOR AREA: | 2,180 SF | 909 SF | 0 SF | 2,180 SF |

Harris-Lippman Addition

4103 Tennyson Road University Park, Maryland 20782



All data is approximate and has been taken from a house location survey prepared by Landtech Associates, College Park, MD, Graden A. Rogers PLS #119 dated 29 November 2000.

Site Plan
1" = 20'

**Jon Reinhard
Architect, AIA**
6719 44th Avenue
University Park, MD
20782
301.437.2436
jonreinhard@mac.com



9 August 2020

| Surface Materials | Section Materials | Drawing Symbols | Drawing List | Vicinity Map | | | |
|--|--|--|---|--|-------------------------------------|------------------|---|
| <ul style="list-style-type: none"> Brick - Running Block - Running Parged Concrete Shingles / Shakes Metal Roof Slate Roof Marble / Granite Ceramic Tile - Size Varies Stone Tile - Size Varies Flagstone Irregular Flagstone Random Rectangular Wood Floor / Siding Stone Veneer | <ul style="list-style-type: none"> Brick Poured Concrete CMU Rubble Stone Fire Brick Finish Stone / Slate Earth Undisturbed Earth Backfill Steel Finish Wood Plywood Dimensional Lumber Wood Blocking | <ul style="list-style-type: none"> 1 - DRAWING A2-3 - SHEET 1 - DRAWING A2-1 - SHEET A3-1 - SHEET 1 - DRAWING OF FACING WALL A5-1 - SHEET 12' - RUN 8' - RISE TOP OF PLATE 0'-2 1/2" Level Elevation: Section/Elevation Level Elevation: Plan Revision Window Door Structure Member Footing, Keynote | <ul style="list-style-type: none"> T1 Cover T2 General Notes T3 Schedules D1 Bsmnt & 1st Floor Demo Pla... D2 2nd Floor Demo Plan A1-0 Basement Plan A1-1 1st Floor Plan A1-2 2nd Floor Plan A1-3 Roof Plan A2-1 Front & Right Elevations A2-2 Rear & Left Elevations A2-3 Building Section A3-1 Construction Details E0 Basement Elec Plan E1 1st Floor Elec Plan E2 2nd Floor Elec Plan | | | | |
| Project Team | | | Applicable Code | <table border="1"> <tr> <td>2015 International Residential Code</td> </tr> <tr> <td>Utilities</td> </tr> <tr> <td>Electric: PEPCO overhead service. Existing panel to remain. Natural gas: Washington Gas Water & sewer: WSSC</td> </tr> </table> | 2015 International Residential Code | Utilities | Electric: PEPCO overhead service. Existing panel to remain. Natural gas: Washington Gas Water & sewer: WSSC |
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| Utilities | | | | | | | |
| Electric: PEPCO overhead service. Existing panel to remain. Natural gas: Washington Gas Water & sewer: WSSC | | | | | | | |
| <p>ARCHITECT: Jon Reinhard, Architect, AIA 6719 44th Avenue University Park, MD 20782 301-437-2436</p> <p>GENERAL CONTRACTOR: Rinker Renovations 6701 Park Hall Drive Laurel, MD 20707 202-497-1282</p> | | | Permit Set | | | | |
| | | | <p>Cover</p> <p>T1</p> | | | | |

Harris-Lippman Addition
4103 Tennyson Road
University Park, MD
20782

9 August 2020

Permit Set

Cover

T1

Residential Code Notes

- 1. All construction shall be in conformance with the International Residential Code (IRC), 2015 Edition, as amended by Montgomery County Executive Regulation. All chapters, tables, sections, figures, and appendices referenced within are from IRC. This document contains items often written on approved plans and is provided for convenience only. It is not intended as a substitute for the code or all of its provisions.
2. The residential construction design parameters are as follows:

Table with 10 columns: GROUND SNOW LOAD, WIND SPEED, SEISMIC DESIGN CATEGORY, SUBJECT TO DAMAGE FROM (WEATHERING, FROST LINE DEPTH, TEMPERATURE, DECAY), WINTER DESIGN TEMP., ICE SHIELD UNDERLAY MENT REQUIRED, FLOOD HAZARDS, AIR FREEZING INDEX, MEAN ANNUAL TEMP., SOIL BEARING CAPACITY (ASSUMED). Row 1: 30 PSF, 90 MPH 3 SEC GUSTS, B, SEVERE, 30 in., MODERATE TO HEAVY, SLIGHT TO MODERATE, 13 F, YES, JULY 2, 1979, 300, 55 F, 1,500 PSF.

1. TABLE R301.5. Minimum design live load values shall conform to the following values:

TABLE R301.5 MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS (IN POUNDS PER SQUARE FOOT)

Table with 2 columns: USE, LIVE LOAD. Rows include Attics With Storage (20), Attics Without Storage (10), Decks (60), Exterior Balconies (60), Fire Escapes (40), Guardrails and Handrails (200), Guardrails In-Fill Components (50), Passenger Vehicle Garages (50 (a)), Rooms Other Than Sleeping Rooms (40), Sleeping Rooms (30), Stairs (40 (c)).

- a. Elevated garage floors shall be capable of supporting a 2,000-pound load applied over a 20-square-inch area.
b. No storage with slope roof not over 3 units in 12 units.
c. Individual stair treads shall be designed for the uniformly distributed live load or a 300-pound concentrated load acting over an area of 4 square inches, whatever produces the greater stresses.
d. A single concentrated load applied in any direction at any point along the top.
e. See Section RS02.2.1 for decks attached to exterior walls.
f. Guard in-fill components (all those except the handrail), balusters and panel fillers shall be designed to withstand a horizontally applied normal load of 50 pounds on an area equal to 1 square foot. This load need not be assumed to act concurrently with any other live load requirement.

THERMAL ENVELOPE:

A. Insulation:

- 1. Basement: new 2x4 framing at exterior walls with R-13 batts.
2. Existing house: existing insulation at all existing walls, floors & ceilings to remain.

B. Windows & exterior doors:

- 1. Insulated low-e glass
2. U-factor: 0.31
3. SHGC: 0.32

GENERAL NOTES

- 01 General
1. Project documents.
A. Types of documents.
1. Large-format drawing sheets bearing the name of the Architect and Project, and the notation "Construction Set" or "Revision [R]". Sheets bearing the notations, "Permit Set," "Not for Construction," "Preliminary," "Framing," or "Schematic" shall not be used for construction.
2. Specifications bearing the notation, "Construction Specifications." Preliminary and other specifications shall not be used for construction.
3. Supplemental drawing sheets bearing the name of the Architect, Project, and the notation "SK-[R]". Such drawings become part of the Project Documents as they are issued.
4. Schedules of finishes, fixtures, doors, windows, and other manufactured products, which may be issued as part of any of the above documents.
5. Any work done from out of date documents will be solely at the Contractor's risk and expense.
B. Inconsistencies.
1. Any inconsistencies found between the drawings and existing conditions, or among the drawings, or between the drawings and the specifications, shall be reported to the Architect. The Contractor shall not perform any work affected by the inconsistencies until the Architect has clarified the information. Any work done without such clarification will be solely at the Contractor's risk and expense. The Architect will resolve the inconsistencies in a timely manner.
C. Project Document Precedence.
1. In the event of conflicting information within the project documents, the following precedence order shall be followed.
a. Specifications
b. Drawings at larger scale
c. Drawings at smaller scale
2. Where construction documents specify more stringent requirements than building code minimums, construction document requirements shall govern.
D. Dimensions.
1. Columns are dimensioned to centerline.
2. Wood framing is dimensioned to face of framing.
3. Concrete and masonry are dimensioned to face of material.
4. Openings are dimensioned to centerline. UNO. See door and window schedules for rough openings and masonry openings if applicable.
E. Existing conditions.
1. All existing conditions, materials, dimensions and elevations shall be verified by the Contractor prior to beginning work.
2. Extreme care and safety measures must be taken by the General Contractor so as not to damage the existing structure in any way. Any damage to the existing structure resulting from construction work shall be the sole responsibility of the Contractor.
F. Codes and standards.
1. International Residential Code for One- and Two-Family Dwellings, 2015 Edition
2. Concrete: ACI 318, Building Code Requirements for Structural Concrete and Commentary, latest edition, of the American Concrete Institute.
3. Structural Steel: Code of Standard Practice for Steel Buildings and Bridges, March latest edition, of the American Institute of Steel Construction.
4. Welding: Structural Welding Code - Steel, latest edition, of the American Welding Society.
5. Masonry: ACI 530/ASCE 5/TMS 402
6. Wood Framing: National Design Specification for Stress-Grade Lumber and its Fastenings of the National Forest Products Association, latest edition.
G. Design Loads.
1. Live loads.
a. Roofs: 30 PSF
b. Sleeping Rooms: 40 PSF
c. Rooms other than Sleeping: 40 PSF
2. Dead loads: Minimum design dead weight of superimposed building materials in accordance with table A1 of the Minimum Design Loads for Building and Other Structures, ANSI A58.1-82. Dead load not less than 10 PSF.
3. Wind Speed: 90 MPH, 3 second gust.
4. Seismic design category: B.
H. Code Notes.
1. Ceiling Heights:
a. Habit rooms, hallways, corridors, bathrooms, toilet rooms, laundry rooms and basements shall have a ceiling height of no less than 7'-0". The required height shall be measured from the finish floor to the lowest projection from the ceiling. IRC Sec. R305. Exceptions: 1. Beams and girders spaced not less than 48" on center may project not more than 6" below the required ceiling height. 2. Not more than 50% of the floor area of a room or space is permitted to have a sloped ceiling less than 7'-0" in height.
2. Any floor area having less than 5'-0" of ceiling height shall not be considered part of the room area and shall not be allowed to have any permanent fixtures or furnishings such as, but not limited to, bathtubs, showers, water closets, sinks, cabinets, counters, and shelves.
3. Garage floor shall be at least 4" below the adjacent dwelling floor, or a permanent noncombustible liquid-tight curb, at least 4" high, shall be on the garage side. Garage shall be provided with minimum 1/2" drywall. A solid wood door 1-3/8" thick or a 20-minute fire-rated door is required. IRC §R305.
4. Egress openings.
a. Every sleeping room and every habitable room shall have at least one operable window or exterior door opening for emergency escape and rescue. Openings shall have a sill height of not more than 44" above the floor. All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq. ft., a minimum net clear opening width of 20", and a minimum net clear opening height of 24". IRC §R310.
b. All egress doors and windows shall be readily operable from the side from which egress is to be made without the use of a key or special knowledge or effort. IRC §R310.1.4.
5. Stairs.
a. Stairs shall comply with IRC §R311.5, and handrails shall comply with IRC §R311.5.6.
b. Treads and risers shall comply with IRC §R311.5.3, as amended by Montgomery County Executive Regulation:
1. Tread: 10" min.
2. Riser: 7 3/4" max.
c. Open risers shall not permit the passage of a 4" diameter sphere.
3. Headroom: Minimum headroom in stairways shall be 6'-8", as described in IRC §R311.5.2.
4. Under-stair protection: Accessible space under stairs shall finished with 1/2" GWB to comply IRC §R311.5.
5. Handrails shall have a minimum height of 34" and a maximum height of 38" measured from the nosing of the treads. IRC §R311.5.6.1.
6. Illumination: Interior stairways shall be illuminated in compliance with IRC §R311.5.7.
c. Guard railings:
1. Where required: Porches, balconies or raised floor surfaces located more than 30" above the floor or grade below and retaining walls with a difference in grade level on either side of the walk exceeding 4 ft. and within 2 ft. of a walk, path, parking lot or driveway on the high side shall have guards not less than 36" in height. Open sides of stairs with a total rise of more than 30" above the floor or grade below shall have guards not less than 34" in height. IRC §R312.
2. Opening limitations: Required guards as described above shall have intermediate balusters that do not allow the passage of a 4" diameter sphere. Required guards shall not be constructed with horizontal rails or other pattern that results in a ladder effect. Exception: Triangular openings formed by the riser, tread, and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a 6" diameter sphere cannot pass through. IRC §R312.
d. Smoke Alarms.
1. Smoke alarms shall, at a minimum, be placed in the following locations:
a. Each sleeping room.
b. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
c. On each additional story, in compliance with IRC §R312.1.
2. Interconnection: All smoke alarms in the dwelling shall be interconnected so that activation of one activates all the others. IRC §R312.2.
3. Power source: Smoke alarms shall be hard-wired, with battery backup. IRC §R312.3. Low voltage heat or smoke detection systems require a permit from the Department of Fire and Rescue Services.
4. Automatic sprinkler systems: IRC §R312.3.
G. Foundations.
1. Concrete and masonry foundation walls shall comply with IRC §R404.1. Walls shall be capable of supporting lateral of 40 pcf per foot of depth below grade.
2. Foundation concrete shall comply with IRC §R402.2.
3. Height of walls: Concrete and masonry foundation walls shall extend above the finished grade adjacent to the foundation at all points a minimum of 4" where masonry veneer is used and a minimum of 6" elsewhere. IRC §R404.1.6.
4. Wood sill plates: Wood sill plates shall be pressure-preservative-treated. The minimum width shall be the width of the studs of the frame wall directly above. Sill plates shall be anchored to the foundation with anchor bolts or approved straps spaced a maximum of 4'-0" OC, and shall also be located within 12" from the ends of each plate section. Bolts shall be at least 1/2" diameter and shall extend a minimum of 7" into masonry or concrete. IRC §R403.1.6.
H. Crawspaces.
1. Crawspaces (or "Under-Floor Space") shall comply with IRC §R408.
2. Ventilation.
a. Minimum net area of ventilation openings shall not be less than 1 square foot per 150 sf of crawspace area.
b. One ventilating opening shall be within 3'-0" of each building corner.
3. Access: An access opening at least 18" x 24" shall be provided for the crawspace. IRC §R408.4.
4. All untreated lumber shall be minimum 18" above finished grade, and shall comply with IRC §R324.
I. Roofs.
1. Roof loads shall be transmitted to foundation.
2. Roof assemblies shall comply with IRC Chapter 9.
3. Roof ventilation and attic access shall comply with IRC §R806 and §R807.
J. Fireplaces, flues, and chimneys.
1. Chimneys and fireplaces shall comply with IRC Chapter 10 and Fig. R1003.1. Flue sizes shall be determined in accordance with Fig. R1001.12.2.
2. Clearance to combustible materials.
a. Masonry chimneys located within the exterior walls of the building shall have a minimum air space clearance to combustibles of 2". Chimneys located entirely outside the exterior walls of the building, including chimneys that pass through the soffit or cornice, shall have a minimum air space clearance of 1". The air space shall not be filled, except to provide fireblocking in accordance with IRC §R502.8 and §R1001.15.
b. All wood beams, joists, studs and other combustible material shall have a clearance of not less than 2" from the front faces and sides of masonry fireplaces and not less than 4" from the back faces of masonry fireplaces. IRC §R1003.12.
3. Ventilation: Factory-built or masonry fireplaces shall be equipped with an exterior air supply to assure proper fuel combustion, unless the room is mechanically ventilated and controlled so that the indoor pressure is neutral or positive. IRC Sec. R1005.
K. Swimming pools.
1. All residential swimming pools shall comply with IRC Appendix G, and Article 680 of the National Electric Code.
2. Swimming pool areas shall be fenced in compliance with IRC §G4105, as amended by Montgomery County Executive Regulation. The minimum barrier height shall be 3'-0".
L. Miscellaneous.
1. Energy efficiency: All dwellings shall comply with IRC Chapter 11, Energy Efficiency. Exception: 1-story additions of 200 sf or less.
2. Radon: Radon venting is required and shall be installed per IRC Appendix F (Radon Control Methods).
3. Safety glass: Glass in doors, side lights, tub and shower enclosures, and skylights shall be safety glass. IRC §R308.4.
7. Manufactured parts: All manufactured parts to be installed according to Manufacturers' specifications.
02 Site Work
1. Soil.
A. Soil bearing capacity minimum requirement: 2000 PSF UNO.
B. Assumed soil equivalent fluid pressure: 40 PSF.
2. Drainage.
A. Drainage shall comply with IRC §R401.3.
B. Foundation drainage shall comply with IRC §R405.1.
3. Fill.
A. Unless otherwise determined by an engineer, all fill under paving and slab shall be graded mixtures of sand and gravel, well-compacted to appropriate types of compaction equipment in successive layers not greater than 6 inches, to a density not less than 95% of the maximum density at optimum moisture content as determined by ASTM D-1556 the Proctor method. Fill material shall be free from organic material, trash, muck, concrete, asphalt or other deleterious substances. Prior to placing fill, the existing surface shall be cleared of all refuse or organic material.
B. Basement wall shall not be backfilled until the first floor framing is in place and the walls have been braced. IRC §R404.1.7.
Case Notes (Print):
Case Type: RG
Revision Date: 02/20/20
Address: 1101 WOODBURN RD, WASHINGTON, MARYLAND
Lot(s) Block(s) and Parcel(s): Lot 1 and 10

- C. Maximum unbalanced fill for foundation walls shall comply with IRC Tables §R404.1.1 (1) through (4).
03 Concrete
1. Compressive strength of concrete: f'c=3000 PSI, UNO.
2. Concrete footings.
A. All footings shall comply with IRC §R403.
B. All footings shall be carried to a minimum of 12" into undisturbed, original soil or controlled compacted gravel fill.
C. Frost depth: Bottom of exterior footings shall be minimum of 24" below finished exterior grade. Footings shall step when required, at a maximum slope of one unit vertically to two units horizontally. The horizontal distance between steps shall not be less than 16".
D. Utility lines passing under footing shall be protected with concrete cover 9" minimum at sides and bottom of lines and up to bottom of wall or footing structure.
3. Minimum cover of reinforcing steel.
A. Slabs and walls at least not exposed to weather: 1 1/2"
B. Columns and bottoms and sides of beams: 1 1/2"
C. Bottoms of slabs poured on vapor barrier: 1 1/2"
D. All members exposed to weather or backfill: 2"
E. Footings and all members placed against earth 3"
4. Slabs.
A. Concrete slabs-on-grade to be a minimum of 4" thick, reinforced with 6x6-10/10 welded wire fabric, placed over a minimum of 4" gravel. IRC §R506.2.
B. Interior slabs to have 6 mil polyethylene vapor barrier beneath concrete.
5. Miscellaneous.
A. The Contractor is responsible for providing necessary inserts, sleeves, clips and anchors and miscellaneous devices as may be required for construction. Dimensions and locations of these items shall be verified before concrete is placed.
04 Masonry
1. Structural masonry construction shall comply with IRC §R606.
2. Masonry Veneer.
A. Masonry veneer construction shall comply with IRC §R703.7-8.
B. Weepholes: Maximum weephole spacing shall be 33" OC, and minimum diameter shall be 3/16". Weepholes shall be located directly above the flashing. IRC §R703.7.6.
C. Flashing shall comply with IRC §R703.8.
D. Masonry Tiles: Corrugated, hot-dipped galvanized, at maximum 16" OC horizontal and 24" OC vertical.
3. Concrete masonry to have a minimum prism strength of 1000 PSI.
4. Masonry mortar to conform to ASTM C270 Type S for foundation walls and Type N elsewhere.
05 Metal
1. Structural Steel.
A. Structural Steel to have a minimum yield strength of 36 ksi per ASTM A36.
B. All steel columns: 3" std pipe sch 40 with 4" long cap, UNO
C. Use only E70XX welding rod.
D. Steel Linets: At masonry openings, provide one angle for each 4' of masonry wall as follows, UNO:
1. Width up to 3'-5": L3 1/2 x 3 1/2 x 1/4 (5/16 for exterior)
2. 3'-6" to 5'-11": L3 1/2 x 5/16
3. 6'-0" to 7'-11": L6 x 3 1/2 x 5/16
4. Greater than 7'-11" Design required.
2. Reinforcing Steel.
A. Reinforcing steel to be ASTM A615 Grade 60.
B. Welded wire fabric shall conform to ASTM A185-85. Lap the edges of wire fabric at least one cell width in each direction. All slabs on grade shall have a minimum of one layer of 6x6 - 10/10welded wire fabric at mid-depth, UNO.
C.
3. Flashing.
A. Provide metal flashing at all window heads, horizontal window stops, windowills, at the bottom of all cavity walls and at all other locations recommended by SMACNA.
4. See Architectural drawings for additional miscellaneous metal not shown in structural drawings.
06 Wood & Plastic
2. Framing
A. General
1. Stud Walls.
a. Spacing: Maximum stud spacing shall be 16" OC.
b. Plates: All stud bearing walls to be provided with 2 continuous top plates and one continuous bottom plate. Splices of top plate shall occur over stud. Splices in the top plates shall be staggered a minimum of 4'-0". Where the top plate of any load bearing wall is cut more than 50% of its width, a galvanized metal tie must be used in compliance with IRC §R602.6.1.
c. Posts: Structural posts of multiple studs shall be nailed 24" OC both sides.
d. Bridging: Provide horizontal bridging at mid-height of wall, UNO. Stucco walls shall have bridging at each sheathing joint.
e. Headers: All framed openings in bearing walls shall have headers as follows, UNO:
• 2x4 stud walls: (2)2x8s
• 2x6 stud walls: (2)2x8s
f. Holes and notches: Holes bored in single bearing wall studs shall not exceed 40% of stud width. Holes bored in double bearing wall studs shall not exceed 60% of the stud width. No more than two consecutive studs may be doubled and so bored. Notches in bearing wall studs shall not exceed 25% of stud width. Holes and notches shall not overlap in any stud cross-section. Holes must be at least 5/8" from either stud edge. IRC §R602.6.
g. Fireblocking: Shall comply with IRC §R602.8.
Bracing: Shall comply with IRC §R602.10.
2. Perimeter walls.
a. Continuously sheathed w/ 15/32" APA Rated sheathing per IRC §602.10.5 in accordance with method 3 of IRC §602.10.3 or designed using the wind load in General / Design Loads above.
3. Joist Decks.
a. Blocking: Shall comply with IRC §502.7.1.
b. Openings: Shall comply with IRC §502.10.
c. Holes and notches in nominal dimension lumber.
• Notching depth in the top or bottom of the joists and beams shall not exceed one-sixth the depth of the members and shall not be located in the middle one-third of the span (including birds-mouth cuts).
• Notch depth at the ends of members shall not exceed 1/4 the depth of the members.
• The tension side of beams, joists and rafters of four inches or greater nominal thickness shall not be notched, except at the ends of members.
• Holes bored or cut into joists shall not be closer than 2" to the top or bottom of the joists. The diameter of the hole shall not exceed one-third the depth of the joists.
d. Holes and notches in manufactured lumber or joists: Shall comply with Manufacturers' specifications.
e. Two layers of sheathing shall be used under all tile and stone floors. Joints shall be staggered.
d. Draftstopping: Shall comply with IRC §R502.12.
e. Fireblocking: Shall comply with IRC §502.13.
f. When the floor framing is less than 36" from the ground, a framing inspection must be requested prior to installing any flooring materials.
5. Roofs.
a. Rafters: 2x10, UNO.
b. Prefabricated roof trusses to be engineered, fabricated, and erected in accordance with IRC §502.10, ANS/TP1.1, and Manufacturer's specifications.
c. All roof trusses to be further attached to wall top plate with Simpson H1 hurricane clips.
6. Use pressure-preservative-treated wood for nailers, blocking, sleepers, plates, grounds, and all framing in contact with exterior masonry walls, concrete, slabs-on-grade, and elsewhere as indicated or required.
C. Lumber: All lumber shall be No. 2 SPF, shall have the following minimum properties:
a. Bending stress "Fb" = 1000 psi for single member use
b. Bending stress "Fb" = 1150 psi for repetitive member use
c. Horizontal shear "Fv" = 70 psi
d. Compression perpendicular to grain "Fc" = 335 psi
e. Compression parallel to grain "Fcx" = 1300 psi
f. Modulus of elasticity "E" = 1,300,000 psi
5. Laminated Veneer Lumber (LVL) shall have the following minimum properties:
a. Bending stress "Fb" = 2850 psi
b. Horizontal shear "Fv" = 285 psi
c. Modulus of elasticity "E" = 1,900,000 psi
6. Plywood.
a. Bearing grade/trademark of the American Plywood Association. Span rating as required to suit stud or joist spacing indicated.
b. Wall sheathing: APA rated 1/2" plywood.
c. Floor sheathing: APA rated 3/4" "Sturd-Floor" plywood, glued and nailed to joists.
d. Roof sheathing: APA rated 5/8" plywood.
7. Joist and beam hangers shall be sized and installed per manufacturers' specifications.
D. Execution.
1. All wood blocking, nailers, etc., shall be attached to steel or concrete framing with power actuated fasteners or 3/8" diameter bolts, unless otherwise noted. Fasteners shall be spaced at 24" maximum OC and shall be staggered. Fasteners shall have minimum capacity of 100 pounds in shear and pullout UNO.
07 Thermal & Moisture Protection
1. Run exterior perimeter foundation drains to daylight.
2. Provide rubber membrane ("Wintergard" by Certainteed) under all roofs where slopes are less than 4/12.
3. Exterior foundation walls that retain earth and habitable or usable spaces located below grade shall be waterproofed with a membrane extending from the top of the footing to the finished grade, IRC §R406.2
15 Mechanical
1. Heating, Ventilation, and Air Conditioning (HVAC)
A. HVAC design, equipment, and installation shall comply with IRC Part V - Mechanical.
B. Ventilation.
1. Bathrooms without windows shall be vented to the outside of the building. IRC §R303.3
2. Clothes dryer exhaust.
a. Clothes dryer exhaust systems shall be independent of all other systems and shall be vented to the exterior of the building; flexible transition duct connectors shall not be concealed within the walls or ceiling. IRC § M1501.1.
b. The maximum length of a clothes dryer exhaust duct not exceed 25' from the dryer location to the wall or roof termination. The maximum length of the duct shall be reduced 2.5' for each 45-degree bend and 5' for each 90-degree bend. IRC §M1501.3
2. Plumbing: Plumbing design, equipment, and installation shall comply with IRC Part VII - Plumbing.
16 Electrical: Electrical design, equipment, and installation shall comply with IRC Part VIII - Electrical.

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9 August 2020

Harris-Lippman Addition

4103 Tennyson Road
University Park, MD
20782

9 August 2020

Permit Set

General Notes

T2



GENERAL CONTRACTOR TO PROVIDE WINDOW & DOOR SHOP DRAWINGS FOR REVIEW AND APPROVAL BY ARCHITECT.
 ARCHITECT IS NOT RESPONSIBLE FOR ANY WINDOWS OR DOORS ORDERED WITHOUT APPROVED SHOP DRAWINGS.

**Jon Reinhard
 Architect, AIA**

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EXTERIOR DOOR & WINDOW SCHEDULE

Harris-Lippman Addition

1. All windows and doors to be aluminum clad.
2. Provide jamb extensions as required.
3. Sizes shown are unit sizes. Consult manufacturer for rough opening sizes.
4. Insulated Low-e argon gas filled glass.
5. Hinge direction as viewed from exterior.

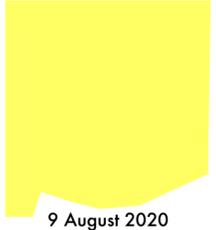
| Qty | Label | Units | Window/ Door | | | | | | Frame Size | | Finish Mull | Ext.Casing | Location(s) | Note |
|-----|-------|-------|--------------------|------|-------|-------|----------|----------|------------|--------|-------------|------------|-------------|--|
| | | | Type | Mfr. | Model | Hinge | Lite Cut | Tempered | Width | Height | | | | |
| 1 | A | 1 | Casement | TBD | N/A | R | Single | X | 2-8 | 4-0 | N/A | Brickmould | Rec Room | Egress. Min. net clear opening 20"W x 24" H. Min net clear opening area: 5.0 square feet. Max sill height: 44" |
| 1 | B | 1 | Sliding Glass Door | TBD | N/A | L | Single | X | 6-0 | 7-0 | N/A | Brickmould | Dining Room | N/A |

INTERIOR DOOR SCHEDULE

Harris-Lippman Addition

Solid MDF doors to match existing, 1 3/8" thick.
 Sizes shown are finish sizes.

| Qty | Label | Size (WxH) | Finish/Material | Type | Lite Cut | Location | Hardware | Comments |
|-----|-------|---------------|-------------------|-------------|----------|---------------------|------------|--|
| 1 | 1 | 2-4 x 6-8 | Painted solid MDF | Swing | N/A | Hall/ Bath 2 | Privacy | N/A |
| 1 | 2 | 2-4 x 6-8 | Painted solid MDF | Swing | N/A | Bath 2/ Linen | Passage | N/A |
| 1 | 3 | 2-4 x 6-8 | 3/8" Glass | Swing | N/A | Bath 2/ Shower | Pull | Tempered Starphire Glass |
| 1 | 4 | 2-8 x 6-8 | Painted solid MDF | Swing | N/A | Hall/ Storage | Passage | N/A |
| 1 | 5 | 2-8 x 6-8 | Painted solid MDF | Swing | N/A | Storage/ Mechanical | Passage | N/A |
| 1 | 6 | 2-6 x 6-8 | Painted solid MDF | Swing | N/A | Hall/ Storage | Flush pull | Ful size door to low area under stair. |
| 1 | 7 | (2) 3-6 x 6-8 | Painted solid MDF | Double Barn | N/A | Rec Rm/ Laundry | Pull | N/A |
| 1 | 8 | 2-6 x 6-8 | Painted solid MDF | Swing | N/A | Rec Rm/ Sink | Flush pull | N/A |



9 August 2020

**Harris-Lippman
 Addition**

4103 Tennyson Road
 University Park, MD
 20782

9 August 2020

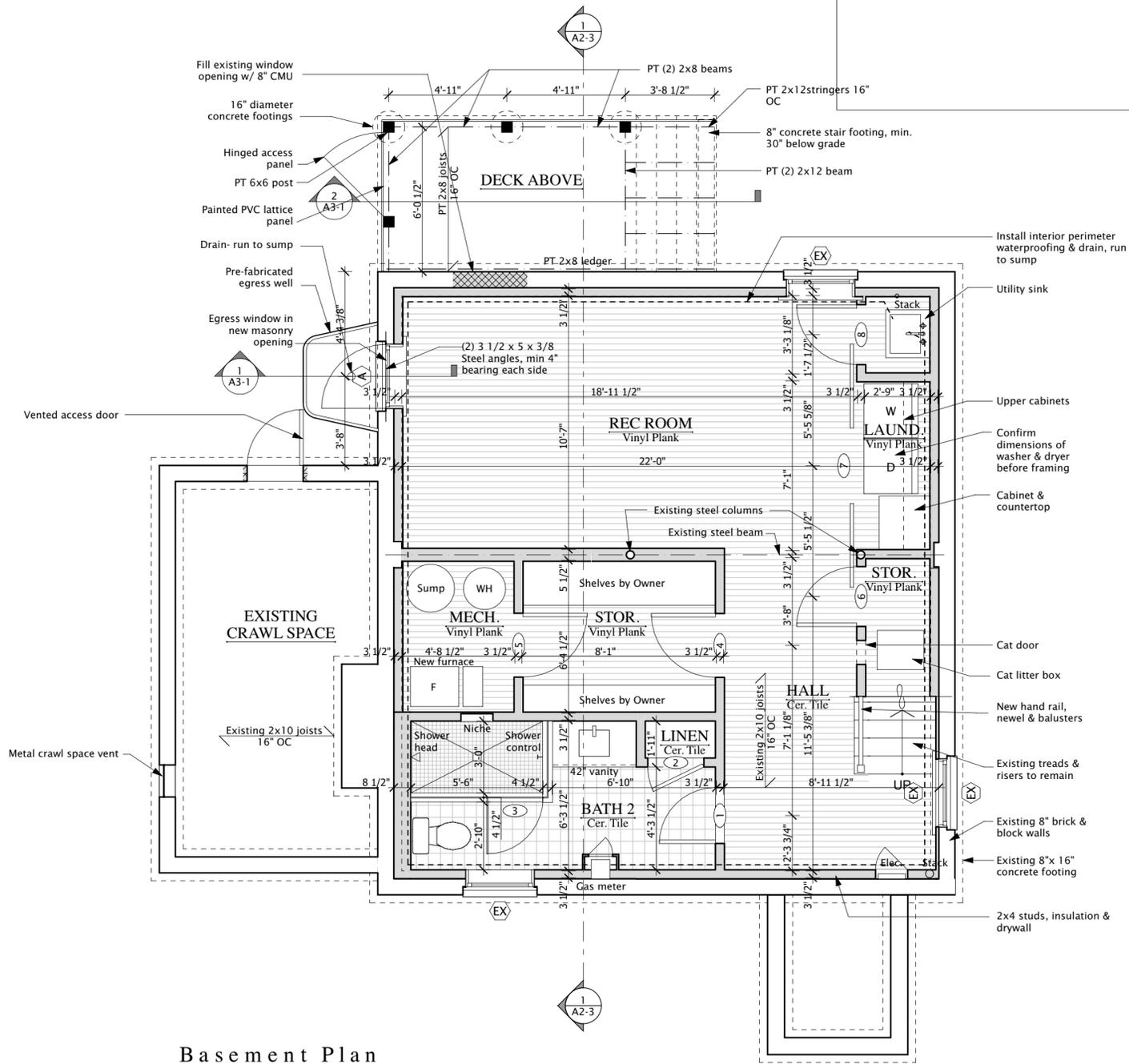
Permit Set

Schedules

T3



GARAGE ABOVE



Basement Plan

1/4" = 1'-0"

- FRAMING NOTES:**
- EXISTING WALLS ARE DIMENSIONED TO FACE OF INTERIOR DRYWALL & EXTERIOR FINISH MATERIAL.
 - NEW INTERIOR WALLS ARE DIMENSIONED TO FACE OF STUD.
 - NEW EXTERIOR WALLS ARE DIMENSIONED TO FACE OF PLYWOOD SHEATHING (EXTERIOR SIDE) AND FACE OF STUD (INTERIOR SIDE).
 - WINDOW & DOOR OPENINGS ARE DIMENSIONED TO THE CENTERLINE EXCEPT WHERE NOTED "MIN." IN WHICH CASE THEY ARE TO BE HELD MIN. DISTANCE FROM CORNER FOR CASING TO COMPLETE.
 - STEEL COLUMNS & BEAMS ARE DIMENSIONED TO CENTERLINE.

WALL KEY

| | |
|--|-------------------|
| | Existing wall |
| | New frame wall |
| | New concrete wall |
| | New CMU wall |

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional is responsible for the preparation and content of this document and must provide a recent copy of these documents with their original seal, signature and date.
Case Name: Harris DRIVEWAY & DECK
Case Number (Permit #): 2020-00014
Case Type: RIG
Issuance Date: 08/20/20
Address: 4103 TENNYSON RD UNIVERSITY PARK, MARYLAND 20782
LADP: Block(s) and Parcel(s): Unit 1 and Unit 11
DPIE



9 August 2020

**Harris-Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

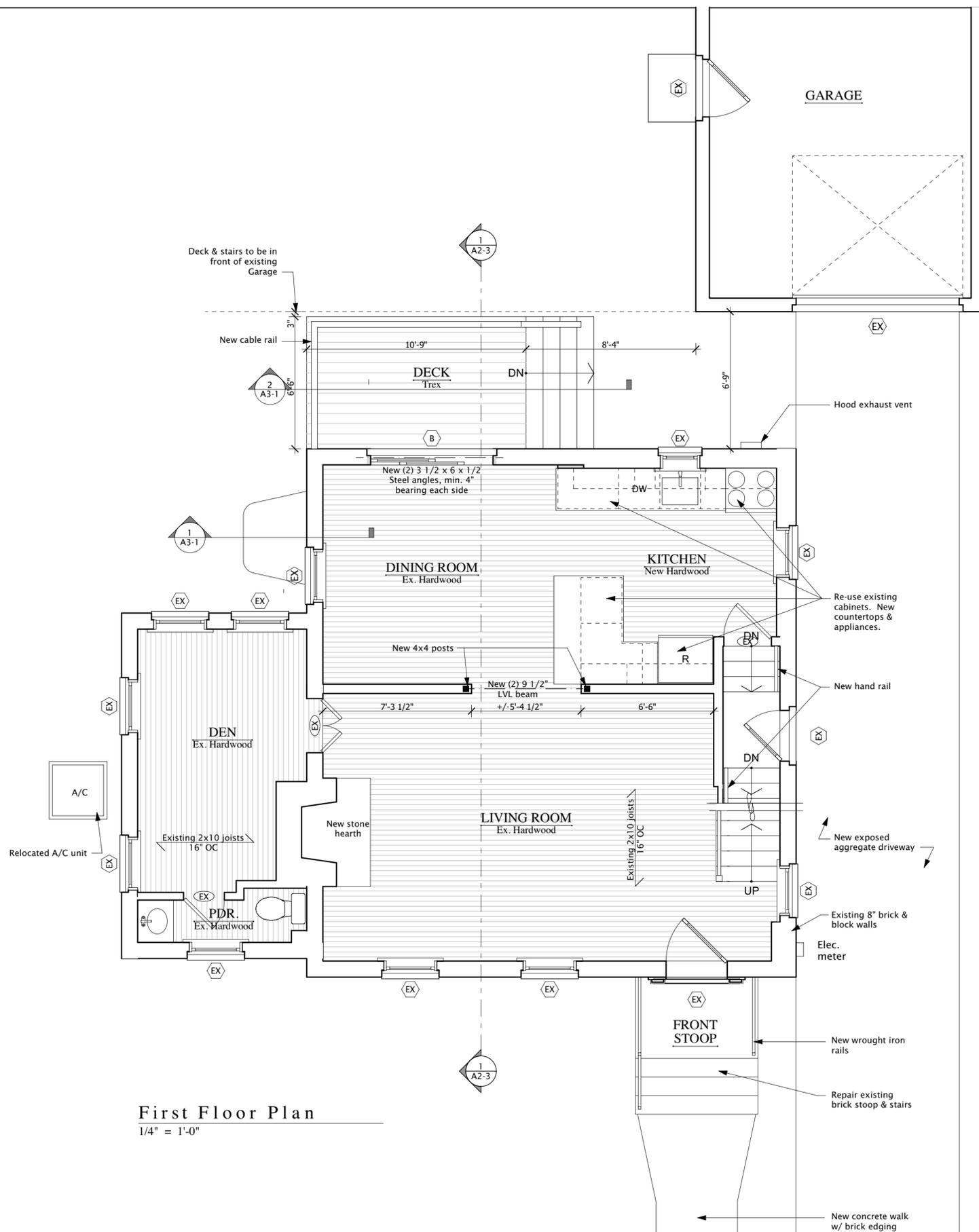
9 August 2020

Permit Set

Basement Plan

A1-0





First Floor Plan

1/4" = 1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
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Case Number/Permit #: 2020-00014
Case Type: RIG
Issuance Date: 08/20/20
Address: 4103 TENNYSON RD UNIVERSITY PARK, MARYLAND 20782
LADP, BLDG and PERMITS Unit 1000010

- FRAMING NOTES:**
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 - STEEL COLUMNS & BEAMS ARE DIMENSIONED TO CENTERLINE.

WALL KEY

| | |
|--|-------------------|
| | Existing wall |
| | New frame wall |
| | New concrete wall |
| | New CMU wall |



9 August 2020

**Harris-
Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

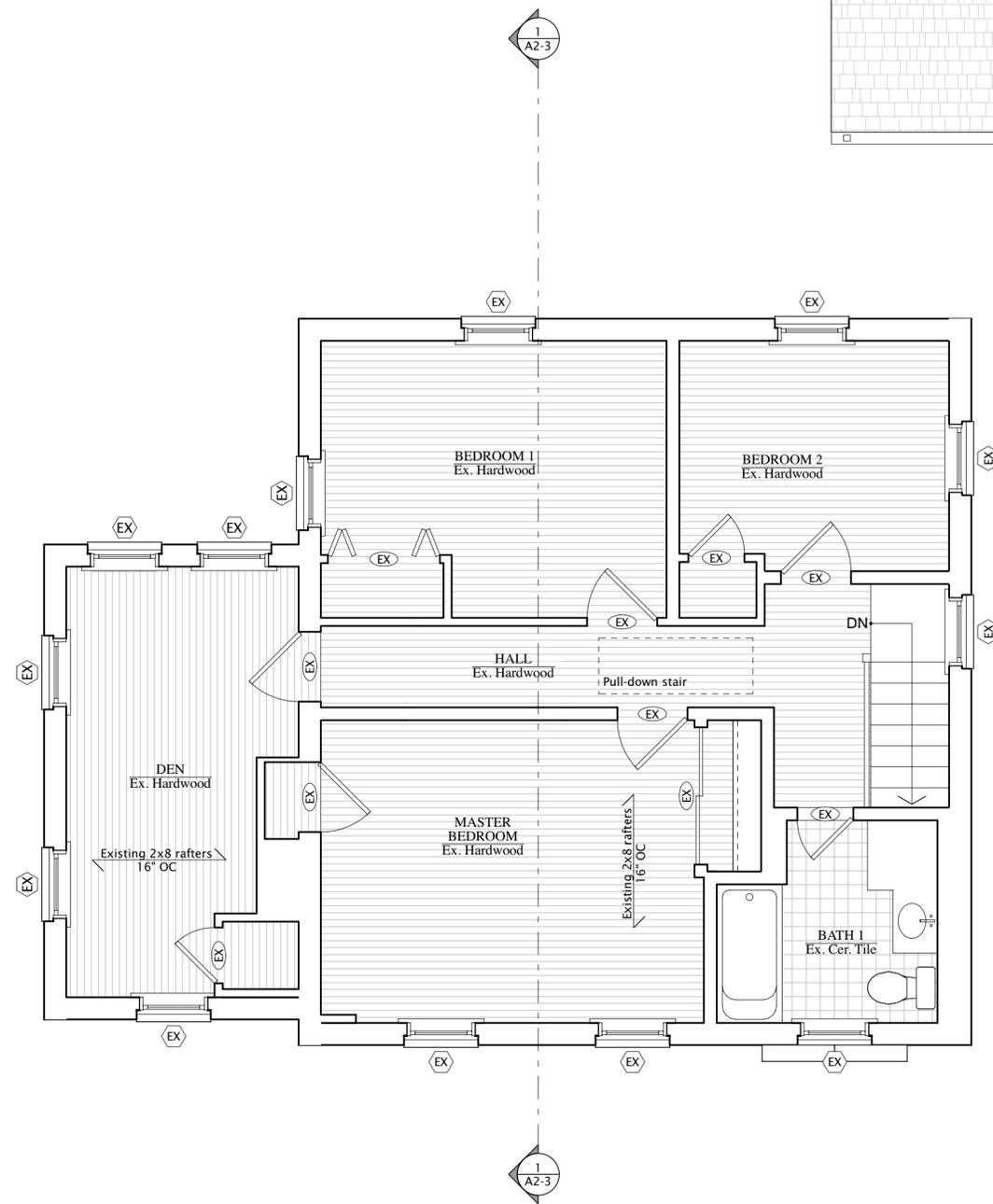
9 August 2020

Permit Set

1st Floor Plan

A1-1





Second Floor Plan

1/4" = 1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
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Case Name: Harris DRIVEWAY & DECK
Case Number (Permit #): 2020-00004
Case Type: RG
Issuance Date: 08/20/20
Address: 4103 TENNYSON RD UNIVERSITY PARK, MARYLAND 20782
LADP, BLDG and Permit(s): Int 1 and Deck 18
DPIE

- FRAMING NOTES:**
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 - STEEL COLUMNS & BEAMS ARE DIMENSIONED TO CENTERLINE.

- WALL KEY**
-  Existing wall
 -  New frame wall
 -  New concrete wall
 -  New CMU wall



9 August 2020

**Harris-Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

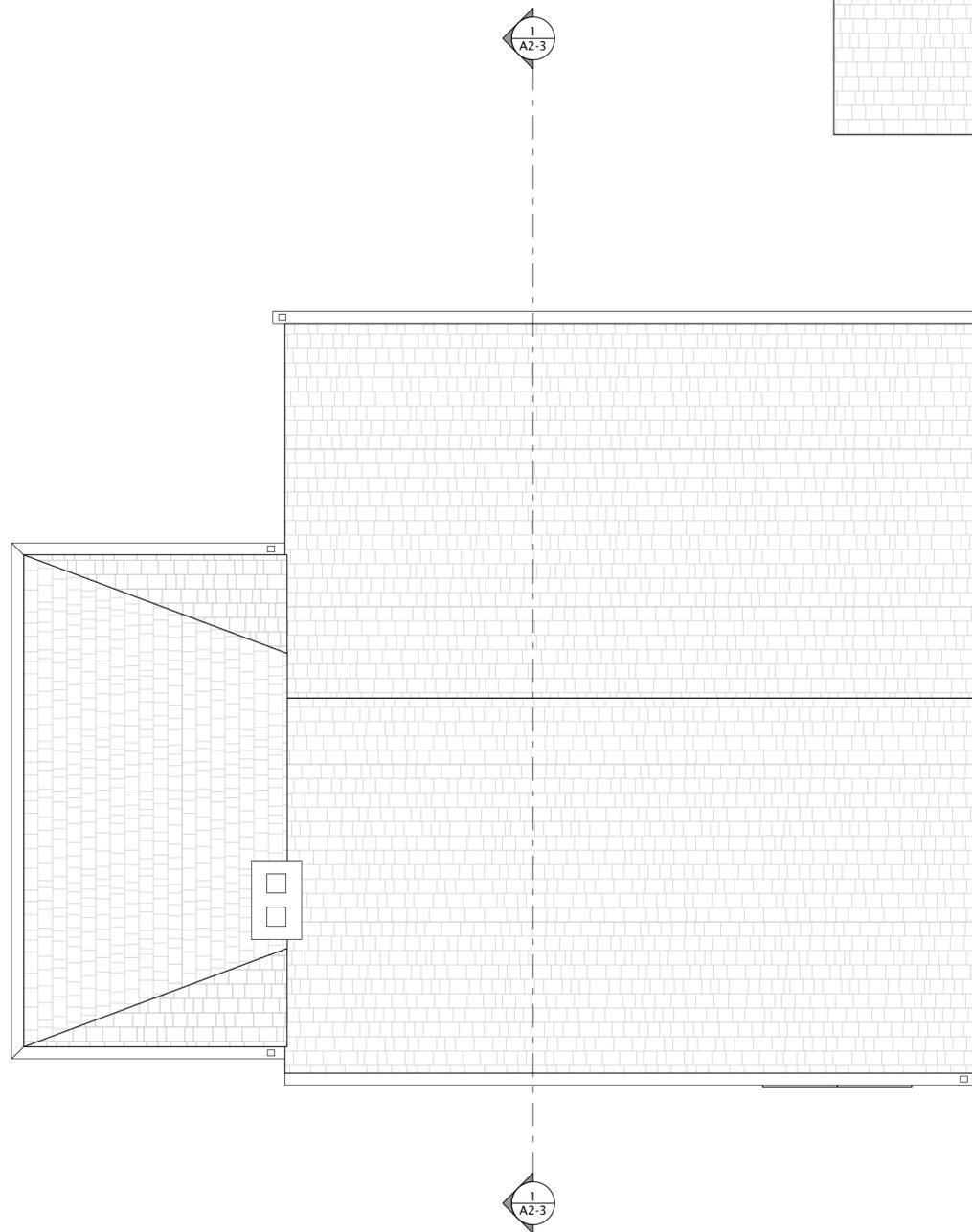
9 August 2020

Permit Set

2nd Floor Plan

A1-2





Roof Plan

1/4" = 1'-0"

FRAMING NOTES:
1. EXISTING WALLS ARE DIMENSIONED TO FACE OF INTERIOR DRYWALL & EXTERIOR FINISH MATERIAL.
2. NEW INTERIOR WALLS ARE DIMENSIONED TO FACE OF STUD.
3. NEW EXTERIOR WALLS ARE DIMENSIONED TO FACE OF PLYWOOD SHEATHING (EXTERIOR SIDE) AND FACE OF STUD (INTERIOR SIDE).
4. WINDOW & DOOR OPENINGS ARE DIMENSIONED TO THE CENTERLINE EXCEPT WHERE NOTED "MIN." IN WHICH CASE THEY ARE TO BE HELD MIN. DISTANCE FROM CORNER FOR CASING TO COMPLETE.
5. STEEL COLUMNS & BEAMS ARE DIMENSIONED TO CENTERLINE.

WALL KEY

| | |
|--|-------------------|
| | Existing wall |
| | New frame wall |
| | New concrete wall |
| | New CMU wall |

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
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Case Number (Permit #): 2020-00004
Case Type: RG
Issuance Date: 08/20/20
Address: 4103 TENNYSON RD UNIVERSITY PARK, MARYLAND 20782
LADP, BLDG and PERMITS | 1st Floor 11



9 August 2020

Harris-
Lippman
Addition

4103 Tennyson Road
University Park, MD
20782

9 August 2020

Permit Set

Roof Plan

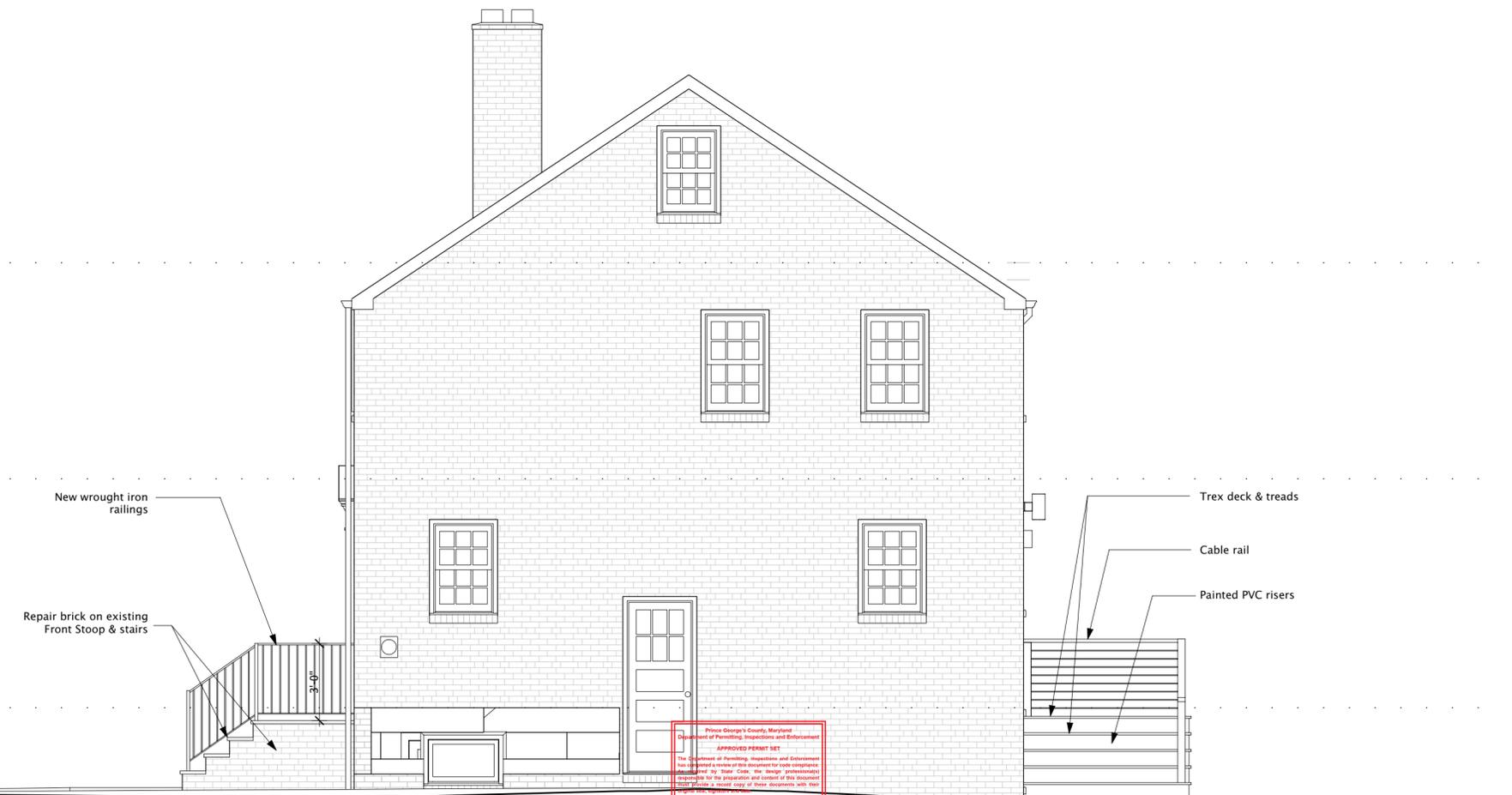
A1-3





1 Front Elevation

1/4" = 1'-0"



2 Right Elevation

1/4" = 1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
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Case Name: HARRIS DRIVEWAY & DECK
Case Number/Permit #: 2020-00014
Case Type: HD
Issuance Date: 08/20/20
Address: 4103 TENNYSON RD UNIVERSITY PARK, MARYLAND 20782
Landscape/Block and Parcel #: 141-1-0010-01
DPIE



9 August 2020

**Harris-
Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

9 August 2020

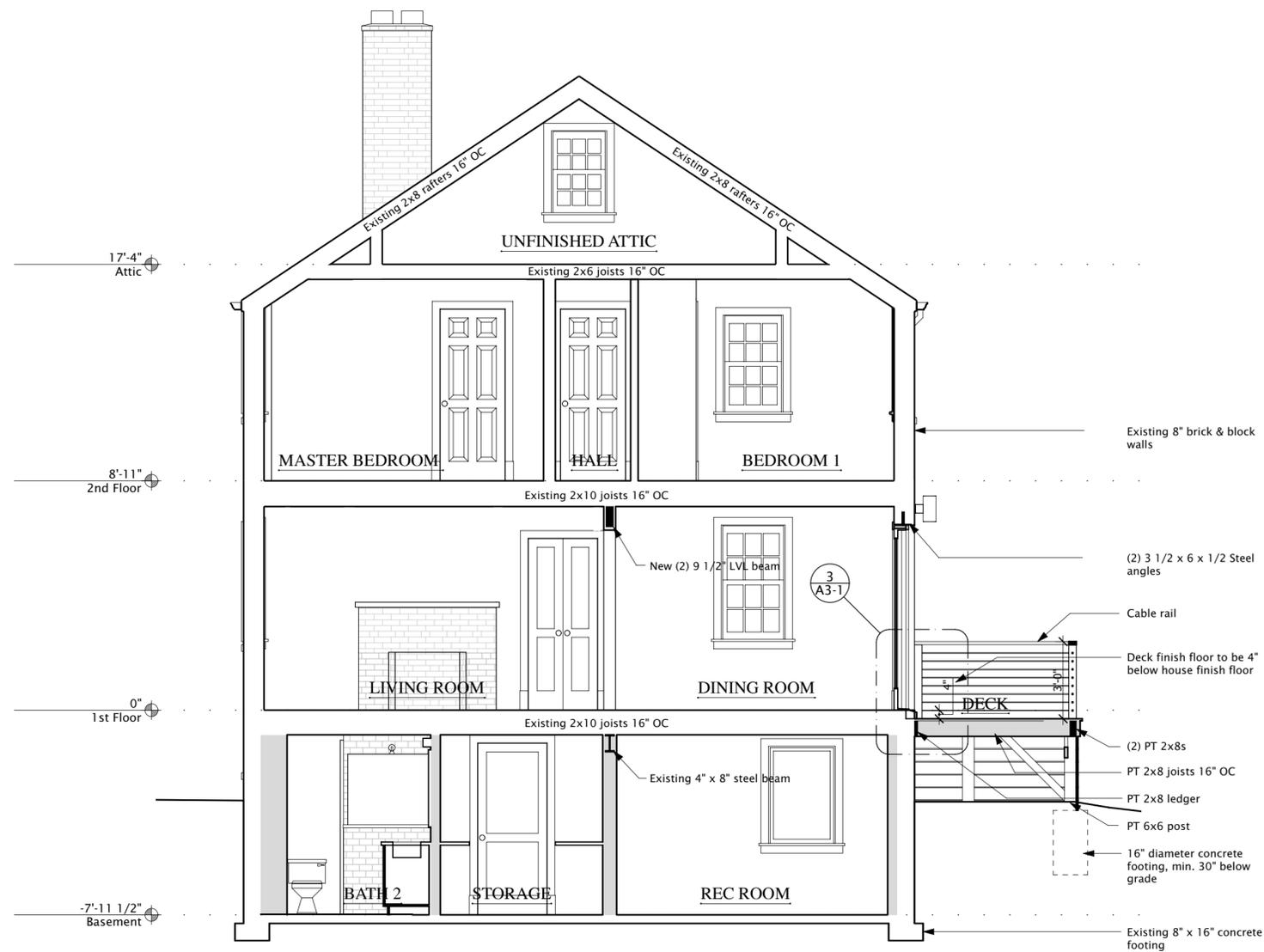
Permit Set

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |

Front & Right
Elevations

A2-1





1 Building Section 1
1/4" = 1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
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Case Name: HARRIS DRIVEWAY & DECK
Case Number (Permit #): 2020-00004
Case Type: RIG
Issuance Date: 08/20/20
Address: 4103 TENNYSON RD, UNIVERSITY PARK, MARYLAND 20782
LSEID, BldgID and PermitID: 1411 and 000116
DPIE



9 August 2020

**Harris-
Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

9 August 2020

Permit Set

Building Section

A2-3



9 August 2020

Harris-
Lippman
Addition

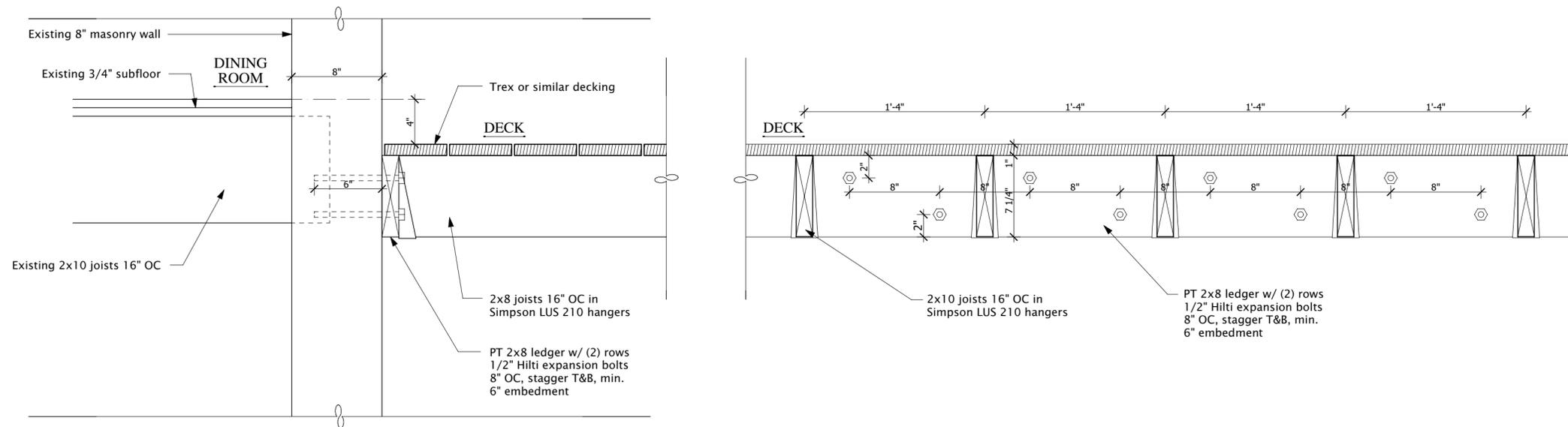
4103 Tennyson Road
University Park, MD
20782

9 August 2020

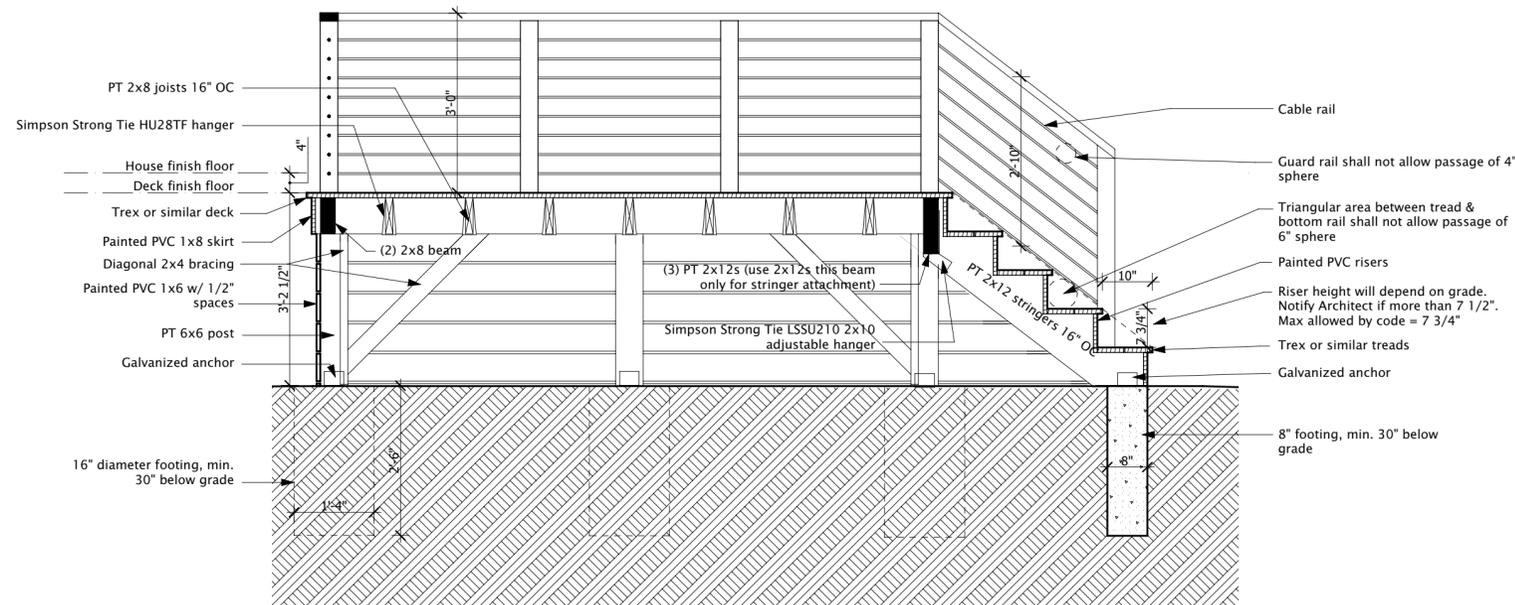
Permit Set

Construction
Details

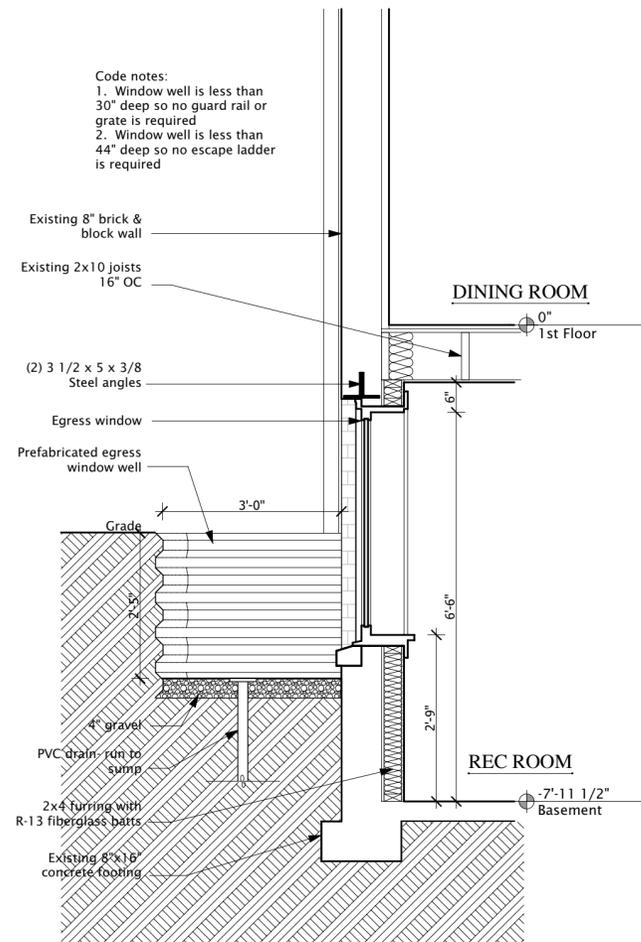
A3-1



3 Ledger Detail
1 1/2" = 1'-0"



2 Deck Section
1 1/2" = 1'-0"



1 Window Well Section
1 1/2" = 1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
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Case Name: Harris DRIVEWAY & DECK
Case Number (Permit #: 2020-00004
Case Type: RIG
Issuance Date: 08/20/20
Address: 4103 TENNYSON ROAD UNIVERSITY PARK, MARYLAND 20782
LADP: Building and Permitting Unit 08/20/20





9 August 2020

Harris-
Lippman
Addition

4103 Tennyson Road
University Park, MD
20782

9 August 2020

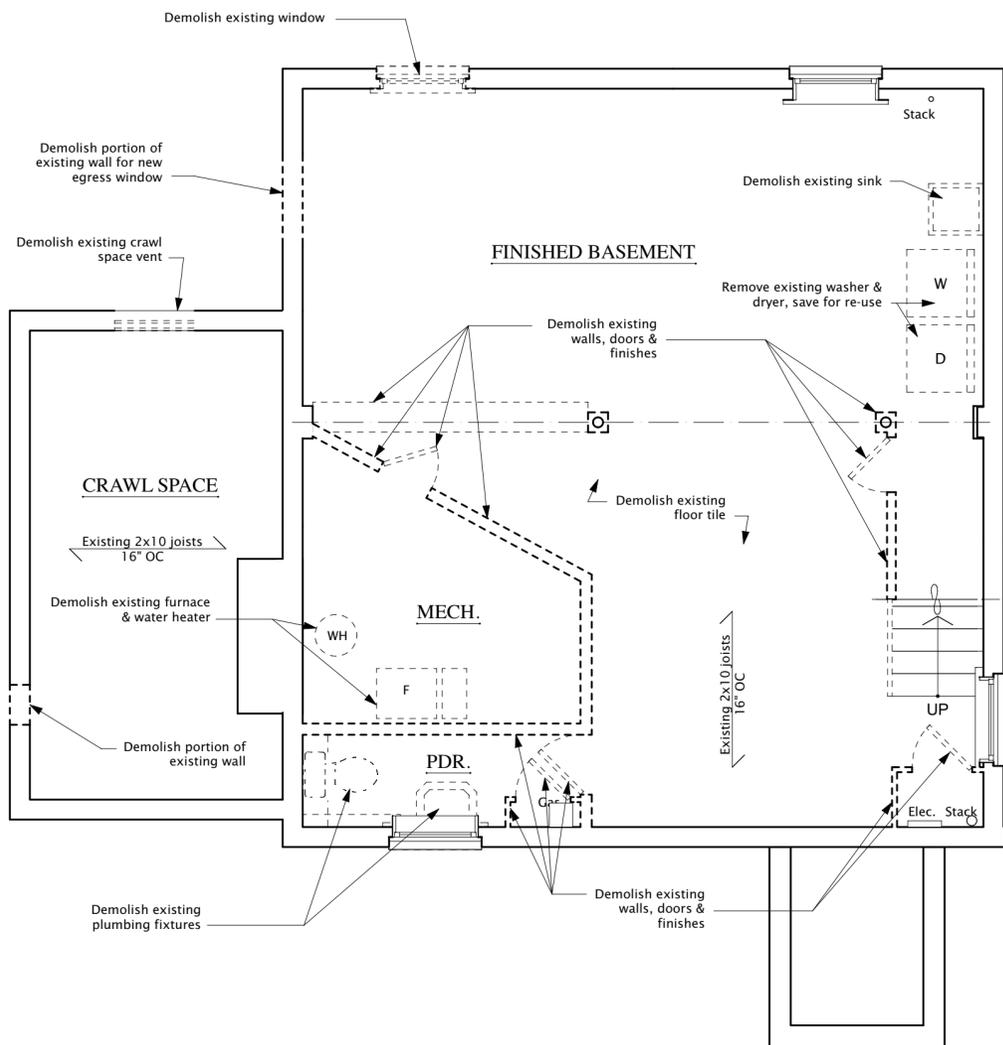
Permit Set

Bsmnt & 1st
Floor Demo Plans

D1

GARAGE
ABOVE

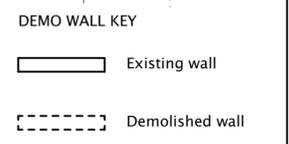
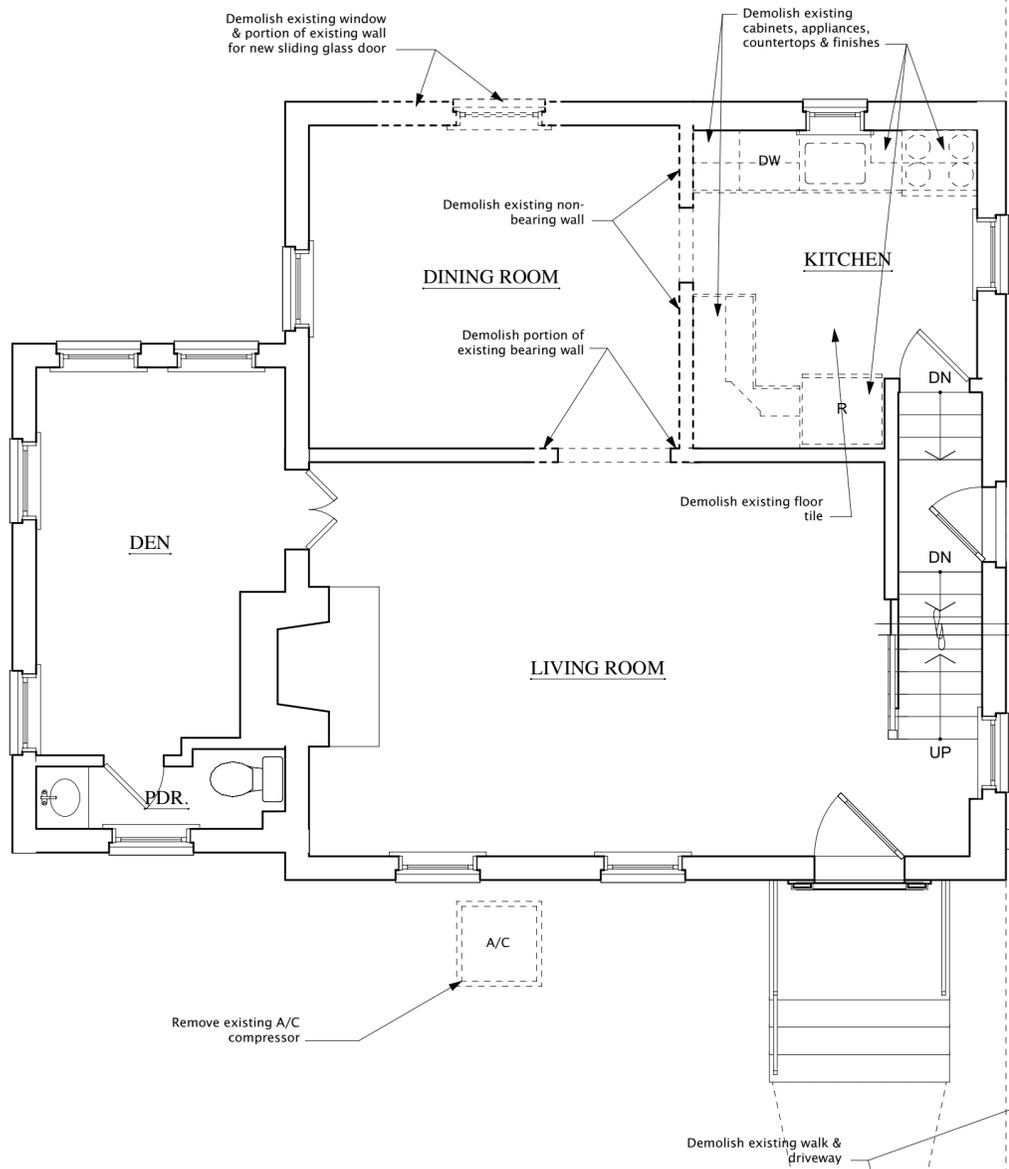
GARAGE

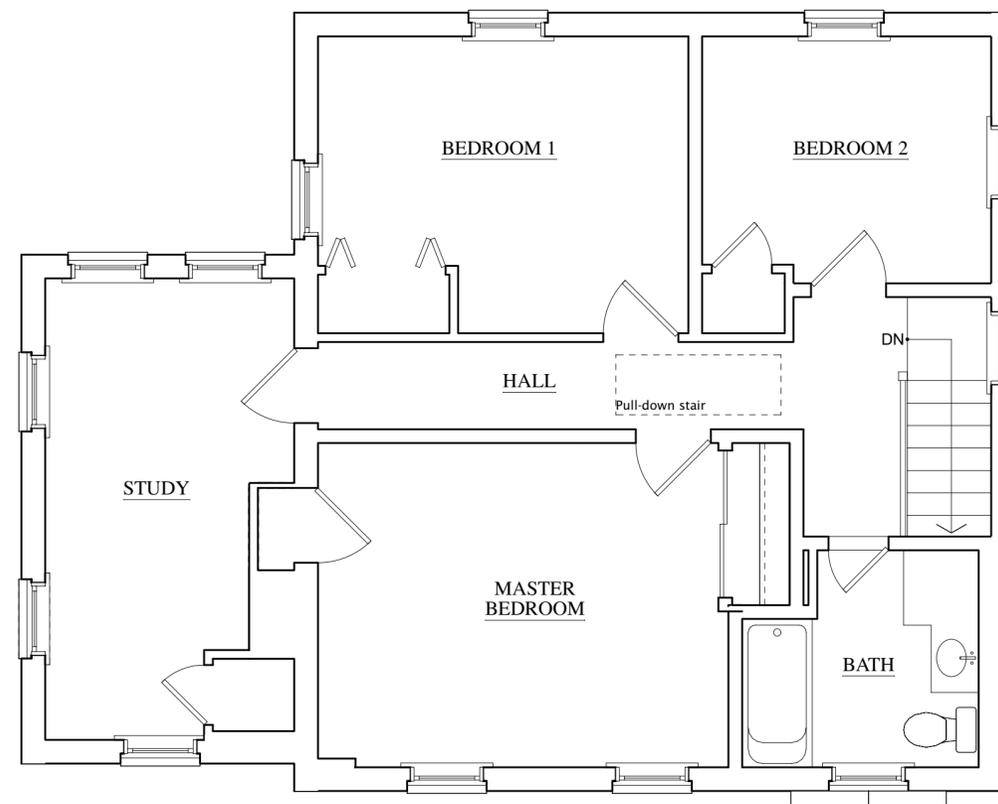
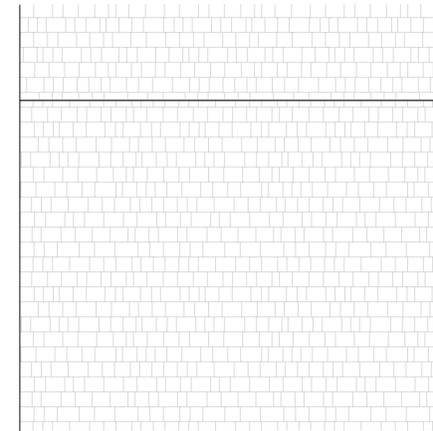


1 Basement Demolition Plan
1/4" = 1'-0"



2 1st Floor Demolition Plan
1/4" = 1'-0"



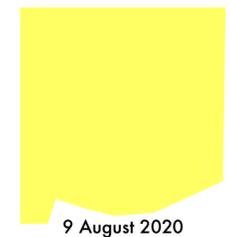
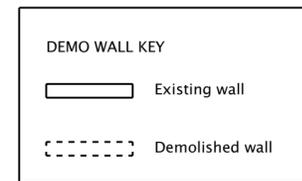


No demolition on this floor- plan shown for reference only

1 2nd Floor Demolition Plan

1/4" = 1'-0"

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Department of Permitting, Inspections and Enforcement
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LADP, BLDG and PERMITS | 1st Floor 10
DPIE



9 August 2020

Harris-
Lippman
Addition
4103 Tennyson Road
University Park, MD
20782

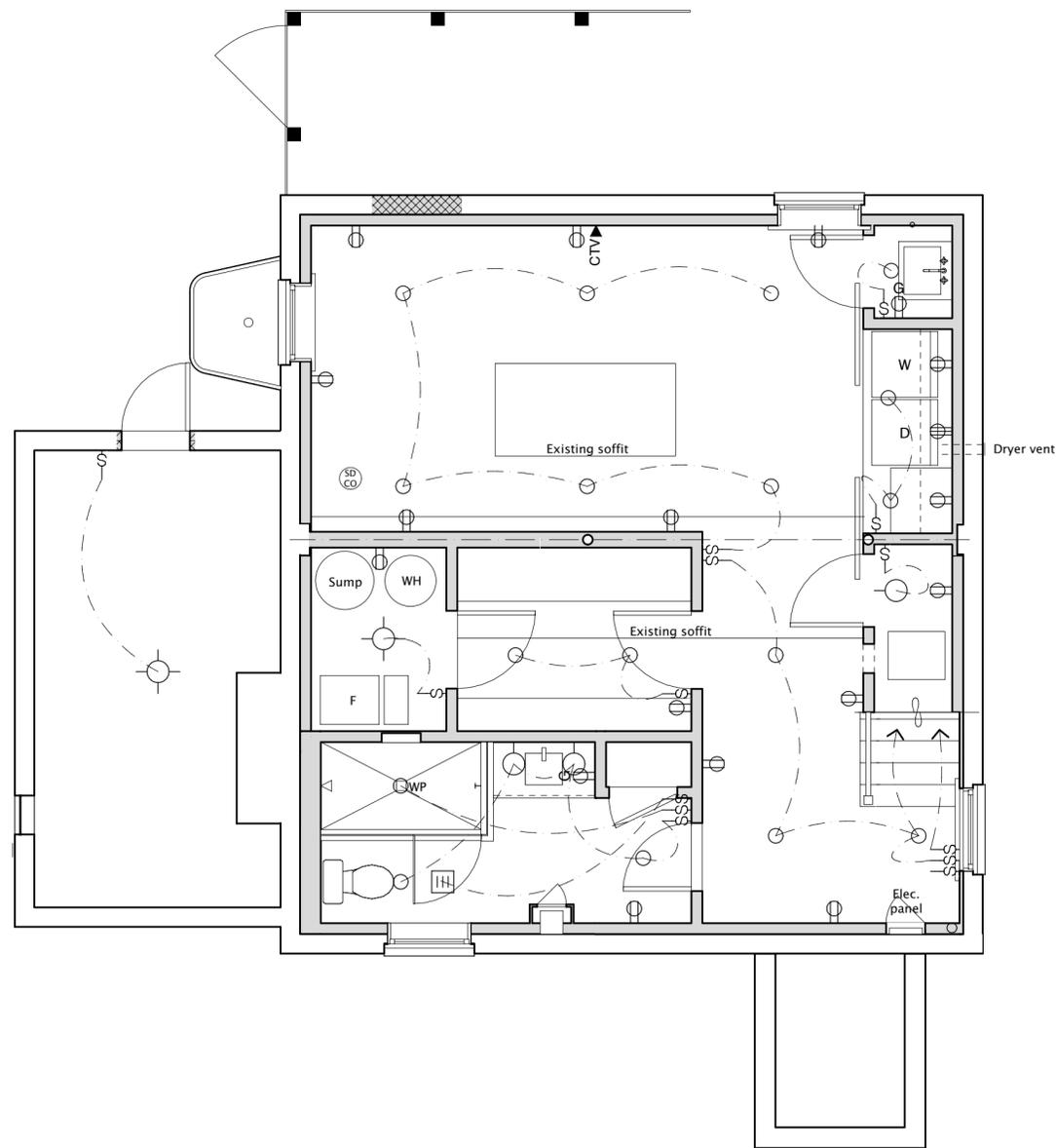
9 August 2020

Permit Set

2nd Floor Demo
Plan

D2





- Electrical Notes:**
1. Provide panel heavy-up.
 2. Provide standard white toggle switches and outlets.
 3. All switches to have thumb slide dimmers except closets, bathrooms, mechanical, Basement & crawl spaces.
 4. Provide combination smoke & carbon monoxide detectors at locations shown on Electrical Plans. All detectors to be hard-wired, interconnected and have battery backup.

Electrical Symbols

| | |
|--|---------------------------------------|
| | SURFACE LIGHT FIXTURE |
| | WALL LIGHT FIXTURE (SCONCE) |
| | RECESSED LED LIGHT FIXTURE |
| | WALL-WASH/ADJUSTABLE RECESSED FIXTURE |
| | WATERPROOF SURFACE FIXTURE |
| | WATERPROOF RECESSED FIXTURE |
| | WALL/FLOOR RECESSED FIXTURE |
| | BATH FAN |
| | COMBINATION SMOKE & CO DETECTOR |
| | FLOOD LIGHT |
| | LIGHTING TRACK (LENGTH) |
| | LOW-VOLTAGE LIGHTING |
| | TELEPHONE JACK |
| | CABLE JACK |
| | ETHERNET JACK |
| | WALL RECEPTACLE, DUPLEX/QUAD/220 |
| | FLOOR RECEPTACLE, DUPLEX/QUAD |
| | GFCI RECEPTACLE |
| | WATERPROOF OUTLET (OUTDOOR) |
| | SWITCH, JAMB SWITCH |
| | SWITCH PATH |
| | CEILING FAN |

Basement Electrical Plan

1/4" = 1'-0"



9 August 2020

**Harris-
Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

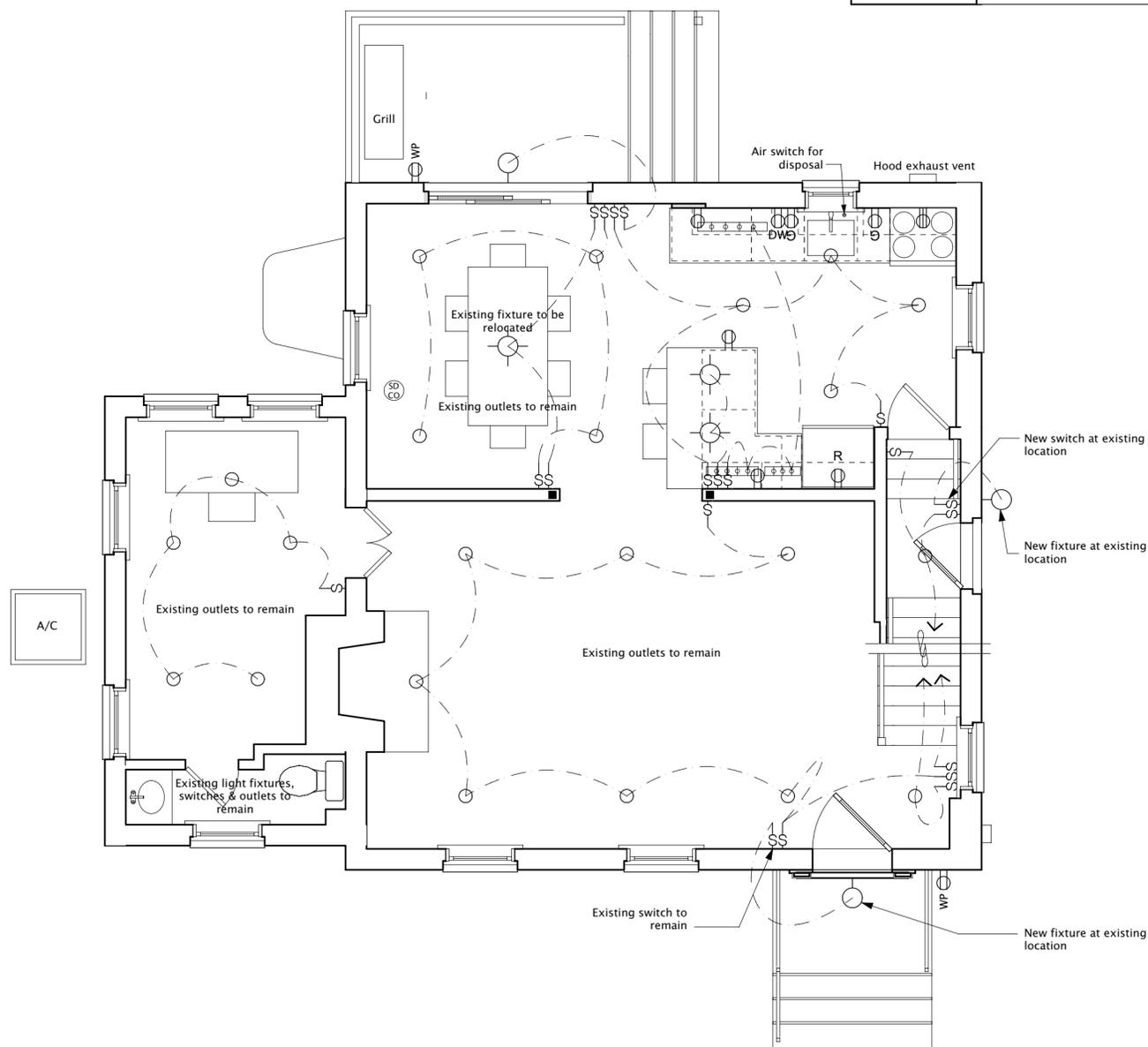
9 August 2020

Permit Set

Basement Elec
Plan

EO





- Electrical Notes:**
1. Provide panel heavy-up.
 2. Provide standard white toggle switches and outlets.
 3. All switches to have thumb slide dimmers except closets, bathrooms, mechanical, Basement & crawl spaces.
 4. Provide combination smoke & carbon monoxide detectors at locations shown on Electrical Plans. All detectors to be hard-wired, interconnected and have battery backup.

Electrical Symbols

| | |
|--|---------------------------------------|
| | SURFACE LIGHT FIXTURE |
| | WALL LIGHT FIXTURE (SCONCE) |
| | RECESSED LED LIGHT FIXTURE |
| | WALL-WASH/ADJUSTABLE RECESSED FIXTURE |
| | WATERPROOF SURFACE FIXTURE |
| | WATERPROOF RECESSED FIXTURE |
| | WALL/FLOOR RECESSED FIXTURE |
| | BATH FAN |
| | COMBINATION SMOKE & CO DETECTOR |
| | FLOOD LIGHT |
| | LIGHTING TRACK (LENGTH) |
| | LOW-VOLTAGE LIGHTING |
| | TELEPHONE JACK |
| | CABLE JACK |
| | ETHERNET JACK |
| | WALL RECEPTACLE, DUPLEX/QUAD/220 |
| | FLOOR RECEPTACLE, DUPLEX/QUAD |
| | GFCI RECEPTACLE |
| | WATERPROOF OUTLET (OUTDOOR) |
| | SWITCH, JAMB SWITCH |
| | SWITCH PATH |
| | CEILING FAN |

First Floor Electrical Plan

1/4" = 1'-0"

Prince George's County, Maryland
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Issuance Date: 08/20/20
Address: 4103 TENNYSON RD UNIVERSITY PARK, MARYLAND 20782
LADP, BIDDING and PERMITS Unit 1 and 2 of 11
DPIE



9 August 2020

**Harris-
Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

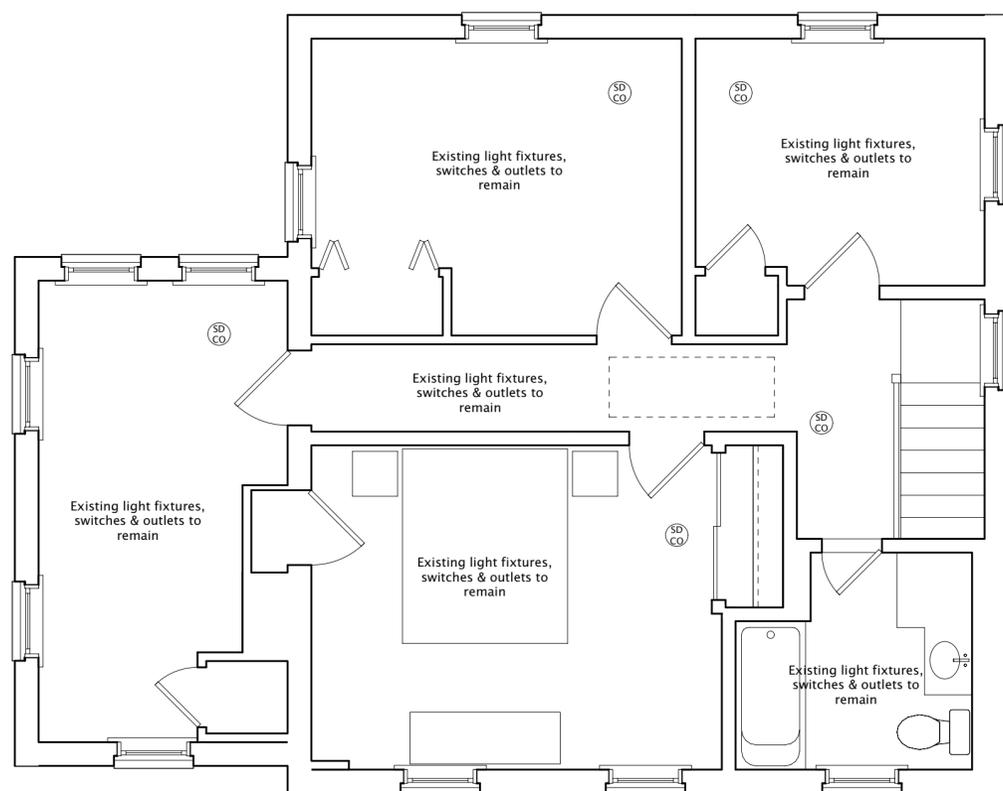
9 August 2020

Permit Set

1st Floor Elec
Plan

E1





Second Floor Electrical Plan
1/4" = 1'-0"

Prince George's County, Maryland
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Case Number (Permit #): 2020-00004
Case Type: RIG
Issuance Date: 08/20/20
Address: 4103 TENNYSON RD UNIVERSITY PARK, MARYLAND 20782
Landscape (Block) and Parcel(s): Lot 1 and Deck 18
DPIE

- Electrical Notes:**
1. Provide panel heavy-up.
 2. Provide standard white toggle switches and outlets.
 3. All switches to have thumb slide dimmers except closets, bathrooms, mechanical, Basement & crawl spaces.
 4. Provide combination smoke & carbon monoxide detectors at locations shown on Electrical Plans. All detectors to be hard-wired, interconnected and have battery backup.

Electrical Symbols

| | |
|--|---------------------------------------|
| | SURFACE LIGHT FIXTURE |
| | WALL LIGHT FIXTURE (SCONCE) |
| | RECESSED LED LIGHT FIXTURE |
| | WALL-WASH/ADJUSTABLE RECESSED FIXTURE |
| | WATERPROOF SURFACE FIXTURE |
| | WATERPROOF RECESSED FIXTURE |
| | WALL/FLOOR RECESSED FIXTURE |
| | BATH FAN |
| | COMBINATION SMOKE & CO DETECTOR |
| | FLOOD LIGHT |
| | LIGHTING TRACK (LENGTH) |
| | LOW-VOLTAGE LIGHTING |
| | TELEPHONE JACK |
| | CABLE JACK |
| | ETHERNET JACK |
| | WALL RECEPTACLE, DUPLEX/QUAD/220 |
| | FLOOR RECEPTACLE, DUPLEX/QUAD |
| | GFCI RECEPTACLE |
| | WATERPROOF OUTLET (OUTDOOR) |
| | SWITCH, JAMB SWITCH |
| | SWITCH PATH |
| | CEILING FAN |



9 August 2020

**Harris-
Lippman
Addition**

4103 Tennyson Road
University Park, MD
20782

9 August 2020

Permit Set

2nd Floor Elec
Plan

E2

Agenda Item 8A
Continuing Business
Town Administrator's Memo



TOWN OF UNIVERSITY PARK

MAYOR
Lenford C. Carey

COMMON COUNCIL

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

TO: Mayor and Common Council
FROM: David J. Deutsch, Town Administrator
SUBJECT: Town Administrator Position
DATE: September 25, 2020

The future of the Town Administrator position was on the Council Agenda on July 6, 2020. Council chose to defer any decision, and agreed to consider the item on a future agenda. The background section of the July 2, 2020 memorandum described the position's 2020 history and status. The status remains basically as described in July, with the current Town Administrator working remotely, and being compensated for three days per week. Similar to the work habits of many professionals, I routinely exceed the weekly compensated twenty-four target, and am often working thirty hour plus weeks. It should be noted that the role of part-time Administrator has been circumscribed by the pandemic, as well as the obvious limitations of part-time. There clearly is enough work for a full-time administrator, even staying within the current description of the office as reporting to the Mayor.

Having served for five months I can assert that productive relationships exist with Town staff, resulting in my involvement in most aspects of Town governance, including the line departments of Police and Public Works, as well as the staff functions of Treasurer and Town Clerk. The staff does not hesitate to share issues with me, and although I am not their supervisor, my suggestions, advice and comments appear to be taken in the positive vein in which they are offered.

As you consider a transition to a full time Administrator, it is clear that you do not need a subject matter expert. What the Town needs is a local government generalist that can build on the base of progress of the part-time position, and continue to be a force for forward progress for the Town. You may be interested in a recitation of some of the things I have been involved in:

- Pandemic hazard pay
- Various personnel matters
- Reopening of Town playground
- University Park Police Department issues, including GO reviews
- Sustainability and green purchasing
- Information technology review, including telephony
- Transit overview (task force creation)
- Council follow-up tracker

- Infrastructure project management
- Rear yard fence height issue

What are the next steps?

If Council concurs that a full-time Town Administrator should be brought on board, the decisions revolve around when and how this should occur, and what are its financial implications. The incumbent part-time Town Administrator's contract expires on December 31, 2020. This contract could be extended by mutual agreement. One potential scenario is to gain your consensus on a July 1 (on or about), 2021 start date for the new full-time Administrator, which avoids the new position having an FY21 impact. In order to conduct a proper recruitment, a search should begin no later than mid-March to early April. Therefore, in order for this plan to succeed a decision needs to be made far in advance of the FY22 Budget approval date of May 15+/- . The earlier that Council can commit to this "pre-allocation" for the FY22 Budget, the better.

I would suggest budgeting \$145,000 for the FY22 full time position. This funding level would allow for a salary up to \$120,000, with a 20% allocation for benefits. This compares to the estimated \$81,000 that would be spent in FY21 based on the contract with the current part-time Administrator, assuming the current incumbent remains through the end of the fiscal year, and hopefully providing for an overlap of at least a few days of the new Administrator and the part-time Administrator.

Recommendation

Council should commit to allocating funding in the FY22 Budget, which will allow the implementation schedule outlined above to proceed. The goal of this plan is to have a full-time Town Administrator on Town staff on or about July 1, 2021.

Attachment – July 2, 2020 Memo



TOWN OF UNIVERSITY PARK

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

MAYOR
Lenford C. Carey

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

Background

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

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

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

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

Options for the Future

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

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

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

Cost and Timing of Converting Administrator to Full-time

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

Recruitment

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

Summary

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

Agenda Item 9A

New Business

**Supervisor of Elections Stephanie Herold's Memo
re: Article V of the Town Charter**



TOWN OF UNIVERSITY PARK

MAYOR
Lenford C. Carey

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

MEMORANDUM

To: Mayor Lenford Carey and Town Council
From: Supervisor of Elections Stephanie Herold
Subject: Proposed Charter Changes to Article V
Date: September 25, 2020

Background

On February 24, 2020, Council adopted [Charter Resolution 20-CR-01](#) to repeal and re-enact Article V, “Registration, Nominations and Elections”, Section 503 “Registration” and Section 506 “Candidates for Office”. Amendments to these sections enabled the Charter to reflect current procedures, to clarify information and make conforming and clerical changes. This was the first time that Article V of the Charter had been amended since 2009. We knew at that time there would be more changes to be made to fully update this Article, but we were concerned with making too many changes being so close to the next Town election, especially an election which included the Mayor’s office. I then followed up on Wednesday, August 26, 2020, to meet with Town Clerk Andrea Marcavitch and Town Attorney Suellen Ferguson to review the May 29 Town election and discuss further amendments for the Charter. We noted a number of areas that required additional amendments and planned to bring our proposal before Council for discussion in the fall.

Recommendations

During our meeting, we discussed additional amendments to Article V of the Charter. We propose the following changes:

1. **502(c) Supervisor of Elections** – Amend the language as the Supervisor of Elections is not responsible for registration of voters. We no longer keep a supplemental list of voters.
2. **503(a) Registration** – Amend the requirement that the Town publish notices in at least one newspaper of general circulation in Town. We propose to strike this as there are very few local newspapers and legal ads are costly for the very few who read or receive the newspaper. We propose updating the section to add that notices will be required to be published on the Town’s website, posted to the bulletin board at the entrance of Town Hall and published in the Town’s newsletter, when practicable. In the last election, the registration deadline for candidates was the last day in April which didn’t allow time to publish candidate names in the newsletter. Posting notices in at least one prominent place in each ward will remain in the Charter.

3. **503(c) Registration** – Amend voter registration deadline from thirty (30) days prior to the election to twenty-nine (29) days to match the candidate filing deadline and it will also give voters an extra day to register to vote. We will also amend this section to add a provision in the Charter that if the voter registration deadline falls on a Saturday, Sunday or a holiday to allow the registration deadline to move to the next business day. This would keep staff from working on a weekend or a holiday and give voters extra time to register.
4. **503(d) Registration** – Amend this section as the Prince George’s County Board of Elections is unable to correct errors to voter’s residency based on the Supervisor of Elections’ feedback or knowledge. The County has their own methods they rely on to update their records such as vital records, Department of Motor Vehicles (DMV) and the Postal Service to name a few.
5. **504 Elections & 507 Special Elections** – To add new language stating that if there is only one qualified candidate for each open office, then no election will be held and the qualified candidates shall be declared and elected by the Supervisor of Elections at the next Council meeting. This amendment would save time and money for the Town. Usually the polls are open from 8 a.m.-8 p.m. on election day and we pay at least two election judges for their time at the polls and to help count the ballots once the polls have closed. Also, we have found when elections are uncontested there is low voter turnout. There doesn’t seem to be any reason to hold an election when we know who will be elected. For the vote-by-mail election held this year, the Supervisor of Elections could have simply declared the uncontested qualified candidates elected once the write-in candidate deadline had passed. Because of the timing, we would still have had to mail out ballots but would not have had to pay election officials to count ballots and go through the long process of opening ballots, verifying voters and counting ballots.
6. **506(c) Candidates for Office** – To add a provision in the Charter that if the voter registration deadline falls on a Saturday, Sunday or a holiday to allow the candidate filing deadline to move to the next business day. This would keep staff from working on a weekend or a holiday and give candidates extra time to file.

There may be additional changes to this article as we look through the Charter. We would be sure to highlight any changes not outlined here when the Charter resolution would be introduced.

Final summary

It is our recommendation for Council to direct the Town Attorney to draft a Charter resolution to amend Article V, “Registration, Nomination and Elections” of the Town Charter as outlined in this memo. These amendments would finalize the update to this Article and help the Town save time and money.

Agenda Item 10E
Treasurer's Report

**Town of University Park
Treasurer's Report
August 31, 2020**

Cash Balances

| | |
|-------------------------------------|------------------------------|
| Bank of America - General Fund | \$5,085.91 |
| Suntrust - General Fund | 110,554.31 |
| Suntrust - Debit Card A/C | 15,000.00 |
| MD Local Government Investment Pool | 1,398,204.86 |
| 2019 Bonds | 1,600,000.00 |
| Police Benevolence Fund | 4,280.76 |
| Employee Holiday Fund | 0.00 |
| BB&T Bank - CD | 4,212.41 |
| Petty Cash | 500.00 |
| Total | <u>\$3,137,838.25</u> |

**Town of University Park
Treasurer's Report
August 2020**

| | <u>August</u> | <u>Jul - Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|------------------|---------------------|---------------------|-----------------------|--------------------|
| Income | | | | | |
| General Fund Revenues | | | | | |
| I - Taxes | | | | | |
| 4000-00 · Real Estate Tax Revenue | 23,615.57 | 27,974.97 | 2,445,072.00 | (2,417,097.03) | 1.14% |
| 4005-00 · Business Personal Property Tax | 24,391.08 | 24,391.08 | 60,000.00 | (35,608.92) | 40.65% |
| 4010-00 · Penalties & Interest on Taxes | | 475.51 | 1,000.00 | (524.49) | 47.55% |
| 4020-00 · State Income Tax | | 0.00 | 680,000.00 | (680,000.00) | 0.0% |
| Total I - Taxes | <u>48,006.65</u> | <u>52,841.56</u> | <u>3,186,072.00</u> | <u>(3,133,230.44)</u> | <u>1.66%</u> |
| II - State Shared | | | | | |
| 4015-00 · Highway Users | | 0.00 | 120,156.00 | (120,156.00) | 0.0% |
| 4025-00 · Police Protection | | 0.00 | 49,668.00 | (49,668.00) | 0.0% |
| 4030-00 · Bank Stock | | 0.00 | 10,257.00 | (10,257.00) | 0.0% |
| Total II - State Shared | <u>0.00</u> | <u>0.00</u> | <u>180,081.00</u> | <u>(180,081.00)</u> | <u>0.0%</u> |
| III - County | | | | | |
| 4055-00 · Landfill Rebate | | 0.00 | 6,256.00 | (6,256.00) | 0.0% |
| 4071-00 · COVID19 County | | 0.00 | 161,000.00 | (161,000.00) | 0.0% |
| Total III - County | <u>0.00</u> | <u>0.00</u> | <u>167,256.00</u> | <u>(167,256.00)</u> | <u>0.0%</u> |
| IV - Licenses & Permits | | | | | |
| 4075-00 · Cable TV Franchise Payments | | 0.00 | 38,800.00 | (38,800.00) | 0.0% |
| 4076-00 · Cable TV - Capital Equipment | | 0.00 | 24,300.00 | (24,300.00) | 0.0% |
| 4080-00 · Building Permits & Fees | 232.89 | 404.59 | 1,500.00 | (1,095.41) | 26.97% |
| Total IV - Licenses & Permits | <u>232.89</u> | <u>404.59</u> | <u>64,600.00</u> | <u>(64,195.41)</u> | <u>0.63%</u> |
| V - Miscellaneous | | | | | |
| 4085-00 · Accident Reports | 10.00 | 30.00 | | | |
| 4095-00 · Rental License Fees | 800.00 | 2,800.00 | 31,200.00 | (28,400.00) | 8.97% |
| 4100-00 · Fines - Police | 50.00 | 50.00 | 4,000.00 | (3,950.00) | 1.25% |
| 4105-00 · Vehicle Release | 25.00 | 50.00 | 2,000.00 | (1,950.00) | 2.5% |
| 4120-00 · Interest Income | | 0.04 | 15,000.00 | (14,999.96) | 0.0% |
| 4150-00 · Revenue -Miscellaneous | | 0.00 | 100.00 | (100.00) | 0.0% |
| 4155-00 · Revenue - Recycling | (11.20) | 68.80 | 2,000.00 | (1,931.20) | 3.44% |
| 4160-00 · Sale of Asset | 11,000.00 | 11,000.00 | | | |
| 4170-00 · Red Light Camera | 1,550.00 | 2,700.00 | 18,720.00 | (16,020.00) | 14.42% |
| 4244-00 · Sale of Energy Credits | 501.37 | 1,089.65 | 500.00 | 589.65 | 217.93% |
| 4248-00 · PEPCO - Solar Array Excess Gen. | | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| Total V - Miscellaneous | <u>13,925.17</u> | <u>17,788.49</u> | <u>74,520.00</u> | <u>(56,731.51)</u> | <u>23.87%</u> |
| VII - Prior Year's Surplus | <u>0.00</u> | <u>0.00</u> | <u>1,643,881.00</u> | <u>(1,643,881.00)</u> | <u>0.0%</u> |
| Total General Fund Revenues | <u>62,164.71</u> | <u>71,034.64</u> | <u>5,316,410.00</u> | <u>(5,245,375.36)</u> | <u>1.34%</u> |
| Total Income | <u>62,164.71</u> | <u>71,034.64</u> | <u>5,316,410.00</u> | <u>(5,245,375.36)</u> | <u>1.34%</u> |
| Gross Profit | <u>62,164.71</u> | <u>71,034.64</u> | <u>5,316,410.00</u> | <u>(5,245,375.36)</u> | <u>1.34%</u> |

**Town of University Park
Treasurer's Report
August 2020**

| Expense | August | Jul - Aug 20 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------------|-------------------|---------------------|---------------|
| General Government | | | | | |
| I - Personnel - Gen Govt | | | | | |
| A Salaries - General Government | | | | | |
| 6103-01 · Administration Expenses | 6,303.98 | 11,660.76 | 75,000.00 | (63,339.24) | 15.55% |
| 6104-01 · Mayor's Salary | 1,538.46 | 2,769.22 | 20,000.00 | (17,230.78) | 13.85% |
| 6105-01 · General Government - Reg | 12,325.78 | 22,938.27 | 193,725.00 | (170,786.73) | 11.84% |
| 6109-01 · General Government - Vacation | 2,364.04 | 3,499.20 | | | |
| Total A Salaries - General Government | 22,532.26 | 40,867.45 | 288,725.00 | (247,857.55) | 14.15% |
| B - Payroll Tax & Benefits - GG | | | | | |
| 6600-01 · Life Insurance - Employee - GG | | 114.14 | | | |
| 6605-01 · Health Insurance - GG | | 245.70 | | | |
| 6610-01 · Payroll Taxes - GG | 1,641.72 | 3,283.81 | 36,990.00 | (33,706.19) | 8.88% |
| 6625-01 · Unemployment Insurance - GG | 3.00 | 14.71 | | | |
| 6635-01 · Payroll Taxes - Mayor | 117.70 | 235.39 | 3,590.00 | (3,354.61) | 6.56% |
| Total B - Payroll Tax & Benefits - GG | 1,762.42 | 3,893.75 | 40,580.00 | (36,686.25) | 9.6% |
| Total I - Personnel - Gen Govt | 24,294.68 | 44,761.20 | 329,305.00 | (284,543.80) | 13.59% |
| II -Operating - Gen. Government | | | | | |
| 6000-01 · ADA (Interpreters) | | 0.00 | 250.00 | (250.00) | 0.0% |
| 6005-01 · Accounting & Auditing | 1,578.00 | 2,008.00 | 9,000.00 | (6,992.00) | 22.31% |
| 6015-01 · Building Maintenance | 1,867.00 | 2,017.00 | 15,000.00 | (12,983.00) | 13.45% |
| 6020-01 · Building Utilities | 41.88 | 41.88 | 7,000.00 | (6,958.12) | 0.6% |
| 6027-01 · Council Retreat / Orientation | | 0.00 | 8,000.00 | (8,000.00) | 0.0% |
| 6030-01 · Recording Secretary | 200.00 | 200.00 | 5,000.00 | (4,800.00) | 4.0% |
| 6050-01 · Elections | | 0.00 | 2,000.00 | (2,000.00) | 0.0% |
| 6053-01 · Employee Awards and Events | | 0.00 | 3,000.00 | (3,000.00) | 0.0% |
| 6055-01 · Engineering Serv. (Exc. Street) | | 0.00 | 2,000.00 | (2,000.00) | 0.0% |
| 6064-01 · IT Costs | 1,375.85 | 2,751.70 | 22,000.00 | (19,248.30) | 12.51% |
| 6065-01 · Insurance | | 37,640.00 | 33,000.00 | 4,640.00 | 114.06% |
| 6070-01 · Legal Advertisement | | 0.00 | 1,500.00 | (1,500.00) | 0.0% |
| 6075-01 · Legal Fees | | 0.00 | 45,000.00 | (45,000.00) | 0.0% |
| 6080-01 · Travel | | 0.00 | 26,500.00 | (26,500.00) | 0.0% |
| 6085-01 · Memberships and Dues | | 5,109.30 | 7,000.00 | (1,890.70) | 72.99% |
| 6090-01 · Newsletter | | 909.00 | 25,000.00 | (24,091.00) | 3.64% |
| 6095-01 · Office Expenses | 1,041.00 | 1,820.74 | 21,000.00 | (19,179.26) | 8.67% |
| 6097-01 · Publications | | 0.00 | 8,000.00 | (8,000.00) | 0.0% |
| 6110-01 · Small Equipment | | 0.00 | 3,000.00 | (3,000.00) | 0.0% |
| 6115-01 · Telephone | 671.25 | 671.25 | 10,000.00 | (9,328.75) | 6.71% |
| 6128-01 · Training | | 0.00 | 1,500.00 | (1,500.00) | 0.0% |
| 6130-01 · Website Maintenance & Design | | 5,843.25 | 8,800.00 | (2,956.75) | 66.4% |
| Total II -Operating - Gen. Government | 6,774.98 | 59,012.12 | 263,550.00 | (204,537.88) | 22.39% |

**Town of University Park
Treasurer's Report
August 2020**

| | <u>August</u> | <u>Jul - Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|------------------|---------------------|-------------------|-----------------------|--------------------|
| III - Grants & Donations | | | | | |
| 6063-01 · Fire Dept Donation | | 0.00 | 9,000.00 | (9,000.00) | 0.0% |
| 6098-01 · Hyattsville Middle School PTA | | 0.00 | 6,000.00 | (6,000.00) | 0.0% |
| 6099-01 · PTA Donation | | 0.00 | 6,000.00 | (6,000.00) | 0.0% |
| 6152-01 · Senior Programs - Helping Hands | | | | | |
| 6154-01 · TAF - HHUP | (200.00) | (200.00) | | | |
| 6152-01 · Senior Programs - Helping Hands - Other | | 219.54 | 5,000.00 | (4,780.46) | 4.39% |
| Total 6152-01 · Senior Programs - Helping Hands | (200.00) | 19.54 | 5,000.00 | (4,980.46) | 0.39% |
| 6203-02 · UPCA Grant | | 0.00 | 8,000.00 | (8,000.00) | 0.0% |
| 6250-02 · Azalea Classic | | 0.00 | 6,000.00 | (6,000.00) | 0.0% |
| Total III - Grants & Donations | (200.00) | 19.54 | 40,000.00 | (39,980.46) | 0.05% |
| IV -Capital Outlay - Gen. Govt. | | | | | |
| 6139-01 · Town Hall Bathroom Renovations | | 0.00 | 8,000.00 | (8,000.00) | 0.0% |
| Total IV -Capital Outlay - Gen. Govt. | 0.00 | 0.00 | 8,000.00 | (8,000.00) | 0.0% |
| V - Transit | | | | | |
| 6126-01 · Transit - Salaries | | 0.07 | 75,000.00 | (74,999.93) | 0.0% |
| 6610-07 · Payroll Tax - Transit | 319.10 | 692.25 | | | |
| Total V - Transit | 319.10 | 692.32 | 75,000.00 | (74,307.68) | 0.92% |
| VI -Covid Expense | | | | | |
| 6800-08 · Audio and Video (ZOOM etc.) | | 109.98 | 600.00 | (490.02) | 18.33% |
| 6805-08 · Cell Phones Police | | 0.00 | 1,756.00 | (1,756.00) | 0.0% |
| 6810-08 · Cleaning Costs - Building | 600.00 | 600.00 | 6,300.00 | (5,700.00) | 9.52% |
| 6815-00 · Cleaning Supplies | | 0.00 | 1,200.00 | (1,200.00) | 0.0% |
| 6820-08 · Disinfectant Costs | | 0.00 | 4,308.00 | (4,308.00) | 0.0% |
| 6825-08 · Educational | | 140.76 | 175.00 | (34.24) | 80.43% |
| 6830-08 · Elections By Mail | | 0.00 | 4,500.00 | (4,500.00) | 0.0% |
| 6833-08 · Hazard Pay | 9,347.38 | 18,801.76 | 87,725.00 | (68,923.24) | 21.43% |
| 6834-08 · Laptops | | 0.00 | 6,750.00 | (6,750.00) | 0.0% |
| 6835-08 · PPE Purchases | | 0.00 | 6,388.00 | (6,388.00) | 0.0% |
| 6838-08 · Payroll Taxes | | 0.00 | 6,711.00 | (6,711.00) | 0.0% |
| 6840-08 · Security | | 0.00 | 399.00 | (399.00) | 0.0% |
| 6845-08 · Other/Contingency | | 38.08 | 34,188.00 | (34,149.92) | 0.11% |
| Total VI -Covid Expense | 9,947.38 | 19,690.58 | 161,000.00 | (141,309.42) | 12.23% |
| Total General Government | 41,136.14 | 124,175.76 | 876,855.00 | (752,679.24) | 14.16% |

**Town of University Park
Treasurer's Report
August 2020**

| | <u>August</u> | <u>Jul - Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|------------------|---------------------|---------------------|-----------------------|--------------------|
| Police & Public Safety | | | | | |
| I - Police & PS - Personnel | | | | | |
| A - Salaries - P & PS | | | | | |
| 6344-03 · Police - Vacation | 3,035.12 | 6,916.58 | | | |
| 6345-03 · Police - Regular | 42,311.44 | 78,476.04 | 697,389.00 | (618,912.96) | 11.25% |
| 6346-03 · Police - OT | 3,205.64 | 3,856.16 | | | |
| 6348-03 · Police - Holiday | | 1,156.24 | | | |
| 6349-03 · Police - Sick Plan | 5,178.24 | 9,445.52 | | | |
| Total A - Salaries - P & PS | <u>53,730.44</u> | <u>99,850.54</u> | <u>697,389.00</u> | <u>(597,538.46)</u> | <u>14.32%</u> |
| B - Payroll Tax & Benefits - PS | | | | | |
| 6600-03 · Life Insurance - Employee - PS | | 237.88 | | | |
| 6605-03 · Health Insurance - Police & PS | | 25,628.49 | | | |
| 6610-03 · Payroll Taxes - Police & PS | 4,295.17 | 8,951.97 | 260,547.00 | (251,595.03) | 3.44% |
| 6625-03 · Unemployment Insurance - PS | 0.89 | 0.90 | | | |
| 6630-03 · State Retirement - PS | | 195.08 | | | |
| Total B - Payroll Tax & Benefits - PS | <u>4,296.06</u> | <u>35,014.32</u> | <u>260,547.00</u> | <u>(225,532.68)</u> | <u>13.44%</u> |
| Total I - Police & PS - Personnel | <u>58,026.50</u> | <u>134,864.86</u> | <u>957,936.00</u> | <u>(823,071.14)</u> | <u>14.08%</u> |
| I.I - Code Compliance | | | | | |
| 6380-03 · Code Compliance Salary | 1,875.82 | 3,376.47 | 25,000.00 | (21,623.53) | 13.51% |
| 6631-03 · Code Compliance- Payroll Tax | 150.76 | 301.53 | | | |
| 6633-03 · Code Compliance Operating Costs | 64.00 | 125.95 | 5,000.00 | (4,874.05) | 2.52% |
| Total I.I - Code Compliance | <u>2,090.58</u> | <u>3,803.95</u> | <u>30,000.00</u> | <u>(26,196.05)</u> | <u>12.68%</u> |
| II - Police & PS - Operating | | | | | |
| 5303-03 · Citations - Red Light Camera | 501.28 | 501.28 | 8,700.00 | (8,198.72) | 5.76% |
| 6300-03 · Bike Patrol | | 133.69 | 500.00 | (366.31) | 26.74% |
| 6303-03 · Body Worn Cameras | | 0.00 | 5,022.00 | (5,022.00) | 0.0% |
| 6305-03 · Computer | | 0.00 | 2,000.00 | (2,000.00) | 0.0% |
| 6307-03 · Crossing Guards | 258.90 | 258.90 | 8,000.00 | (7,741.10) | 3.24% |
| 6315-03 · Police Supplies & Manuals | (85.39) | 158.78 | 6,440.00 | (6,281.22) | 2.47% |
| 6320-03 · Gasoline | 1,414.08 | 1,414.08 | 16,000.00 | (14,585.92) | 8.84% |
| 6322-03 · GPS | 228.00 | 228.00 | 2,500.00 | (2,272.00) | 9.12% |
| 6323-03 · Home Security Reimb. Program | | 0.00 | 1,500.00 | (1,500.00) | 0.0% |
| 6325-03 · Medical Exams | | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| 6327-03 · MILES Computer | | 0.00 | 100.00 | (100.00) | 0.0% |
| 6329-03 · Mobile Data Terminals | 551.95 | 551.95 | 6,375.00 | (5,823.05) | 8.66% |
| 6330-03 · Travel, Meetings, Prof. Dues | | 175.00 | 3,500.00 | (3,325.00) | 5.0% |
| 6340-03 · Radio Maintenance | | 0.00 | 500.00 | (500.00) | 0.0% |
| 6350-03 · Small Equipment - Police | 4,652.00 | 4,652.00 | 9,400.00 | (4,748.00) | 49.49% |
| 6351-03 · Uniforms | | | | | |
| 6360-03 · Uniform Cleaning | 152.75 | 152.75 | 8,300.00 | (8,147.25) | 1.84% |
| 6365-03 · Uniform Purchase | (85.39) | (85.39) | | | |
| Total 6351-03 · Uniforms | <u>67.36</u> | <u>67.36</u> | <u>8,300.00</u> | <u>(8,232.64)</u> | <u>0.81%</u> |
| 6355-03 · Training | | 0.00 | 5,000.00 | (5,000.00) | 0.0% |
| 6370-03 · Vehicle Maintenance | 868.47 | 1,598.34 | 6,500.00 | (4,901.66) | 24.59% |
| Total II - Police & PS - Operating | <u>8,456.65</u> | <u>9,739.38</u> | <u>91,337.00</u> | <u>(81,597.62)</u> | <u>10.66%</u> |
| III - Police & PS - Cap. Outlay | | | | | |
| 6335-03 · Police Car | | 76,788.05 | 101,000.00 | (24,211.95) | 76.03% |
| Total III - Police & PS - Cap. Outlay | <u>0.00</u> | <u>76,788.05</u> | <u>101,000.00</u> | <u>(24,211.95)</u> | <u>76.03%</u> |
| Total Police & Public Safety | <u>68,573.73</u> | <u>225,196.24</u> | <u>1,180,273.00</u> | <u>(955,076.76)</u> | <u>19.08%</u> |

**Town of University Park
Treasurer's Report
August 2020**

| | <u>August</u> | <u>Jul - Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|------------------|---------------------|-------------------|-----------------------|--------------------|
| Public Works | | | | | |
| I - Personnel - PW | | | | | |
| A - Salaries - PW | | | | | |
| 6545-05 · Mechanic | 5,753.60 | 10,421.20 | | | |
| 6550-05 · Public Works | 34,265.92 | 60,566.31 | 596,205.00 | (535,638.69) | 10.16% |
| 6551-05 · Public Works - OT | 197.48 | 197.48 | | | |
| 6554-05 · Public Works - Sick | 2,620.76 | 5,040.04 | | | |
| 6555-05 · Public Works - Vacation | 543.72 | 2,366.93 | | | |
| Total A - Salaries - PW | <u>43,381.48</u> | <u>78,591.96</u> | <u>596,205.00</u> | <u>(517,613.04)</u> | <u>13.18%</u> |
| B - Payroll Tax & Benefits - PW | | | | | |
| 6600-05 · Life Insurance - Employee -PW | | 265.38 | | | |
| 6605-05 · Health Insurance | 1,375.00 | 45,388.63 | | | |
| 6610-05 · Payroll Taxes - PW | 3,310.97 | 6,797.99 | 272,400.00 | (265,602.01) | 2.5% |
| Total B - Payroll Tax & Benefits - PW | <u>4,685.97</u> | <u>52,452.00</u> | <u>272,400.00</u> | <u>(219,948.00)</u> | <u>19.26%</u> |
| Total I - Personnel - PW | <u>48,067.45</u> | <u>131,043.96</u> | <u>868,605.00</u> | <u>(737,561.04)</u> | <u>15.09%</u> |
| II - Operating - Parks & Rec | | | | | |
| 6202-02 · Cemetery Upkeep | | 0.00 | 100.00 | (100.00) | 0.0% |
| 6210-02 · Tree Maintenance | | 975.00 | 20,000.00 | (19,025.00) | 4.88% |
| 6215-02 · Tree Replacement | | 0.00 | 8,000.00 | (8,000.00) | 0.0% |
| 6217-02 · Resident Tree Reimbursement | | 0.00 | 4,000.00 | (4,000.00) | 0.0% |
| 6220-02 · Upkeep of Park | 300.00 | 300.00 | 8,000.00 | (7,700.00) | 3.75% |
| 6227-02 · Park Usage Concept Plan | | 0.00 | 100.00 | (100.00) | 0.0% |
| 6230-02 · Playing Field Maintenance | | 0.00 | 10,000.00 | (10,000.00) | 0.0% |
| 6235-02 · Park Landscape Maintenance | | 0.00 | 15,000.00 | (15,000.00) | 0.0% |
| Total II - Operating - Parks & Rec | <u>300.00</u> | <u>1,275.00</u> | <u>65,200.00</u> | <u>(63,925.00)</u> | <u>1.96%</u> |
| III - Operating - Streets | | | | | |
| 6410-04 · Snow Removal | | 0.00 | 5,000.00 | (5,000.00) | 0.0% |
| 6420-04 · Street Lights | 1,984.34 | 1,984.34 | 29,000.00 | (27,015.66) | 6.84% |
| 6425-04 · Street & Sidewalk Maintenance | 186.50 | 969.86 | 46,000.00 | (45,030.14) | 2.11% |
| 6435-04 · Street Trees - Replacement | | 0.00 | 10,000.00 | (10,000.00) | 0.0% |
| 6440-04 · Street Tree - Maintenance | 4,912.50 | 4,912.50 | 28,000.00 | (23,087.50) | 17.55% |
| Total III - Operating - Streets | <u>7,083.34</u> | <u>7,866.70</u> | <u>118,000.00</u> | <u>(110,133.30)</u> | <u>6.67%</u> |
| IV - Operating - Gen./Sanit | | | | | |
| Uniforms | | | | | |
| 6570-05 · Uniform Purchases | | 1,186.69 | 4,000.00 | (2,813.31) | 29.67% |
| Uniforms - Other | | 228.85 | | | |
| Total Uniforms | <u>0.00</u> | <u>1,415.54</u> | <u>4,000.00</u> | <u>(2,584.46)</u> | <u>35.39%</u> |
| 6500-05 · Fuel | 1,845.37 | 1,845.37 | 20,000.00 | (18,154.63) | 9.23% |
| 6501-05 · Composting | | 6,728.91 | 7,000.00 | (271.09) | 96.13% |
| 6505-05 · Landfill | 3,642.66 | 3,642.66 | 64,000.00 | (60,357.34) | 5.69% |
| 6510-05 · Landfill - Compost (MD Environ) | 876.50 | 876.50 | | | |
| 6515-05 · Medical Exams | | 0.00 | 500.00 | (500.00) | 0.0% |
| 6535-05 · Recycling Costs | | 0.00 | 12,000.00 | (12,000.00) | 0.0% |
| 6546-05 · Travel & Dues | 258.00 | 258.00 | 5,000.00 | (4,742.00) | 5.16% |
| 6547-05 · Training | | 0.00 | 2,500.00 | (2,500.00) | 0.0% |
| 6560-05 · Tools & Supplies | 422.15 | 1,029.49 | 8,000.00 | (6,970.51) | 12.87% |
| 6580-05 · Vehicle Maintenance | 1,298.12 | 1,857.78 | 25,000.00 | (23,142.22) | 7.43% |
| 6585-05 · Work & Storage Space | 2,750.00 | 10,472.66 | 44,000.00 | (33,527.34) | 23.8% |
| Total IV - Operating - Gen./Sanit | <u>11,092.80</u> | <u>28,126.91</u> | <u>192,000.00</u> | <u>(163,873.09)</u> | <u>14.65%</u> |

**Town of University Park
Treasurer's Report
August 2020**

| | <u>August</u> | <u>Jul - Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|-------------------|---------------------|---------------------|-----------------------|--------------------|
| V - Capital Outlay - PW | | | | | |
| 6506-05 · Veteran's Memorial | | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| 6509-05 · Park Bridge Repairs Beechwood | | 0.00 | 30,000.00 | (30,000.00) | 0.0% |
| 6520-05 · LED Street Light Conversion | | 0.00 | 100.00 | (100.00) | 0.0% |
| Total V - Capital Outlay - PW | <u>0.00</u> | <u>0.00</u> | <u>31,100.00</u> | <u>(31,100.00)</u> | <u>0.0%</u> |
| Total Public Works | 66,543.59 | 168,312.57 | 1,274,905.00 | (1,106,592.43) | 13.2% |
| Reserves & Debt Service | | | | | |
| I. Unreserved - Designated | | | | | |
| 6600-08 · Vehicle Replacement | | 0.00 | 26,000.00 | (26,000.00) | 0.0% |
| 6610-08 · Tree Replacement | | 0.00 | 40,000.00 | (40,000.00) | 0.0% |
| 6615-08 · Police Officer | | 0.00 | 68,000.00 | (68,000.00) | 0.0% |
| Total I. Unreserved - Designated | <u>0.00</u> | <u>0.00</u> | <u>134,000.00</u> | <u>(134,000.00)</u> | <u>0.0%</u> |
| II. Reserved - Designated | | | | | |
| 6630-08 · Cemetery | | 0.00 | 4,204.00 | (4,204.00) | 0.0% |
| 6640-08 · Cable Capital Equipment | | 0.00 | 197,450.00 | (197,450.00) | 0.0% |
| Total II. Reserved - Designated | <u>0.00</u> | <u>0.00</u> | <u>201,654.00</u> | <u>(201,654.00)</u> | <u>0.0%</u> |
| III. Debt Service | | | | | |
| 6044-01 · Debt Service Infrast. Bond | | 103,120.92 | 206,242.00 | (103,121.08) | 50.0% |
| 6051-01 · St. Imp. & Traffic Cont. 2019 | | 0.00 | 136,340.00 | (136,340.00) | 0.0% |
| 6054-01 · Leaf/Utility Truck Lease Pymt. | 27,343.81 | 27,343.81 | 27,350.00 | (6.19) | 99.98% |
| Total III. Debt Service | <u>27,343.81</u> | <u>130,464.73</u> | <u>369,932.00</u> | <u>(239,467.27)</u> | <u>35.27%</u> |
| IV. Unreserved Funds | <u>0.00</u> | <u>0.00</u> | <u>1,278,791.00</u> | <u>(1,278,791.00)</u> | <u>0.0%</u> |
| Total Reserves & Debt Service | <u>27,343.81</u> | <u>130,464.73</u> | <u>1,984,377.00</u> | <u>(1,853,912.27)</u> | <u>6.58%</u> |
| Total Expense | <u>203,597.27</u> | <u>648,149.30</u> | <u>5,316,410.00</u> | <u>(4,668,260.70)</u> | <u>12.19%</u> |
| | (141,432.56) | (577,114.66) | 0.00 | (577,114.66) | 100.0% |

**Town of University Park
Treasurer's Report
August 2020**

| | <u>August</u> | <u>Jul - Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|----------------------------|----------------------------|---------------------|----------------------------|----------------------|
| Other Income | | | | | |
| 7000-00 · Capital Projects | | | | | |
| 7010-00 · Revenue and Funding Sources | | | | | |
| 7020-00 · Grants and Other Funding Source | | | | | |
| 7022-00 · Maryland Bond Bill - Town Hall | | 0.00 | 200,000.00 | (200,000.00) | 0.0% |
| 7024-00 · WSSC/WGL Street Repair Rebate | | 0.00 | 516,000.00 | (516,000.00) | 0.0% |
| 7026-00 · Safe Routes to School Grant | | 0.00 | 200,000.00 | (200,000.00) | 0.0% |
| 7028-00 · MHAA Grant | | 0.00 | 40,750.00 | (40,750.00) | 0.0% |
| Total 7020-00 · Grants and Other Funding Source | <u>0.00</u> | <u>0.00</u> | <u>956,750.00</u> | <u>(956,750.00)</u> | <u>0.0%</u> |
| 7040-00 · Committed Fund Balance | | | | | |
| 7042-00 · Bond Proceeds - FY2020 | | 0.00 | 1,600,000.00 | (1,600,000.00) | 0.0% |
| 7044-00 · Road Reserves | | 0.00 | 107,500.00 | (107,500.00) | 0.0% |
| 7046-00 · MD Bond Bill - Town Match | | 0.00 | 40,000.00 | (40,000.00) | 0.0% |
| 7048-00 · MHAA Grant Match | | 0.00 | 40,750.00 | (40,750.00) | 0.0% |
| 7050-00 · Repairs to Park Path | | 0.00 | 83,606.00 | (83,606.00) | 0.0% |
| Total 7040-00 · Committed Fund Balance | <u>0.00</u> | <u>0.00</u> | <u>1,871,856.00</u> | <u>(1,871,856.00)</u> | <u>0.0%</u> |
| Total 7010-00 · Revenue and Funding Sources | <u>0.00</u> | <u>0.00</u> | <u>2,828,606.00</u> | <u>(2,828,606.00)</u> | <u>0.0%</u> |
| Total 7000-00 · Capital Projects | <u>0.00</u> | <u>0.00</u> | <u>2,828,606.00</u> | <u>(2,828,606.00)</u> | <u>0.0%</u> |
| Total Other Income | <u>0.00</u> | <u>0.00</u> | <u>2,828,606.00</u> | <u>(2,828,606.00)</u> | <u>0.0%</u> |
| Other Expense | | | | | |
| 7100-00 · Capital Projects Expenditures | | | | | |
| 7110-00 · Street Project - FY2021 | | | | | |
| 7111-00 · Construction - NZI | (5,895.00) | (5,895.00) | | | |
| 7112-00 · Design/Inspection/PM | 5,407.50 | 5,407.50 | | | |
| 7110-00 · Street Project - FY2021 - Other | | 0.00 | 2,507,106.00 | (2,507,106.00) | 0.0% |
| Total 7110-00 · Street Project - FY2021 | <u>(487.50)</u> | <u>(487.50)</u> | <u>2,507,106.00</u> | <u>(2,507,593.50)</u> | <u>(0.02%)</u> |
| 7120-00 · Town Hall Design and Const. | | 0.00 | 240,000.00 | (240,000.00) | 0.0% |
| 7130-00 · MHAA Trail Project | 18,589.58 | 18,589.58 | 81,500.00 | (62,910.42) | 22.81% |
| Total 7100-00 · Capital Projects Expenditures | <u>18,102.08</u> | <u>18,102.08</u> | <u>2,828,606.00</u> | <u>(2,810,503.92)</u> | <u>0.64%</u> |
| Total Other Expense | <u>18,102.08</u> | <u>18,102.08</u> | <u>2,828,606.00</u> | <u>(2,810,503.92)</u> | <u>0.64%</u> |
| | <u>(18,102.08)</u> | <u>(18,102.08)</u> | <u>0.00</u> | <u>(18,102.08)</u> | <u>100.0%</u> |
| | <u>(159,534.64)</u> | <u>(595,216.74)</u> | <u>0.00</u> | <u>(595,216.74)</u> | <u>100.0%</u> |