Dear Neighbor,

Welcome to University Park! My family and I moved here in 2004 because it provided convenient access to work and schools as well as so many of the wonderful places in our region. We discovered it was also home to a wonderful community of active families, professionals and retirees. We are glad that you, too, have decided to call University Park home.

This resident information guide will help you learn more about University Park. In it you will find valuable information about Town government, services, and helpful resources. Please know that Town staff and Councilmembers are happy to answer questions and help you get acquainted. You can find their contact information in this guide and listed on the back page of the Town’s monthly newsletter. Do not hesitate to reach out to any of us.

I hope you will get to know our community and that we will have an opportunity to meet. You can find me walking around town most mornings with my wife. I encourage you to get involved and learn more. University Park is a great small town to live in, and we’re glad to help you discover that for yourself—and to be part of our community.

With best regards,

Len Carey
STAY UP TO DATE

WEBSITE — UPMD.ORG

The Town’s website — www.upmd.org — is the best source for current Town information. There you can see latest news and announcements, the Chief of Police’s Blog, calendar information, Council and Committee agendas and minutes, and more.

EMAIL/TEXT ALERTS

Get connected and be informed! Sign up to receive notifications and alerts via email and/or text with all sorts of Town information at www.upmd.org/notifyme.

EMERGENCY CONTACTS

POLICE DEPARTMENT

University Park Police Department is located at Town Hall. Residents are reminded to call 911 for emergencies or to report suspicious activity and a UP officer will be dispatched if available.

For non-emergencies, call Prince George’s County Police Dispatch non-emergency number to request a UP Officer. Residents can contact the University Park Police Department Monday–Friday from 8 a.m. to 4 p.m. at 301-277-0050.

Residents can report traffic issues on the Town website at www.upmd.org/Traffic.

FIRE

In the case of a fire emergency, call 911.
The Hyattsville, College Park and Riverdale Park Volunteer Fire Departments provide fire and emergency medical services to the Town of University Park and surrounding areas.

Emergency Phone: 911
Prince George’s County Police Dispatch
Non-Emergency: 301-352-1200

ANIMAL CONTROL

Animal control services are provided by Prince George’s County. Contact Prince George’s County Office of Animal Control at 301-780-7200.
Town elections are held every year, usually on the first Tuesday in May. On odd years, voters elect Councilmembers in wards 2, 4, 5 and 6. On even years, voters elect the Mayor and Councilmembers for wards 1, 3 and 7. To register to vote or learn more about Town elections, visit www.upmd.org/elections.

The Town of University Park has its own municipal government, consisting of an elected Mayor and seven Councilmembers that represent the seven wards of the Town as set forth in Article V of the Town Charter. The Mayor and Councilmembers serve for a term of two years. Councilmembers are limited to three consecutive two-year terms and the Mayor is limited to four terms.

Council meetings are held on the 1st and 3rd Mondays of every month at 7:30 p.m., with the exception of August when the Council meets only once. If a holiday is observed on a Monday, the Council will meet the next day.

The Town has a number of committees that deal with issues ranging from police to local development to trees. You can find out more on the Town website and see meeting agendas at www.upmd.org/agendacenter. All contact information can be found on page 15 of this guide.
PUBLIC WORKS

TRASH & BULK TRASH COLLECTION

Trash is collected from the green cart on Tuesdays. Place the cart at the curb by 7 a.m.

To arrange for a Tuesday bulk trash pick-up, visit www.upmd.org/bulktrash. The Town requires a $20 payment (cash or check only) for each item containing refrigerants or other gases, including air conditioners, dehumidifiers, freezers, and refrigerators. Checks should be made out to the Town of University Park and submitted to the Town Clerk prior to scheduling the pick-up. Mattresses and box springs must be bagged prior to collection.

Visit www.upmd.org/trash for a list of items that are considered unacceptable and will not be collected—this includes TVs and electronics. Residents can bring these items to the semi-annual electronics recycling events or directly to the Brown Station Landfill in Upper Marlboro.

TRASH & RECYCLING CARTS

Do not put trash and recycling carts out earlier than the night before your scheduled pick-up days. After pickup, it is the resident’s responsibility to return the cart from the curb on the same day. Carts stored outside must be out of view from the street. If the most convenient place to locate your carts is a visible one, consider installing wooden surrounds, barrier walls or lattice and plants.

RECYCLING

Recycling is collected from the blue single-stream recycling cart on Fridays. Place the cart outside by 7 a.m. Plastic bags and all other sheet-like plastic are prohibited from County and Town recycling. Acceptable items include:

- many plastics, including food containers numbered 1–7, cups and tableware, flower pots and prescription medication containers
- clothes hangers
- all glass except mirrors, light bulbs, broken glass, and windowpanes
- mixed paper including telephone books, magazines, boxes, rinsed milk and juice aseptic cartons, envelopes, and newspapers, etc.
- some metal including aerosol cans, aluminum foil, aluminum and metal food and beverage containers

Please rinse all containers so they are free of food and grease. Labels, tabs and lids are allowed.

Dry-cell batteries weighing less than two pounds may be recycled at the Town Hall. Please pad the positive end of each battery with a strip of tape.

LEAF COLLECTION

The Town leaf vacuum is in use from November through early January. Residents should rake their leaves up to the curb line. Do not rake leaves into the gutters or the street. Please keep leaf piles free of sticks, stones and other debris.
ELECTRONICS RECYCLING, PAPER SHREDDING AND PAINT RECYCLING

Every spring and fall, the Town holds a recycling and paper shredding event at University Park Elementary School. Residents may bring household electronics for recycling and papers for shredding at no cost. Hard drive destruction is available for a nominal fee and paint recycling is available for $5/can. Visit www.upmd.org/Recycling-List for a detailed list of acceptable and unacceptable items.

YARD WASTE AND COMPOST

Yard waste and compost are collected on Mondays. When Monday is a holiday, pickup is on Wednesdays. Yard waste is composted rather than taken to the landfill, so it is important to keep it free of trash, rocks and other debris. **Bamboo is considered trash.** Please put yard waste out only on the evening before collection in a bin or brown paper bag. **Plastic bags are prohibited.** If you are interested in participating in the compost program, email Public Works Director Mickey Beall at mbeall@upmd.org.

For more information about the Compost Program, visit www.upmd.org/Compost.

SNOW REMOVAL

Residents are required to remove snow from their sidewalks within 24 hours of the end of the snowfall. In the event of a snow emergency, parking restrictions may be in effect. Go to upmd.org/Snow-Winter-Operations to learn more.
PERMITS AND LICENSES

All permit and license applications and forms can be found on our website at www.upmd.org/Permits-Licenses. All applications except for rental licenses should be submitted to the Town Clerk.

VENDOR PERMITS

A vendor’s license is free and is required for any business, group or person who intends to distribute flyers throughout UP or solicit door to door. The issuance of a license by the Town shall not be considered in any way as an endorsement by the Town of any goods and/or services.

BUILDING PERMITS

All UP residents planning to initiate any construction projects on their property must contact the Town Clerk’s office to determine whether a Town permit is required. A new infographic is available online to assist residents in determining when a permit is required (see page 8–9 or visit www.upmd.org/Permit-Info.) Town building permit applications must be received by the Town Clerk’s office no later than five (5) days before a Council meeting.

RENTAL LICENSES

Anyone intending to rent or lease a residence in University Park must obtain a rental license. However, owners who reside in their home and rent to no more than one other person are exempt from this requirement. The cost of a rental license is $400 per year and covers a yearly inspection. Applications are submitted to our Code Compliance Officer. See the application form online for more information.

RENTAL LICENSES

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POD/DUMPSTER PERMITS

Permits are required for PODS storage containers or Dumpsters, at no cost to residents. To apply, fill out the bottom portion of the Building Permit Application including dates of drop-off and pick-up.

PARKING PERMITS

Any resident who lives on a street with a 2-hour parking restriction limitation is eligible for a parking permit. A permit request can be made online by submitting the Parking Permit and UP Sticker Request Form. View the Town Code Section 9-104 at upmd.org/Code to learn which streets have restrictions.

VISITOR PARKING PERMITS

Each residence on a street with time-limited parking is entitled to two visitor parking permits. A permit request can be made online by submitting the Parking Permit and UP Sticker Request Form.

GET A “UP” STICKER

To request a sticker, submit the online Parking Permit and UP Sticker Request Form found on our website or contact the Town Clerk’s office. Stickers are free.
DO I NEED A BUILDING PERMIT?

Don’t begin your next house project until you’ve reviewed the type of permit the work may require.

**Small repairs such as:**
- Replacement shingles or siding.
- Non-structural roof repairs.
- Replacement windows and exterior doors – no size change.
- Tree removal on homeowner’s property.
- Replacement gutters and downspouts.
- Exterior painting.
- Landscaping with no grading.

**Generally, smaller projects affecting only the exterior of a property. Examples:**
- Fences - 4 feet high and under (new or replacement).
- Patios - 500 square feet or less (new or replacement).
- Sheds - 150 square feet or less (new or replacement).
- Drainage systems or structure.
- Any POD or Dumpster (no fee) on public or private property.

**Permits cannot be issued for the following:**

1. Projects that encroach on a neighbor’s property, even if a replacement.
2. Installing a drainage pipe of any kind that redirects water onto Town sidewalks, streets or neighboring properties.
3. Driveways or parking pads constructed in front of the house.
4. Outbuildings (sheds, garages, etc.) may not contain living space or be more than one story high.
Town of University Park

BUILDING PERMITS
THINGS TO CONSIDER

SPECIAL EXCEPTION - VARIANCES REQUIRED

- Fences over 4 feet in height in the side yard. Requires County and Town permits.
- Lot coverage exceeding 30 percent. County variance required.
- Garages more than 15 feet in height.

The list is not exhaustive. Call the Town Hall for more information.

COUNTY RESOURCES

Contact the County’s Information and Permits Section at (301) 636-2050 for County permitting questions or visit www.princegeorgescountymd.gov/1581/Building-Permits.

For information on zoning and permitted uses, contact Planning Information Services at Maryland National Capital Park and Planning Commission at (301) 952-3208.

PLAN AHEAD

It can take up to two weeks to receive a Town permit, and longer if a County permit is required.

STOP WORK ORDERS

Failure to obtain a required Town building permit shall be subject to a $200 penalty. You can avoid Stop Work Orders with a little planning.

QUESTIONS

Call Town Hall about your project if you have any doubt. DO NOT rely solely on your contractor for this information, verify their assertion. Read Chapter 4 of Town Code titled “Building and Construction” at upmd.org/Code.

I NEED A BUILDING PERMIT - WHAT DO I DO NEXT?

STEP 01
Obtain a County permit, if needed.

STEP 02
Complete Town building permit application. Visit the Town’s website at upmd.org/BuildingPermitApp.

STEP 03
Submit application with supporting documents and fee to the Town Clerk’s office no later than 5 p.m. on the Wednesday before the Council meeting. Applications can be emailed or submitted at Town Hall.

Note: Property owners or their designee should plan to attend the Council meeting and be prepared to discuss their application. If you have any questions or are unable to attend the meeting, contact the Town Clerk.

QUESTIONS & CONTACT INFO: Business hours are Monday-Friday from 9 a.m. to 5 p.m.
Email the Town Clerk at townhall@upmd.org or call (301) 927-4262.
TREES REIMBURSEMENT

SHADE TREES
The Town may offer reimbursement of up to $300 toward the purchase price and planting cost of any tree listed in the official Town Shade Tree List that is planted on private property, property (up to a limit of $900 in a five-year period to any one household or property). Any reimbursements are subject to appropriation and available funding and will be made available after successful planting of the tree or trees.

UNDERSTORY TREES
An understory tree is one that is small and shade-tolerant enough to thrive under the canopies of taller trees. The Town may offer reimbursement of up to $100 for a tree listed in the official Town Understory Tree List and planted on private property within the Town, up to a limit of $300 in five years to any single household or property.

To view the complete list of reimbursable trees and learn how to apply for reimbursement, visit www.upmd.org/tree-reimbursement.

NEWSLETTER
The Town produces a monthly newsletter (with the exception of a combined issue for July and August). A copy is mailed to every residence. It includes a column from the Mayor and the Police Chief’s reports on safety. It also contains:
• Calendar and Town directory
• Crime report
• Proposed new legislation notices
• Council meeting minutes
• Town events
• Town news

HOUSE WATCH REQUEST
If you will be away from your residence for vacation or a long period of time, we encourage you to contact the Police Department at least 48 hours in advance, and make a house watch request. Officers will keep an eye on your home and contact you about any suspicious activity. Make an online request or fill out and submit the House Watch Request form at www.upmd.org/house-watch-request. For more information, contact the Police Department.
TRANSPORTATION

**BY BUS**

Three bus services operate around the perimeter of University Park: Metrobus (www.wmata.com/service/bus), Route 17 of Prince George’s County’s TheBus service, also called Route 1 Ride (www.route1ride.org) and Shuttle-UM (www.transportation.umd.edu/shuttle-um). All three services have routes that connect to the Metrorail stations on the Green Line.

**BY METRO**

The nearest Metrorail station to the Town is the Prince George’s Plaza stop on the Green and Yellow lines. From there, you can reach many of Washington, D.C.’s prime neighborhoods for entertainment and work in less than 10 minutes.

**SMARTRIP CARDS**

SmarTrip cards are reloadable fare cards that allow you to use Metrobus, Metrorail and Prince George’s County service TheBus (Route 1 Ride). SmarTrip cards can be purchased from any Metrorail station.

**BY MARC TRAIN**

The Town is also near the Riverdale MARC Train station located at 6200 Rhode Island Avenue. The stop is on MARC’s Camden Line, which runs from Baltimore to Washington, D.C. View the schedule at www.mta.maryland.gov/marc-train.

**TOWN BUS SERVICES**

The Town’s daily bus services were suspended at the start of the pandemic in March of 2020. The Mayor and Council are working to re-envision services and to determine when it is safe to provide services again. For more information, call the Town Clerk’s office or visit www.upmd.org/Bus.

**ELECTRIC VEHICLE CHARGING STATIONS**

University Park is proud to pursue projects that improve our environmental sustainability and resilience. We have six charging stations located across the street from the elementary school on Queens Chapel Road. There is no cost to charge a vehicle.

**BY BIKE AND E-SCOOTER**

Ve o (www.veoride.com) serves the Town with two rental stations, one located at the intersection of Queens Chapel Road and Baltimore Avenue and the other at Wells Parkway and College Heights Drive. To rent a bike or e-scooter, download the app on your mobile device.
PUBLIC SCHOOLS

These are the public schools that serve residents of University Park.

UNIVERSITY PARK ELEMENTARY SCHOOL
Pre-K to Grade 6
4315 Underwood Street
University Park, MD 20782
Visit schools.pgcps.org/universitypark.

University Park ES, located in the center of the neighborhood, serves more than 500 students. The school has an active PTA, an Italian Club and various after-school activities.

HYATTSVILLE MIDDLE SCHOOL
Grades 6 to 8
6001 42nd Avenue
Hyattsville, MD 20781
Visit schools.pgcps.org/hyattsvillesms.

Hyattsville MS serves more than 900 students in grades 6–8. (Students from UP usually join in grade 7.) The school is home to a Creative and Performing Arts program that requires a separate application.

NORTHWESTERN HIGH SCHOOL
Grades 9 to 12
7000 Adelphi Road
Hyattsville, MD 20782
Visit schools.pgcps.org/northwestern.

Northwestern is a public comprehensive high school and also home of the Jim Henson Center for the Visual and Performing Arts Academy, a magnet program named for the late creator of The Muppets, who was a Northwestern alumnus. Northwestern currently serves approximately 2200 students and employs 124 full-time teachers.
A PLACE TO PLAY

All Town facilities are open from dawn till dusk.

TOWN PARK

Many residents enjoy our one mile of paved and wooded park trails running from Adelphi Road to 44th Avenue. From Adelphi Road, the trail takes you past the Town’s 9/11 Memorial, Wells Parkway playground, and behind the elementary school. Once across Queens Chapel Road the path leads to the Tot Lot playground and out to 44th Avenue. The Park features wood carvings by local artist Don Becker as well as chess, checkers and picnic tables, and charcoal grills for cooking out.

PLAYGROUNDS

The Town owns two playgrounds for the enjoyment of residents and visitors. The Wells Parkway playground near the 6600 block of Wells Parkway (tucked in behind the elementary school) opened in 2018 with a woodland theme. The second playground is located off the park trail behind the Word of God Baptist Church, between 43rd and 44th avenues. It was designed with younger children in mind and thus is known as the “Tot Lot.”

TENNIS/PICKLEBALL COURTS

In the 6500 block of Queens Chapel Road there are two tennis courts or up to four pickleball courts. Please read and follow the rules provided on the signs outside the courts. We ask residents to make a reservation to use the courts between 8 a.m. and 5 p.m.; otherwise, the courts are first come, first serve. Those who have reserved the court take precedence over those who have not. Visit www.upmd.org/facilities to make a reservation.

TOWN FIELD

The Town Field (also known as the Soccer Field) is located on Queens Chapel Road adjacent to the University Park Elementary School. Organized youth sports activities have priority use of the field. To learn the status of the field, please call the Field Information Line at 240-297-8277. Reservations can be made to use the field at www.upmd.org/Town-Field-Application.

Field Rules
- Do not litter
- Do not use field when closed
- Field closes at dusk
- No alcoholic beverages
- No cleats for users older than 12
- On Sundays, any one group may use no more than half the field
PUBLIC SPACES

ADELPHI MEADOW
The Adelphi Road Wildflower Meadow was planted in partnership with the University of Maryland (UMD) vanEngelsdorp Bee Lab, Anacostia Watershed Society and the Maryland Heritage Areas Authority. The pollinator meadow serves as a research site for UMD and provides a habitat for many varieties of native bees and butterflies. It is largely maintained by volunteers from the community and includes public seating, interpretive signage and a walking path that connects to a network of paths across the park.

HENSON GREEN
Named in 2011 as a tribute to Jim Henson, world-renowned puppeteer and creator of the Muppets, who lived in Town and attended high school at Northwestern, this triangular park has been the site of the Town holiday tree for more than 60 years. The Town traditionally lights the holiday tree during the first week of December.

MEMORIALS

9/11 Memorial: This community memorial was created as a place of reflection commemorating all lives lost to acts of terrorism and war, including University Park residents Dana Falkenberg, Zoe Falkenberg, Charles Falkenberg, Leslie Whittington and Sheila M.S. Hein.

Veterans Memorial: There is a Veterans Memorial Park at the intersection of Wells Parkway, Clagett Road and Eversfield Drive, dedicated to the honor of all who served. University Park remembers and honors almost 200 residents who have served in the Armed Forces of the United States. Visit www.upmd.org/Veterans to see a list of residents who have served and to learn information about Veterans Day.
CONTACT US

TOWN HALL MAIN OFFICE: 301-927-4262

TOWN STAFF
Mayor Lenford C. Carey mayorcarey@upmd.org / 240-338-2826 (cell)
Town Administrator, David Deutsch ddeutsch@upmd.org / 301-343-6033
Town Clerk, T’Alicandra (TC) Hegeman thegeman@upmd.org / Ext. 101
Public Works Director, Mickey Beall mbeall@upmd.org / Ext. 200
Police Chief, Harvey Baker hbaker@upmd.org / Ext. 300
Town Treasurer, Daniel Baden danbaden@comcast.net / Ext 103

UNIVERSITY PARK POLICE DEPARTMENT
Office 301-277-0050
Chief Harvey Baker Ext. 300/301-789-8475 (cell)
Emergency 911
Prince George’s County Police Dispatch non-emergency 301-352-1200

TOWN COUNCIL

<table>
<thead>
<tr>
<th>Ward</th>
<th>Councilmember</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joel Biermann</td>
<td>202-431-2689</td>
<td><a href="mailto:jbiermann@upmd.org">jbiermann@upmd.org</a></td>
</tr>
<tr>
<td>2</td>
<td>Mary Gathercole</td>
<td>301-892-6314</td>
<td><a href="mailto:mgathercole@upmd.org">mgathercole@upmd.org</a></td>
</tr>
<tr>
<td>3</td>
<td>Laurie Morrissey</td>
<td>301-906-0276</td>
<td><a href="mailto:lmorrissey@upmd.org">lmorrissey@upmd.org</a></td>
</tr>
<tr>
<td>4</td>
<td>Nathaniel Morgan III</td>
<td>301-927-6743</td>
<td><a href="mailto:nmorgan@upmd.org">nmorgan@upmd.org</a></td>
</tr>
<tr>
<td>5</td>
<td>David McGaughey</td>
<td>301-699-8785</td>
<td><a href="mailto:dmcgaughey@upmd.org">dmcgaughey@upmd.org</a></td>
</tr>
<tr>
<td>6</td>
<td>Martha Wells</td>
<td>301-864-1735</td>
<td><a href="mailto:mwells@upmd.org">mwells@upmd.org</a></td>
</tr>
<tr>
<td>7</td>
<td>Roland Stephen</td>
<td>919-522-5589</td>
<td><a href="mailto:rstephen@upmd.org">rstephen@upmd.org</a></td>
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</tbody>
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A ward map is available at www.upmd.org/wardmap.