



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, August 27, 2024 at 7:00 PM

AGENDA

This meeting will be conducted via Town Hall & Zoom Video Teleconference.
<https://uppermarlbormd-gov.zoom.us/j/85037718534?pwd=vbtkaOkJh4hxa4aBqBuGPncph9504X.1>
Passcode: 019780; **Webinar ID:** 850 3771 8534; **Dial-in only:** 301-715-8592

SWEARING-IN: CLAYTON ANDERSON, TOWN ADMINISTRATOR

Town Hall: 14211 School Lane Upper Marlboro, MD 20772

REGULAR TOWN MEETING: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Closed Session Summary**
 - A. Closed Session Summary - August 13th, 2024
6. **Consent Agenda**
 - [A.](#) Meeting Minutes
 - [B.](#) Financial Report
 - [C.](#) Public Works Report
 - [D.](#) Administrative Report
7. **Business**

Public comment will be taken prior to Business line items (3 minutes per item)

 - [A.](#) Resolution 2024-10: Town Administrator (Board Vote)
 - B. Swearing-In Ceremony
 - [C.](#) Property Standards (Board Discussion)
 - D. Charter Review Public Comment (Board Discussion)
 - E. Police Space
8. **Administrative Updates**
9. **Public Comment**

For items not necessarily on the immediate agenda (3 minutes per item)
10. **Preliminary Approval of Next Meeting Agenda**
11. **Adjournment**



Town of Upper Marlboro

JULY REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, July 25, 2023 at 7:00 PM

MINUTES

This meeting will be conducted via Hybrid: Zoom Video Teleconference and Town Hall.

[https://uppermarlbordm-](https://uppermarlbordm.gov.zoom.us/j/81562533841?pwd=VTBHamVxZ0NCZIBPeW0rOVhQUIZkQT09)

[gov.zoom.us/j/81562533841?pwd=VTBHamVxZ0NCZIBPeW0rOVhQUIZkQT09](https://uppermarlbordm.gov.zoom.us/j/81562533841?pwd=VTBHamVxZ0NCZIBPeW0rOVhQUIZkQT09)

Passcode: 917485; **Webinar ID:** 815 6253 3841; **Dial-in only:** 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. Call to Order - 7:02 PM

2. Roll Call

3. Pledge of Allegiance

4. Review of Agenda

5. Consent Agenda (3:17)

Motion was made by Commissioner Lott to approve the Consent Agenda

Motion was seconded by Commissioner Hanchett

Franklin, Aye | Colbert, Absent | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

A. Meeting Minutes

B. Financial Report

C. Public Safety Report

D. Public Works Report

E. Administrative Report

6. Reports (3:55)

A. Arts Council Committee Report

B. CERT Committee Report

C. Economic Development Workgroup

D. Events Committee Report

E. Green Team Committee Report

F. Historical Committee Report

G. Greenwill Consulting Committee Report

H. Commissioner Reports

7. Business (22:03)

Public comment will be taken prior to Business line items (3 minutes per item)

A. Property Standards (Public Input)

B. Resolution 2023-14 Department of Public Works Utility Cart Purchase (Board Vote) **(33:03)**

Motion was made by Commissioner Lott to approve Resolution 2023-14

Motion was seconded by Commissioner Hanchett

Franklin, Aye | Colbert, Absent | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

C. Resolution 2023-15 Vision Plan (Board Vote) **(37:10)**

Motion was made by Commissioner Lott to approve Resolution 2023-15

Motion was seconded by Commissioner Hanchett

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

- D. Ordinance 2023-06 Town of Upper Marlboro Logo (Introduction) **(59:01)**
- E. Ordinance 2023-07 Codification (Introduction) **(1:15:17)**
- F. Ordinance 2023-08 Year End Budget Amendment (Emergency Ordinance) **(1:17:35)**

Motion was made by Commissioner Lott to approve Resolution 2023-08

Motion was seconded by Commissioner Hanchett

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

- G. Ordinance 2023-09 Land Purchase 5510 Old Crain Highway (Emergency Ordinance) **(1:26:38)**

Motion was made by Commissioner Lott to approve Resolution 2023-09

Motion was seconded by Commissioner Hanchett

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

- H. FIP / CIP Approval **(1:34:36)**

Motion was made by Commissioner Lott to approve FIP / CIP

Motion was seconded by Commissioner Hanchett

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

8. Public Comment (1:38:12)

For items not necessarily on the immediate agenda (3 minutes per item)

9. Administrative Updates (1:44:27)

10. Preliminary Approval of Next Meeting Agenda (1:54:41)

11. Adjournment (1:56:44)

Motion was made by Commissioner Lott to adjourn the meeting

Motion was seconded by Commissioner Pennoyer

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

Preliminary Approval of Next Meeting Agenda **PUBLIC COMMENT PROCEDURES**

Your Town government appreciates citizen input. To maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall weekdays: 9 a.m.–5 p.m., or by written correspondence (or email to info@uppermarlboromd.gov). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook, Twitter & Instagram).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by **"RESOLUTION 2022-05: A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO."**

Citizen Input:

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
- If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited. Violators may be removed from the Commission chambers.
- No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues and must be complete within the three-minute comment period allotted to the speaker.

Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.

When the meeting is held on a virtual platform, please sign-in with your First and last name and raise your hand to comment on an item.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.



Town of Upper Marlboro

SPECIAL TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, August 08, 2023 at 7:00 PM

MINUTES

This meeting will be blended: Zoom Video Teleconference & Town Hall.

<https://uppermarlboromd->

[gov.zoom.us/j/81811024181?pwd=dXFhenVDYm82UU83QVArM2FseVN6UT09](https://uppermarlboromd-gov.zoom.us/j/81811024181?pwd=dXFhenVDYm82UU83QVArM2FseVN6UT09)

Webinar ID: 818 1102 4181; **Passcode:** 808219; **Audio Dial-in only:** 301 715 8592

SPECIAL TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order 7:02 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Closed Session Summary August 1, 2023**
 - A. Closed Session Summary August 1, 2023
6. **Old Business (4:37)**
 - A. Ordinance 2023-06 Seal and Logo (Board Discussion) **(5:03)**
 - B. Ordinance 2023-07 Codification (Board Discussion) **(22:12)**
 - C. Property Standards (Board Discussion) **(29:57)**
7. **New Business (49:21)**
 - A. Resolution 2023-16 Skid Steer (Board Vote) **(49:26)**
Motion was made by Commissioner Colbert to approve Resolution 2023-16 (53:04)
Motion was seconded by Commissioner Lott
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye
 - B. Spring Branch Drive Paving RPF (Board Vote) **(53:41)**
Motion was made by Commissioner Pennoyer to approve Resolution Spring Branch Drive Paving RPF (1:00:20)
Motion was seconded by Commissioner Colbert
Franklin, Aye | Colbert, Aye | Hanchett, Emergency had to leave | Lott, Aye | Pennoyer, Aye
 - C. Church Street Parking Lot Repaving RFP (Board Vote) **(100:58)**
Motion was made by Commissioner Colbert to approve Resolution Church Street Parking Lot Repaving RFP (1:08:24)
Motion was seconded by Commissioner Lott
Franklin, Aye | Colbert, Aye | Lott, Aye | Pennoyer, Aye
 - D. Vendor Permit Fees (Board Vote) **(1:00:08)** skipping over this until they have a meeting
 - E. Special Event Permit Approval (Board Vote) **(1:09:20)**
 *Cruizin On Main
 *FDHS Homecoming Parade
Motion was made by Commissioner Pennoyer to approve Special Event Permit Approval (1:11:37)
Motion was seconded by Commissioner Lott
Franklin, Aye | Colbert, Aye | Lott, Aye | Pennoyer, Aye

F. Phase 3 Annexation (Board Discussion) **(1:12:11)**

G. General Government Organization (Board Discussion) **(1:25:48)**

8. Administrative Update (1:49:41)

9. Preliminary Approval of Next Meeting Agenda (1:57:45)

10. Adjournment (1:58:37)

Motion was made by Commissioner Pennoyer to adjourn the meeting

Motion was seconded by Commissioner Colbert

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Pennoyer, Aye

Video of the meeting will be posted to the Town YouTube Channel within 1 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



Town of Upper Marlboro

SPECIAL TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, August 01, 2023 at 5:30 PM

MINUTES

This meeting will be conducted via Zoom

<https://uppermarlbormd->

[gov.zoom.us/j/81349678975?pwd=UWV4b1dDNXBBDTHJRYXIXTEI5d0RNQT09](https://uppermarlbormd-gov.zoom.us/j/81349678975?pwd=UWV4b1dDNXBBDTHJRYXIXTEI5d0RNQT09)

Passcode:775250; Webinar ID: 813 4967 8975; Dial-in only: 301-715-8592

NOTICE OF CLOSED SESSION:

Tuesday, August 1, 2023

Following August Special Town Meeting

Zoom Teleconference | 5:35 PM

Under General Provisions Article 3-305(b) (1)___“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”.

The Board of Commissioners proposes to go into Closed Session on Tuesday, August 1, 2023, following the August Special Town Meeting to discuss individual personnel issues.

SPECIAL TOWN MEETING AGENDA: 5:30 PM

- 1. Call to Order (5:36 PM)**
- 2. Roll Call**
- 3. Motion to go into a Closed Session (1:52)**
Motion was made by Commissioner Lott to go into a Closed Session(1:57)
Motion was seconded by Commissioner Colbert and Commissioner Hanchett
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

Video of the meeting will be posted to the Town YouTube Channel within 1 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS SEPTEMBER SPECIAL TOWN MEETING / CLOSED SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, September 05, 2023 at 7:00 PM

MINUTES

This meeting will be conducted at Town Hall & via Zoom Video Teleconference.

<https://uppermarlboromd->

[gov.zoom.us/j/85701934586?pwd=SjRJdHBaQnpPNzQvYmdlWmZ3cFRRdz09](https://uppermarlboromd-gov.zoom.us/j/85701934586?pwd=SjRJdHBaQnpPNzQvYmdlWmZ3cFRRdz09)

Webinar ID: 857 0193 4586; **Passcode:**688608; **Audio Dial-in only:** 301 715 8592

NOTICE OF CLOSED SESSION:

Tuesday, September 5, 2023

Town Hall | 7:00 PM

Under General Provisions Article 3-305(b) (1)___“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”.

The Board of Commissioners proposes to go into Closed Session on Tuesday, September 5, 2023, following the September Special Town Meeting to discuss individual personnel.

September Special Town Meeting | Closed Session: 7:00 PM

1. Call to Order 7:02 PM

2. Roll Call

3. Review of Agenda (0:46)

4. Motion To Go Into Closed Session (0:55)

Motion was made by Commissioner Lott to go into a Closed Session (1:22)

Motion was seconded by Commissioner Colbert and Commissioner Hanchett

Franklin, Aye| Colbert, Aye| Hanchett, Aye | Lott, Aye | Pennoyer, Aye

Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, August 22, 2023 at 7:00 PM

MINUTES

This meeting will be conducted blended. Zoom Video Teleconference & Town Hall.
<https://uppermarlboromd-gov.zoom.us/j/89099583812?pwd=aGY5K1Z0dUI5QWFNVs1d3VMNIhRQT09>
Passcode:969997; **Webinar ID:** 890 9958 3812; **Dial-in only:** 301-715-8592

NOTICE OF CLOSED SESSION:

Tuesday, August 22, 2023

Before August Regular Town Meeting

6:35 PM

The Board of Commissioners proposes to go into Closed Session on Tuesday, August 22, 2023 | 6:35 PM, before the August Regular Town Meeting to discuss Annexation Agreements with legal counsel.

OPEN MEETING TO GO INTO CLOSED SESSION 6:30 PM

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Open Meeting To Go Into Closed Session 6:36 PM**
2. **Call to Order**
3. **Roll Call**
4. **Motion To Go Into Closed Session (1:31)**
Motion was made by Commissioner Pennoyer to go into Closed Session (2:18)
Motion was seconded by Commissioner Colbert
Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
5. **August Regular Town Meeting 7:00 PM**
6. **Call to Order 7:01 PM**
7. **Roll Call**
8. **Pledge of Allegiance**
9. **Review of Agenda (5:23)**
10. **Closed Session Summary (7:25)**
11. **Consent Agenda (9:35)**
Motion was made by Commissioner Colbert to approve the consent agenda (9:40)
Motion was seconded by Commissioner Pennoyer
Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. Administrative Report
12. **Reports (10:14)**
 - A. Arts Council Committee Report
 - B. CERT Committee Report

- C. Economic Development Workgroup Report
- D. Events Committee Report
- E. Green Team Committee Report
- F. Greenwill Consulting Committee Report
- G. Historical Committee Report
- H. Commissioner Reports

13. Old Business (24:30)

Public comment will be taken prior to Business line items (3 minutes per item)

- A. Ordinance 2023-06 Seal and Logo (Board Vote) **(25:11)**

Motion was made by Commissioner Colbert to approve Ordinance 20:23-06 (29:51)

Motion was seconded by Commissioner Hanchett

Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

- B. Ordinance 2023-07 Codification (Board Discussion) **(30:28)**

- C. Ordinance 2023-10 Property Standards (Introduction) **(34:33)**

- D. Resolution 2023-17 Revize Web Services Sales Agreement Renewal (Board Vote) **(43:00)**

Motion was made by Commissioner Colbert to approve Resolution 2023-17 (9:40)

Motion was seconded by Commissioner Hanchett

Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

- E. Phase 3 Annexation Agreements (Board Vote) **(52:33)**

Motion was made by Commissioner Pennoyer to approve Phase 3 Annexation Agreements (53:37)

Motion was seconded by Commissioner Colbert

Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

- F. General Government Organization (Board Vote) **(54:06)**

Motion was made by Commissioner Colbert to table the General Government Organization and call it the September 12th Special Meeting (1:18:07)

Motion was seconded by Commissioner Hanchett

Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

- G. TA Hiring Process (Board Vote) **(1:18:44)**

Motion was made by Commissioner Colbert the TA Hiring Process (1:32:05)

Motion was seconded by Commissioner Hanchett

Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

- H. Vendor Fees (Board Vote) **(1:33:01)**

Motion was made by Commissioner Franklin Vendor Fees (1:42:18)

Motion was seconded by Commissioner Colbert

Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

14. New Business (1:43:02)

Public comment will be taken prior to Business line items (3 minutes per item)

15. Administrative Updates (1:43:08)

16. Public Comment (1:43:27)

For items not necessarily on the immediate agenda (3 minutes per item)

17. Preliminary Approval of Next Meeting Agenda (1:48:10)

18. Adjournment (1:51:07)

Motion was made by Commissioner Franklin to adjourn (1:42:18)

Motion was seconded by Commissioner Colbert

Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

PUBLIC COMMENT PROCEDURES

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Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS SPECIAL TOWN MEETING / BOARD WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, September 12, 2023 at 7:00 PM

AGENDA

This meeting will be conducted via Town Hall & Zoom Video Teleconference.

<https://uppermarlboromd-gov.zoom.us/j/84721709044?pwd=Q1pzRk1MVXNRS2dxYzNjVk1kN2pKQT09>

Webinar ID: 847 2170 9044; **Passcode:**112862; **Audio Dial-in only:** 301 715 8592

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

SPECIAL TOWN MEETING: 7:00 PM

WORK SESSION AGENDA: 7:15 PM

- 1. Call to Order Special Town Meeting 7:00 PM**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Review of Agenda (1:45)**
- 5. Closed Session Summary September 5, 2023 (3:17)**
 - A. Closed Session Summary September 5, 2023
- 6. Business (4:23)**
 - A. General Government Job Descriptions (Board Vote)
Motion was made by Commissioner Lott to approve General Government Job Descriptions (21:12)
Motion was seconded by Commissioner Colbert
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Nay
- 7. Adjournment (22:32)**
Motion was made by Commissioner Lott to approve to adjourn
Motion was seconded by Commissioner Colbert
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye
- 8. Call To Order Board Work Session 7: 23 PM**
- 9. Roll Call**
- 10. Old Business (23:23)**
 - A. Ordinance 2023-07 Codification (Board Discussion) **(23:38)**
 - B. Ordinance 2023-10 Property Standards (Board Discussion) **(29:57)**
 - C. Annexation Update (Board Discussion) **(39:49)**
 - D. Circuit Rider Update (Board Discussion) **(41:45)**
 - E. Church Street Parking Lot Proposals (Board Discussion) **(46:17)**
 - F. Spring Branch Drive Paving Proposals (Board Discussion) **(1:02:23)**
- 11. New Business (1:07:32)**
 - A. Election Calendar (Board Discussion) **(1:07:47)**
 - B. Attorney RFP (Board Discussion) **(1:10:55)**
- 12. Administrative Update (1:12:25)**
- 13. Preliminary Approval of Next Meeting Agenda (1:20:57)**

14. Adjournment (1:24:37)

Motion was made by Commissioner Lott to adjourn (1:24:39)

Motion was seconded by Commissioner Colbert

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, July 11, 2023 at 7:00 PM

MINUTES

This meeting will be conducted via Blended (In-Person at Town Hall & Zoom Video Teleconference)

<https://uppermarlboromd->

[gov.zoom.us/j/83782825440?pwd=TDJ0a3MzRTFQTHZuQ0RROGY4RzRMdz09](https://uppermarlboromd-gov.zoom.us/j/83782825440?pwd=TDJ0a3MzRTFQTHZuQ0RROGY4RzRMdz09)

Webinar ID: 837 8282 5440; **Passcode:** 070084; **Audio Dial-in only:** 301 715 8592

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

WORK SESSION AGENDA: 7:00 PM

1. **Call to Order - 7:02 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Old Business**
 - A. Vision Plan (Board Discussion) **(4:05)**
 - B. Town of Upper Marlboro Logo (**Board Vote**) **(11:35)**
No vote was taken
 - C. Codification (Board Discussion) **(13:23)**
 - D. Charter Review Board (Board Vote) **(25:47)**
Motion was made by Commissioner Colbert
Motion seconded by Commissioner Lott
Franklin, Aye|Colbert, Aye| Hanchett, Aye|Lott, Aye| Pennoyer,
Abstain **(Approved)**
 - E. Arts Council Bylaws (Board Vote) (47:45)
Motion was made by Commissioner Franklin
Motion was seconded by Commissioner Colbert
Franklin, Aye|Colbert, Aye| Hanchett, Aye|Lott, Aye| Pennoyer,
Aye **(Approved)**
 - F. Historical Committee Bylaws (Board Vote) **(53:43)**
Motion was made by Commissioner Franklin
Motion was seconded by Commissioner Hanchett Franklin,
Aye|Colbert, Aye| Hanchett, Aye|Lott, Aye|Pennoyer, Aye
(Approved)
6. **New Business**
 - A. Mitigating Impacts of Residential Disturbances (Board Discussion)
 - B. Property Standards (Board Discussion)
 - C. FY' 23 End of Year Budget Amendment (Board Discussion)
 - D. Land Purchase (Board Discussion)
7. **Administrative Updates (1:48:56)**
8. **Preliminary Approval of Next Meeting Agenda (1:52:02)**
9. Adjournment (1:58:10)

Video of the Work Session will be posted to the Town YouTube Channel within 1 business day of the meeting.



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, November 14, 2023 at 7:00 PM

MINUTES

This meeting will be conducted via Blended: Zoom Video Teleconference & In Person At Town Hall.

<https://uppermarlboromd-gov.zoom.us/j/86481272083>

Webinar ID: 864 8127 2083; **Passcode:** 930011 **Audio Dial-in only:** 301 715 8592

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

NOTICE OF CLOSED SESSION

Tuesday, November 14, 2023

Town Hall | Following November Board Work Session

Under General Provisions Article 3-305(b) (1)____ “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals” & **(14)**____ “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”

The Board of Commissioners proposes to go into Closed Session on Tuesday, November 14, 2023, following the November Board Work Session to discuss the Town Administrator Position & Attorney RFP Responses.

WORK SESSION AGENDA: 7:00 PM

1. **Call to Order – 7:01 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Old Business**
 - A. Shared Parking Agreements Trinity Church (Board Discussion) **(1:55)**
 - B. Marlborough Towne Roads (Board Discussion) **(2:30)**
 - C. Ordinance 2023-10 Property Standards (Board Discussion) **(2:55)**
 - D. Annexation (Board Discussion) **(11:40)**
6. **New Business**
 - A. Vision Action Plan (Board Discussion) **(13:51)**
 - B. Legal RFP Responses (Board Discussion) **(33:53)**
 - C. Reading of Municipal Government Works Month Proclamation **(35:48)**
7. **Administrative Updates (38:35)**
 - A. December Meeting Schedule
8. **Preliminary Approval of Next Meeting Agenda (43:10)**
 - A. Public Hearing - Ordinance 2023-10 Property Standards
 - B. Shared Parking Agreement Trinity Church
 - C. Annexation
 - D. Resolution 2023-20: Legal Contract Approval
 - E. Resolution 2023-21: Vision Plan Action Plan

- 9. Motion To Go Into Closed Session**
Motion was made by Commissioner Lott to go into Closed Session
Motion was seconded by Commissioner Colbert
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, October 24, 2023 at 7:00 PM

MINUTES

This meeting will be conducted via Blended: Zoom Video Teleconference & Town Hall. [https://uppermarlboromd-](https://uppermarlboromd.gov.zoom.us/j/84591940310?pwd=TjlDc2NVREdGSzVuZjZBaFZYeE1CUT09)

[gov.zoom.us/j/84591940310?pwd=TjlDc2NVREdGSzVuZjZBaFZYeE1CUT09](https://uppermarlboromd.gov.zoom.us/j/84591940310?pwd=TjlDc2NVREdGSzVuZjZBaFZYeE1CUT09) **Passcode:** 791318; **Webinar ID:**845 9194 0310; **Dial-in only:** 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order – 7:01 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda (2:11)**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. Administrative Report

Motion was made by Commissioner Pennoyer to approve the Consent Agenda
Motion was seconded by Commissioner Colbert
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye
6. **Reports**
 - A. Arts Council Committee Report
 - B. CERT Committee Report **(3:01)**
 - C. Economic Development Workgroup **(3:37)**
 - D. Events Committee Report **(5:06)**
 - E. Green Team Committee Report **(5:58)**
 - F. Greenwill Consulting Committee Report **(6:51)**
 - G. Historical Committee Report **(7:26)**
 - H. Commissioner Reports **(8:13)**
7. **Business**
Public comment will be taken prior to Business line items (3 minutes per item)
 - A. Shared Parking Agreements Trinity Church (Board Discussion) **(12:53)**
 - B. Marlborough Towne Roads (Board Discussion) **(17:50)**
 - C. Ordinance 2023-10 Property Standards (Board Discussion) **(19:39)**
 - D. Annexation (Board Discussion) **(44:52)**
8. **Administrative Updates (45:10)**
9. **Public Comment (58:35)**
For items not necessarily on the immediate agenda (3 minutes per item)
10. **Preliminary Approval of Next Meeting Agenda (1:02:48)**
 - A. Vision Action Plan

B. Legal RFP Responses

11. Adjournment**Motion was made by Commissioner Lott to adjourn the meeting****Motion was seconded by Commissioner Hanchett****Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye****PUBLIC COMMENT PROCEDURES**

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All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, September 26, 2023 at 7:00 PM

MINUTES

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone

(please sign-in with the Clerk):

<https://uppermarlbormd->

[gov.zoom.us/j/89186309481?pwd=eUVrUS9SSzJkM1IyNUZscDdvWGgwdz09](https://uppermarlbormd.gov.zoom.us/j/89186309481?pwd=eUVrUS9SSzJkM1IyNUZscDdvWGgwdz09)

Passcode:779859; Webinar ID:891 8630 9481; Dial-in only: 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. Call to Order 7:00 PM

2. Roll Call

3. Pledge of Allegiance

4. Review of Agenda (1:35)

5. Consent Agenda (2:41)

Motion was made by Commissioner Colbert motion to approve the consent agenda (5:38)

Motion was seconded by Commissioner Hanchett

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

- A. Meeting Minutes
- B. Financial Report
- C. Public Safety Report
- D. Public Works Report
- E. Administrative Report

6. Reports (6:10)

- A. Arts Council Committee Report
- B. CERT Committee Report
- C. Economic Development Committee Report
- D. Events Committee Report
- E. Green Team Committee Report
- F. Greenwill Consulting Committee Report
- G. Historical Committee Report
- H. Commissioner Reports

7. Business (15:21)

Public comment will be taken prior to Business line items (3 minutes per item)

A. Ordinance 2023-07 Codification (Board Vote) (15:25)

Motion was made by Commissioner Pennoyer to approve Ordinance 2023-07 Codification (17:21)

Motion was seconded by Commissioner Lott

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

B. Ordinance 2023-10 Property Standards (Board Discussion) (17:44)

- C. Resolution 2023-18 Spring Branch Drive Paving (Board Vote) **(29:22)**
Motion was made by Commissioner Lott motion to approve Resolution 2023-18 Spring Branch Drive Paving (37:27)
Motion was seconded by Commissioner Pennoyer
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
- D. SHA Three Year Salt Utilization Agreement (Board Vote) **(37:48)**
Motion was made by Commissioner Lott motion to approve SHA Three Year Salt Utilization Agreement (42:01)
Motion was seconded by Commissioner Pennoyer
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
- E. General Government Job Descriptions (Board Vote) **(42:21)**
Motion was made by Commissioner Lott to approve General Government Job Descriptions (Board Vote) (49:44)
Motion was seconded by Commissioner Colbert?
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
- F. Circuit Rider (Board Vote) **(50:04)**
Motion was made by Commissioner Lott motion to approve Circuit Rider (Board Vote) (57:53)
Motion was seconded by Commissioner Colbert?
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
- G. Attorney RFP (Board Vote) **(58:15)**
Motion was made by Commissioner Lott motion to approve Attorney RFP (Board Vote) (58:52)
Motion was seconded by Commissioner Pennoyer?
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
- H. Church Street Parking Lot RFP (Board Vote) **(59:18)**
Motion was made by Commissioner Pennoyer motion to Table until November Church Street Parking Lot RFP (Board Vote) (1:18:50)
Motion was seconded by Commissioner Lott
Franklin, Nay | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
- 8. Business (1:19:34)**
Public comment will be taken prior to Business line items (3 minutes per item)
- A. Resolution 2023-19 ATF MOU For NESS Access (Board Vote)
Motion was made by Commissioner Lott for Resolution 2023-19 ATF MOU For NESS Access (Board Vote) (1:23:35)
Motion was seconded by Commissioner Hanchett
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
- B. Paid Family Leave: MML Alternative Plan (Board Discussion) **(1:23:55)**
- 9. Administrative Updates (1:30:07)**
- 10. Public Comment (1:38:41)**
For items not necessarily on the immediate agenda (3 minutes per item)
- 11. Preliminary Approval of Next Meeting Agenda (1:42:06)**
- 12. Adjournment (1:46:10)**
Motion was made by Commissioner Lott to adjourn the meeting (Board Vote) (1:46:18)
Motion was seconded by Commissioner Colbert
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye

PUBLIC COMMENT PROCEDURES

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Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772
Tuesday, October 10, 2023 at 7:30 PM

MINUTES

This meeting will be conducted via Town Hall & Zoom Video Teleconference.

<https://uppermarlboromd-gov.zoom.us/j/85001022865?pwd=ZkRJeXFibFIRY20xbk1vVkIXTm1zZz09>

Webinar ID: 850 0102 2865; **Passcode:** 070402; **Audio Dial-in only:** 301 715 8592

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

WORK SESSION AGENDA: 7:30 PM

1. **Call to Order 7:30 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda (1:04)**
5. **Board of Supervisors of Elections Certified Candidates Announcement (2:40)**
6. **Old Business (8:19)**
 - A. Ordinance 2023-10 Property Standards (Board Discussion) **(1:37)**
 - B. **Motion was made by Commissioner Lott to table Ordinance 2023-10 Property Standards until they have a draft back from the attorneys (2:10)**
Motion seconded by Commissioner Pennoyer
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye
 - C. Annexation (Board Discussion) **(8:23)**
7. **New Business (8:56)**
 - A. Shared Parking Agreements (Board Discussion) **(9:05)**
 - B. Marlborough Towne Roads (Board Discussion) **(28:17)**
8. **Administrative Items (37:13)**
9. **Preliminary Approval of Next Meeting Agenda (39:25)**
10. **Adjournment (40:08)**
 - A. **Motion was made by Commissioner Pennoyer to adjourn (40:10)**
Motion seconded by Commissioner Lott
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.

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Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, November 28, 2023 at 7:00 PM

MINUTES

This meeting will be conducted via Zoom Video Teleconference & Town Hall.

<https://uppermarlboromd-gov.zoom.us/j/86011325372?pwd=a1dqYVNRK3g5Q3NEK3lva0crK2w3UT09>

Passcode: 483265; **Webinar ID:** 860 1132 5372; **Dial-in only:** 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order - 7:00 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Closed Session Summary From November 14, 2023**
 - A. Closed Session Summary November 14, 2023
6. **Consent Agenda (3:12)**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. Administrative Report

Motion was made by Commissioner Colbert to approve the Consent Agenda
Motion was seconded by Commissioner Hanchett
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye
7. **Reports**
 - A. Arts Council Committee Report
 - B. CERT Committee Report **(4:35)**
 - C. Economic Development Workgroup **(5:00)**
 - D. Events Committee Report **(5:45)**
 - E. Green Team Committee Report **(6:45)**
 - F. Greenwill Consulting Committee Report **(7:32)**
 - G. Historical Committee Report **(8:17)**
 - H. Commissioner Reports **(8:49)**
8. **Teen Town Hall Takeover Presentation (12:40)**
9. **Old Business**

Public comment will be taken prior to Business line items (3 minutes per item)

 - A. Annexation (Board Discussion) **(16:55)**
10. **New Business**

Public comment will be taken prior to Business line items (3 minutes per item)

 - A. Resolution 2023-20: Legal Contract Approval (Board Vote) **(19:20)**
Motion was made by Commissioner Lott to approve Resolution 2023-20
Motion was seconded by Commissioner Franklin
Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Nay
 - B. Resolution 2023-21: Vision Action Plan (Board Vote) **(38:00)**

Motion was made by Commissioner Colbert to approve Resolution 2023-21

Motion was seconded by Commissioner Franklin

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

11. Administrative Updates (42:25)

- A. Stone House
- B. Church Street Parking

12. Public Comment (51:05)

For items not necessarily on the immediate agenda (3 minutes per item)

13. Preliminary Approval of Next Meeting Agenda (58:41)

- A. Selection of new President / Mayor Board of Town Commissioners
- B. Selection of the new Town Treasurer
- C. Resolution 2023-22 Check Signing
- D. PEPCO Presentation By: Daniel D. Teixeira, Sr. External Affairs Specialist & Team
- E. Annexation

14. Adjournment

Motion was made by Commissioner Colbert to adjourn the meeting

Motion was seconded by Commissioner Lott

Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye

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Town of Upper Marlboro

Town Hall, 14211 School Lane Tel: (301) 627-6905 info@uppermarboromd.gov
 Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarboromd.gov
 Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Town of Upper Marlboro July 2024 Treasurer Report Budget vs. Actuals: FY25 July 2024 - June 2025

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	-	1,533,280	(1,533,280)
4200 Fines, Licenses, Permits	84,955	871,000	(786,045)
4300 Intergovernmental	-	56,000	(56,000)
4400 Miscellaneous Revenue	2,094	121,725	(119,631)
4500 Grants	-	1,415,000	(1,415,000)
Total Revenue	\$ 87,049	\$ 3,997,005	#
Expenses			
5000 General Government	71,250	756,700	(685,450)
6000 Public Safety	103,781	1,075,600	(971,819)
7000 Public Works	48,289	618,400	(570,111)
8000 Grants & Awards	11,332	1,415,000	(1,403,668)
9000 Capital Outlays	-	131,305	(131,305)
Total Expenses	\$ 234,653	\$ 3,997,005	#
NET INCOME	\$ (147,604)	\$ -	\$ (147,604)



Town of Upper Marlboro

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Town of Upper Marlboro July 2024 Treasurer Report Budget vs. Actuals: FY25 July 2024 - June 2025

Key Monthly Items

- 1. July is the first month of the fiscal year
- 2. YTD activity reflects a net loss of approximately 147K
The Town expects 500K for the land grant reimbursement in future months which will help decrease
- 3. Cash balance is a bit more than 3 months of spending,
the target balance is 6 months of cash reserves (Jan -Sept), because revenue collections will slow over this period until property taxes come in between Sept and Jan.

Bank Accounts

1000 Checking Account (Premis) 6968	249,495
1001 Petty Cash	750
1010 Payroll Account (Premis) 6976	3,732
1015 PGFSB Small Checking (Premis) 4960	-
1040 Parking Meter Checking (M&T) 0032	112,596
1045 Speed & Red Light (M&T) 0013	74,698
1050 ICS Checking 4957	354,173
1140 MLGIP (MM)	229,711
Total Bank Accounts	\$ 1,025,155



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Town of Upper Marlboro June 2024 Treasurer Report Budget vs. Actuals: FY24 Budget July 2023 - June 2024

	Total		
	ACTUAL	AMENDED BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	-	1,508,220	(1,508,220)
4200 Fines, Licenses, Permits	-	687,500	(687,500)
4300 Intergovernmental	-	56,000	(56,000)
4400 Miscellaneous Revenue	-	296,500	(296,500)
4500 Grants	2,626,091	1,901,000	725,091
Total Revenue	\$ 2,626,091	\$ 4,449,220	#
Expenses			
5000 General Government	764,586	862,980	(98,394)
6000 Public Safety	814,417	998,580	(184,163)
7000 Public Works	559,598	560,660	(1,062)
8000 Grants & Awards	685,986	1,915,000	(1,229,014)
9000 Capital Outlays	84,689	112,000	(27,311)
Total Expenses	\$ 2,909,276	\$ 4,449,220	#
NET INCOME	\$ (283,185)	\$ -	\$ (283,185)



Town of Upper Marlboro

Town Hall, 14211 School Lane Tel: (301) 627-6905 info@uppermarlboromd.gov
Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlboromd.gov
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Town of Upper Marlboro June 2024 Treasurer Report Budget vs. Actuals: FY24 July 2023 - June 2024

Key Monthly Items

1. June revenue and expense expectations are approximately 92% of annual budget for most lines
2. YTD activity reflects a net loss of approximately 291K, revenue actuals will slow for the remainder of the year.
The Town expects 500K for the land grant reimbursement in future months which will help help decrease
3. Expense activity is 59% of annual budget YTD, so expenses are tracking properly
4. Cash balance is a bit more than 3 months of spending, the target balance is 6 months of cash reserves (Jan -June), because revenue collections will slow over this period.

Bank Accounts

1000 Checking Account (Premis) 6968	250,000
1001 Petty Cash	
1010 Payroll Account (Premis) 6976	2,996
1015 PGFSB Small Checking (Premis) 4960	-
1040 Parking Meter Checking (M&T) 0032	97,440
1045 Speed & Red Light (M&T) 0013	280,416
1050 ICS Checking 4957	341,590
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	227,670
Total Bank Accounts	\$ 1,305,254



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Town of Upper Marlboro May 2024 Treasurer Report Budget vs. Actuals: FY24 Budget July 2023 - May 2024

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,396,283	1,508,220	(111,937)
4200 Fines, Licenses, Permits	812,409	687,500	124,909
4300 Intergovernmental	92,538	56,000	36,538
4400 Miscellaneous Revenue	27,866	296,500	(268,634)
4500 Grants	28,342	1,901,000	(1,872,658)
Total Revenue	\$ 2,357,439	\$ 4,449,220	#
Expenses			
5000 General Government	714,130	862,980	(148,850)
6000 Public Safety	754,106	998,580	(244,474)
7000 Public Works	512,837	560,660	(47,823)
8000 Grants & Awards	583,609	1,915,000	(1,331,391)
9000 Capital Outlays	84,311	112,000	(27,689)
Total Expenses	\$ 2,648,992	\$ 4,449,220	#
NET INCOME	\$ (291,554)	\$ -	\$ (291,554)



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1. May revenue and expense expectations are approximately 92% of annual budget for most lines
2. YTD activity reflects a net loss of approximately 291K, revenue actuals will slow for the remainder of the year.
 The Town expects 500K for the land grant reimbursement in future months which will help decrease
3. Expense activity is 59% of annual budget YTD, so expenses are tracking properly
4. Cash balance is a bit more than 3 months of spending, the target balance is 6 months of cash reserves (Jan -June), because revenue collections will slow over this period.

Bank Accounts

1000 Checking Account (Premis) 6968	249,600
1001 Petty Cash	
1010 Payroll Account (Premis) 6976	8,263
1015 PGFSB Small Checking (Premis) 4960	-
1040 Parking Meter Checking (M&T) 0032	82,332
1045 Speed & Red Light (M&T) 0013	222,963
1050 ICS Checking 4957	322,834
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	226,639
Total Bank Accounts	\$ 1,217,772



Date: Friday, August 2, 2024

Subject: Public Works' Monthly Report

RE: July 2024

Public Works Related

- PWD uploaded and approved bills for PW & Gen Govt assigned in Bill.com.
- PWD attended finance meetings with Todd.
- Payroll processing and review.
- PWD received word that Congressional Earmark Application was not selected for funding.
- PWD continued to review the Cummins generator contract.
- PWD touched base with site design about changes the board requested to winning proposal.
- PWD worked on LGIT audit reconciliations.
- PWC Raynor worked the July movie night.
- PWD completed NPDES reporting.
- PWD approved MML reimbursements.
- PWD completed and submitted end of year line-item reconciliations.

Maintenance and Beautification

- PWC weeded flowerbeds around Town.
- PWC sprayed playground grounds with insect shield.
- PWC performed maintenance on various dog waste stations around Town.
- PWC watered Main St Planters.
- PWD ordered fireproof safe for Gen Gov records and documents.
- PWC conducted site cuts around Town.
- Carrier came out to service split system RTU after numerous issues.
- Foreman Sheckels replaced all air filters in RTU.
- PWC assembled temporary replacement desk in TA office.

Street and Sidewalk / Mead & Hunt Update

- PWC conducted litter patrols around Town.
- PWC adjusted start time to spray and remove weeds in the sidewalk on Main / Water Streets.
- PWC performed herbicide treatments on Church and Elm Streets.
- PWC installed speed humps on School Ln, and speed humps and signage on Marlborough Dr.
- PWD continued working Better City to review Town Wayfinding signage design.



Playground and Splash Pad Phase II Update: DPIE is still submitting feedback and questions on the Final report submitted by Sparks at Play. They are now requiring a stormwater management system because the overall project has an area of disturbance slightly above 5,000 sq ft. The estimated cost of these requirements adds \$200,000 to the overall project. We are working to get an exemption from this to move the project forward.

Refuse Accumulations

- There were no dump body rentals for the month.
- Bulk day refuse totals for items to landfill were 3.41 tons.
Yard waste totals for items to MES were 1.08 tons.

Sincerely,
Darnell F. Bond / Director of Public Works



Date: Monday, July 8, 2024

Subject: Public Works' Monthly Report

RE: June 2024

Public Works Related

- PWD uploaded and approved bills for PW & Gen Govt assigned in Bill.com.
- PWD attended finance meetings with Todd.
- Payroll processing and review.
- Congressional Earmark Application now in the appropriations review stage.
- Unlisted properties and sheds added to LGIT portal.
- PWD completed LGIT renewal application for all Town owned property, vehicles, and equipment.
- PWD continued to review the Cummins generator contract.
- PWD reviewed submissions for the Church St RFP and provided feedback to Board.
- PWD worked on LGIT audit reconciliations.
- PW worked with all Town staff in preparation for Marlboro Day. All items ordered and put in place before festival.
- PWD worked to ensure band needs were met and they had an appropriate power supply.
- PWC worked Traffic Control, Event set-up / breakdown, and clean-up for Marlboro Day.
- PWD & Foreman Sheckels attended MML PWA meeting and Municipal staff day in OC.
- PWD began NPDES reporting.
- PWD began processing received MML reimbursements.
- PWD began end of year line-item reconciliations.

Maintenance and Beautification

- PWC weeded flowerbeds around Town.
- Three trees were removed from 5510 Old Crain property due to the threat of property damage to surrounding homes.
- PWD ordered fireproof safe for Gen Gov records and documents.
- PWC conducted site cuts around Town.
- PWD reached out to schedule Split system installation. Pricing was kept at original quote.
- Replacement desk ordered to replace failing TA desk.

Street and Sidewalk / Mead & Hunt Update

- PWC conducted litter patrols around Town.
- Spring Branch Dr older rear section was seal coated. Speed bump signage added.



- A paving patch was completed at the end of school Ln for a completely disintegrated roadway.
- PWD continued working with Clerk Hoatson and Better City to review Town Wayfinding signage design.
- PWD & Chief Burse reviewed Traffic control Plan for Marlboro Day.
- A-frames and numerous notices to the residents of Spring Branch Dr for updated seal coating notice.

Playground and Splash Pad Phase II Update:

Refuse Accumulations

- There were no dump body rentals for the month.

Bulk day refuse totals for items to landfill were 3.41 tons.

Yard waste totals for items to MES were 1.65 tons.

Sincerely,

Darnell F. Bond / Director of Public Works



Date: Monday, July 8, 2024

Subject: Public Works' Monthly Report

RE: May 2024

Public Works Related

- PWD uploaded and approved bills as assigned in Bill.com.
- PWD attended finance meetings with Todd.
- Payroll processing and review.
- PWD and Mayor Franklin submitted supplements to the original application requested by Van Hollen's office. Application now in the appropriations review stage.
- PWD reviewed HAWP application for removal of the Old Marlboro Elementary School.
- PWD and crewmembers Raynor, and Stewart attended in-person OSHA competent person training.
- PWD continued to review the Cummins generator contract.
- PWD reviewed submissions for the Church St RFP.
- LGIT Audit completed at Town properties.
- PWD obtained quotes needed for Marlboro Day. Attended all associated meetings and began prep with PW crew.
- PWD attended Arts Committee meeting.
- PWD set up a new Divvy card and spend / expense account.
- PWD completed LGIT survey to take advantage of the Loss Control Credit for the Town.
- Fielded all questions residents had due to the paving schedule.
- Received word that the DNR grant submission to upgrade the Town's Pocket Park was not funded.
- MMLPWA membership renewed for me and Foreman Sheckels.
- Provided photos for Public Works week to Aiden for social media.
- PWD scheduled BOG pest control for TH.

Maintenance and Beautification

- PWC weeded flowerbeds at TH
- PWC conducted site cuts around Town.
- PWD reviewed the General Inspection Report for Phase I of playground.
- Stanley Access Technologies performed work on ADA doors.

Street and Sidewalk / Mead & Hunt Update

- PWC conducted litter patrols around Town.
- PWD attended the School Ln site visit with Mr. Patel from Mead and Hunt to discuss the work performed on School Ln.



- Spring Branch Dr was paved up to new paving limits completed by WSSC. Three speed bumps were added.
- A paving patch was completed at the end of school Ln for completely disintegrated roadway.
- PWD worked with Clerk Hoatson to begin Town Wayfinding signage design.
- PWC spread millings from Spring Branch Dr at PW yard.
- A-frames and numerous notices to the residents of Spring Branch Dr.
- Sewer line replacement / paving completed on Main St.

Playground and Splash Pad Phase II Update: Final set of plans for final application portal upload completed. Final review for soil conservation and DPIE to run parallel as far as submission timeline. They are still working to establish WSSC and electrical sub-contractor to determine permitting process for water line tap to TH building.

Refuse Accumulations

- There was one dump body rental for the month.

Bulk day refuse totals for items to landfill were 3.16 tons.

Yard waste totals for items to MES were 1.87 tons.

Sincerely,

Darnell F. Bond / Director of Public Works



MEMORANDUM

To: Board of Town Commissioners
 From: Sarah Franklin, Mayor

Date: Wednesday, August 21, 2024

Re: May – July 2024 Monthly General Government Report

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in the Summer, 2024.

Major Projects Underway	
Codification:	A new ordinance will need to be signed for this. Attorney Ruff is working with Municode to finalize this project.
Charter Review :	General Government is working on an engagement portal for residents to interact with and comment on the Charter.
Event Planning	The Town hosted its summer movie nights, cumulating in a Resident BBQ and backpack giveaway followed by our final movie night.
Property Purchase	Paperwork for reimbursement of the 5510 Old Crain Highway property purchase has been submitted.
PAMC Trail Study	The study is entering the final phases of stakeholder and community engagement and will be presented to the Town for further community engagement this fall.
Annexation	Working with the Town Annexation Legal team on drafting Annexation Phase 3 Annexation.
Website Update	General Government Staff has updated the website and continues to make improvements to make the site more user-friendly.
Cable Chanel	The Town's cable channel has been updated with new information. Staff is working with the provider to slow the speed of the slides.

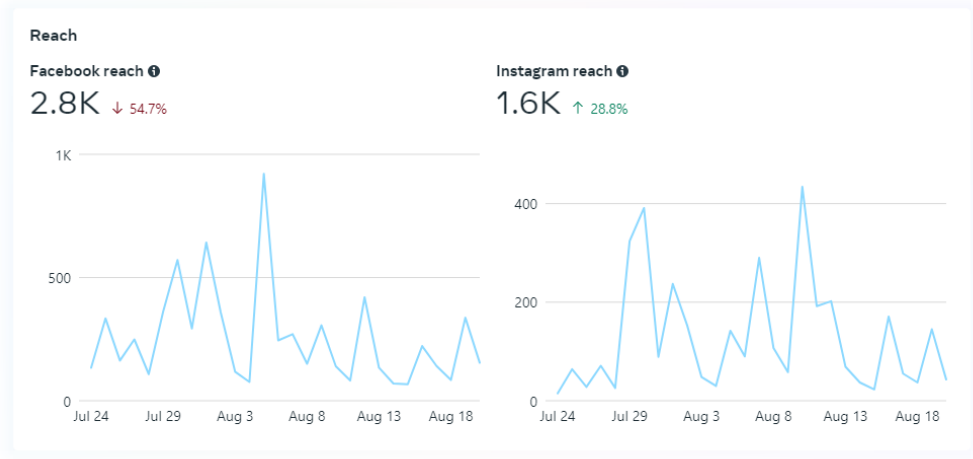
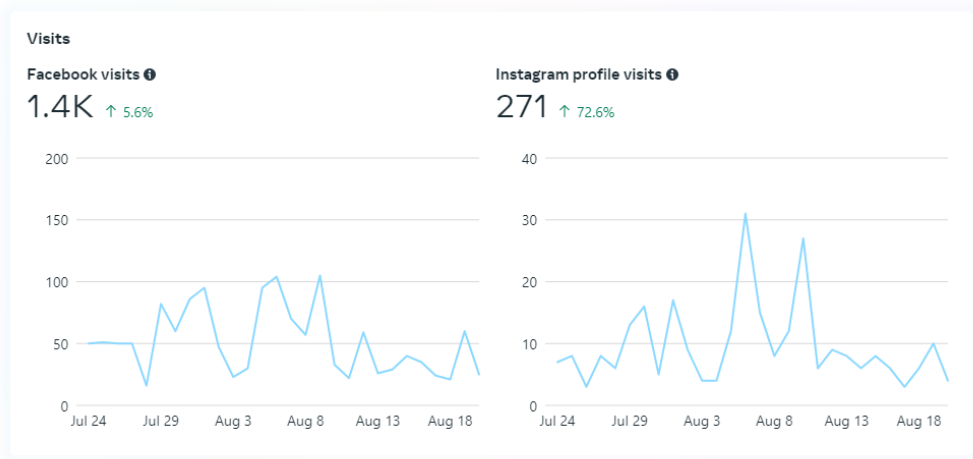
Office Statistics:

	May	June	July
Room Rentals	1	3	2
Notaries	2	1	0
Parking Permits	6	9	0
Food Truck Permits	8	2	1

Outreach Statistics:



Facebook & Instagram-



The Town of Upper Marlboro

RESOLUTION: 2024-10
SESSION: Regular Town Meeting
DATED: August 27, 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO APPOINT CLAYTON ANDERSON AS THE TOWN ADMINISTRATOR OF THE TOWN OF UPPER MARLBORO, IN ACCORDANCE WITH THE TOWN CHARTER

WHEREAS, Section 82-59A of the Charter of the Town of Upper Marlboro, provides that the President of the Board of Commissioners of the Town of Upper Marlboro, with the approval of the Board of Commissioners, may appoint an officer of the Town by resolution who shall hold the title of Town Administrator and

WHEREAS, President of the Board of Commissioners, Sarah Franklin, desires to appoint Clayton Anderson as the Town Administrator of the Town of Upper Marlboro; and

WHEREAS, President Franklin seeks the approval of the Board of Commissioners for the appointment; and

WHEREAS, the Board of Commissioners desires to approve the appointment of Clayton Anderson as the Town Administrator of the Town of Upper Marlboro.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro that Clayton Anderson is hereby appointed as the Town Administrator of the Town of Upper Marlboro.

BE IT FURTHER RESOLVED, that said appointee, as a charter official, shall be administered the oath of office required by Section 82–85 of the Town Charter; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a Regular Town Meeting on Tuesday, August 27, 2024.

ATTEST:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

Aiden Thomas, Special Assistant

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

Alma Prevatte, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Special Assistant of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 27th day of August, 2024.

Aiden Thomas, Special Assistant

**BOARD OF COMMISSIONERS
FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2024-__
SESSION: Regular Town Meeting
INTRODUCED: August __, 2024
DATE ENACTED: September __, 2024
EFFECTIVE DATE: _____, 2024

AN ORDINANCE OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO REPEAL ORDINANCES _____, _____, _____, TO INCLUDE ALL ORDINANCES PREVIOUSLY ENACTED RELATING TO PROPERTY MAINTENANCE STANDARDS IN THE TOWN OF UPPER MARLBORO, AND TO ENACT THIS ORDINANCE, ORDINANCE 2024-__ ADOPTING PROPERTY MAINTENANCE STANDARDS FOR THE TOWN OF UPPER MARLBORO

WHEREAS, ; and

WHEREAS, ;and

WHEREAS, ; and

WHEREAS, .

NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES ORDAIN AND ENACT AS FOLLOWS:

BUILDING AND PROPERTY MAINTENANCE CODE

ARTICLE I. BUILDING CODE

§ 1. ADMINISTRATION.

THIS ARTICLE SHALL BE ADMINISTERED AND ENFORCED BY A CODE OFFICIAL, AS DEFINED IN OTHER SECTIONS OF THIS CODE OR OTHER TOWN OFFICIALS AND EMPLOYEES AS DESIGNATED BY THE TOWN MANAGER.

§ 2. APPLICABILITY OF AND COMPLIANCE WITH COUNTY BUILDING CODE.

THE BUILDING CODE FOR PRINCE GEORGE'S COUNTY, SUBTITLE 4, DIVISION 1, OF THE CODE OF PRINCE GEORGE'S COUNTY, MARYLAND, AS AMENDED FROM TIME TO TIME,

CAPITALS : Indicate matter to be added to existing law

SHALL BE THE BUILDING FOR THE TOWN.

§ 3. TOWN BUILDING PERMIT REQUIRED.

THE TOWN REQUIRES A TOWN BUILDING PERMIT AT ALL TIMES THAT PRINCE GEORGE'S COUNTY REQUIRES A COUNTY BUILDING PERMIT. A PERSON MAY NOT ERECT, RECONSTRUCT, REPAIR, OR REMOVE ANY BUILDING OR STRUCTURE WITHIN THE TOWN EXCEPT IN COMPLIANCE WITH THE BUILDING CODE FOR PRINCE GEORGE'S COUNTY AND IN ACCORDANCE WITH BUILDING PERMITS ISSUED BY PRINCE GEORGE'S COUNTY.

§ 4. APPLICABILITY OF AND COMPLIANCE WITH CHAPTER.

IN ADDITION TO COMPLYING WITH § 3, A PERSON MAY NOT ERECT, CONSTRUCT, RECONSTRUCT, REPAIR, OR REMOVE ANY BUILDING OR STRUCTURE WITHIN THE TOWN FOR WHICH A PRINCE GEORGE'S COUNTY BUILDING PERMIT IS REQUIRED EXCEPT IN COMPLIANCE WITH THIS ARTICLE AND WITH A BUILDING PERMIT FROM THE TOWN ISSUED UNDER THIS ARTICLE.

§ 5. PERMIT APPLICATIONS.

(A) AFTER A BUILDING PERMIT FOR PROPOSED WORK HAS BEEN ISSUED BY PRINCE GEORGE'S COUNTY, AN OWNER OF A PROPERTY, OR THE OWNER'S AUTHORIZED AGENT, SHALL APPLY FOR A TOWN BUILDING PERMIT BY SUBMITTING AN APPLICATION UPON FORMS FURNISHED BY THE TOWN. EACH APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY THAT THE CONTENTS OF THE APPLICATION ARE TRUE AND CORRECT TO THE BEST OF THE APPLICANT'S KNOWLEDGE, INFORMATION AND BELIEF. EACH APPLICATION SHALL BE ACCOMPANIED BY A COPY OF THE PRINCE GEORGE'S COUNTY PERMIT APPLICATION, BUILDING PERMIT ISSUED BY PRINCE GEORGE'S COUNTY, AN ELECTRONIC AND/OR PHYSICAL COPY OF THE SITE PLAN, AND ALL OTHER PLANS AND SPECIFICATIONS APPROVED BY PRINCE GEORGE'S COUNTY AS PART OF THE COUNTY'S BUILDING PERMIT.

WHERE THE APPLICATION IS FOR A BUILDING PERMIT FOR A FENCE, THE APPLICATION SHALL DEMONSTRATE THAT THE PROPOSED FENCE COMPLIES WITH THE REQUIREMENTS OF THE TOWN OF UPPER MARLBORO. THE TOWN MAY WAIVE THE SUBMITTAL OF ALL OR PORTIONS OF OTHER PLANS AND SPECIFICATIONS ON A CASE-BY-CASE BASIS WHEN THE TOWN DETERMINES THAT THESE WILL NOT ASSIST THE TOWN IN DETERMINING WHETHER TO ISSUE A TOWN BUILDING PERMIT. EACH APPLICATION ALSO SHALL BE ACCOMPANIED BY A NON-REFUNDABLE APPLICATION FEE OF \$50.

(B) AFTER RECEIVING AN APPLICATION AND APPLICATION FEE, THE TOWN SHALL REVIEW THE APPLICATION, PLANS AND ACCOMPANYING MATERIALS. THE TOWN'S REVIEW OF THE APPLICATION SHALL FOCUS ON THE COMPLETENESS AND ACCURACY OF THE APPLICATION AND ACCOMPANYING MATERIALS, WHETHER THE TOWN CONCURS WITH PRINCE GEORGE'S COUNTY'S APPROVAL OF THE COUNTY BUILDING PERMIT, AND WHETHER THERE ANY TOWN-SPECIFIC REQUIREMENTS THAT MUST BE ADDRESSED.

§ 6. ACTION ON PERMIT APPLICATIONS.

(A) THE TOWN SHALL REVIEW EACH APPLICATION FOR A TOWN BUILDING

PERMIT. AFTER REVIEW OF AN APPLICATION, THE TOWN SHALL NOTIFY THE APPLICANT IN WRITING THAT:

- (1) THE APPLICATION IS APPROVED AND AVAILABLE FOR ISSUANCE UPON PAYMENT OF THE APPLICABLE PERMIT FEE; OR**
- (2) THE TOWN IS WITHHOLDING APPROVAL OF THE APPLICATION UNTIL THE APPLICANT SUBMITS ADDITIONAL REQUIRED DOCUMENTATION TO THE TOWN; OR**
- (3) THERE ARE APPARENT ERRORS REGARDING PRINCE GEORGE’S COUNTY’S ISSUANCE OF THE COUNTY BUILDING PERMIT THAT THE APPLICANT MUST RESOLVE WITH THE COUNTY BEFORE THE TOWN WILL COMPLETE PROCESSING OF THE TOWN BUILDING PERMIT APPLICATION; OR**
- (4) THE APPLICATION HAS BEEN APPROVED WITH CONDITIONS OR RESTRICTIONS; OR**
- (5) THE APPLICATION HAS BEEN DENIED AND THE REASONS FOR THE DENIAL.**

§ 7. PERMIT ISSUANCE OR DENIAL.

THE TOWN SHALL ISSUE A PERMIT AFTER THE TOWN IS SATISFIED THAT THE APPLICATION IS COMPLETE, ALL REQUIRED APPLICATION MATERIALS HAVE BEEN SUBMITTED, ANY APPARENT ERRORS IN THE ISSUANCE OF THE PRINCE GEORGE’S COUNTY BUILDING PERMIT HAVE BEEN RESOLVED, PROVIDED THAT ALL DELINQUENT FEES AND FINES OWED TO THE TOWN RELATED TO THE PREMISES ARE PAID IN FULL.

§ 8. PERMIT FEES.

THERE SHALL BE A PERMIT APPLICATION FEE SUBMITTED WITH EACH BUILDING PERMIT APPLICATION. THE FEE SHALL BE ESTABLISHED BY THE BOARD OF COMMISSIONERS BY RESOLUTION

§ 9. PERMIT TO BE KEPT POSTED ON PREMISES.

A TOWN BUILDING PERMIT SHALL BE KEPT CONSPICUOUSLY DISPLAYED AT A LOCATION VISIBLE FROM THE STREET ON THE PREMISES ON WHICH THE WORK AUTHORIZED BY PERMIT IS BEING PERFORMED UNTIL THE WORK HAS BEEN COMPLETED.

§ 10. PERMIT EXPIRATION.

A TOWN BUILDING PERMIT SHALL BE VALID FOR SIX (6) MONTHS, STARTING FROM THE DATE CONSTRUCTION BEGINS AND/OR PURSUANT TO THE CONDITIONS OUTLINED IN THE CORRESPONDING PRINCE GEORGE’S COUNTY BUILDING PERMIT.

§ 11. PERMITTED CONSTRUCTION HOURS.

AUTHORIZED CONSTRUCTION HOURS FOR WORK CONDUCTED UNDER A TOWN BUILDING PERMIT ARE FROM 8 A.M. TO 7 P.M., MONDAYS THROUGH FRIDAYS AND FROM 9 A.M. TO 5 P.M. SATURDAYS AND SUNDAYS, EXCLUDING LEGAL HOLIDAYS. EXCEPTIONS TO THIS REQUIREMENT MAY BE GRANTED BY THE TOWN IN WRITING UPON APPLICATION ON A FORM PROVIDED BY THE TOWN AND UPON A SHOWING OF GOOD CAUSE.

§ 12. TOWN INSPECTIONS.

(A) THE TOWN PERIODICALLY MAY INSPECT ALL WORK SITES FOR WHICH THE TOWN ISSUED A BUILDING PERMIT. THE PURPOSE OF THE TOWN'S INSPECTIONS IS TO DETERMINE WHETHER A VIOLATION OF THE COUNTY BUILDING CODE MAY EXIST, THE TOWN SHALL PROMPTLY NOTIFY APPROPRIATE PRINCE GEORGE'S COUNTY AUTHORITIES FOR SUCH AUTHORITIES TO TAKE SUCH ACTION AS MAY BE DEEMED APPROPRIATE.

(B) THE TOWN ALSO SHALL INSPECT SITES WHERE WORK IS BEING PERFORMED AND FOR WHICH A TOWN BUILDING PERMIT HAS NOT BEEN ISSUED. THE PURPOSE OF THESE INSPECTIONS IS TO DETERMINE WHETHER A TOWN BUILDING PERMIT IS REQUIRED FOR THAT WORK AND WHETHER THE CONDITIONS ARE IN VIOLATION OF ANY OTHER PROVISIONS OF THIS CODE.

§ 13. STOP WORK ORDERS.

(A) WHENEVER ANY WORK IS BEING DONE IN VIOLATION OF TOWN ORDINANCE OR CODE PROVISION, WITHOUT A REQUIRED TOWN BUILDING PERMIT OR IN VARIANCE WITH THE TERMS OF ANY TOWN BUILDING PERMIT ISSUED FOR THE WORK, A CODE OFFICIAL MAY ORDER ALL OR A PART OF THE WORK STOPPED UNTIL THE VIOLATION OR VARIANCE IS ELIMINATED AND ANY WORK UNDERTAKEN IN VIOLATION OF THIS CHAPTER OR TOWN BUILDING PERMIT IS CORRECTED. A "STOP WORK" ORDER, IF ORAL, SHALL BE FOLLOWED BY A WRITTEN STOP WORK ORDER WITHIN TWENTY-FOUR (24) HOURS (EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS). A CODE OFFICIAL SHALL POST A COPY OF A WRITTEN "STOP WORK" ORDER ON THE PREMISES OR SITE TO WHICH THE ORDER APPLIES. THE POSTED ORDER SHALL NOT BE REMOVED UNTIL THE TOWN HAS LIFTED IT.

(B) A "STOP WORK" ORDER ISSUED BY PRINCE GEORGE'S COUNTY SHALL BE TREATED AS A STOP WORK ORDER ISSUED BY THE TOWN.

§ 14. PENALTIES AND ENFORCEMENT.

(A) EXCEPT AS PROVIDED IN SUBSECTION (B) OF THIS SECTION, VIOLATIONS OF THIS ARTICLE AND ANY TOWN BUILDING PERMIT ISSUED UNDER THIS ARTICLE ARE DECLARED TO BE MUNICIPAL INFRACTIONS, THE FINE FOR WHICH SHALL BE TWO HUNDRED FIFTY DOLLARS (\$250) FOR EACH OFFENSE. EACH DAY THAT A VIOLATION CONTINUES IS A SEPARATE AND REPEAT OFFENSE.

(B) UNLAWFUL CONTINUANCE OF WORK IN VIOLATION OF A STOP WORK ORDER ISSUED PURSUANT TO § 15-13 SHALL BE SUBJECT TO A FINE OF NOT MORE THAN ONE THOUSAND DOLLARS (\$1,000).

(C) IN ADDITION TO THE PENALTIES SPECIFIED IN SUBSECTIONS (A) AND (B) OF THIS SECTION, THE TOWN MAY ENFORCE THE PROVISIONS OF THIS CHAPTER, AND ABATE VIOLATIONS OF THIS CHAPTER AND ANY PERMIT OR STOP WORK ORDER, BY JUDICIAL PROCEEDINGS FOR INJUNCTION OR OTHER APPROPRIATE CIVIL RELIEF.

§ 15 - § 19. RESERVED

ARTICLE II. PROPERTY MAINTENANCE STANDARDS

§ 20. ADOPTION OF PROPERTY MAINTENANCE STANDARDS BY REFERENCE

SUBTITLE 13, HOUSING AND PROPERTY STANDARDS, OF THE PRINCE GEORGE'S COUNTY CODE ("SUBTITLE 13"), DIVISION I "HOUSING CODE" AND DIVISION 7 "PROPERTY STANDARDS AND MAINTENANCE," AS THEY MAY FROM TIME TO TIME BE AMENDED, ARE HEREBY ADOPTED BY THE TOWN AS THE HOUSING AND PROPERTY STANDARDS CODE OF THE TOWN OF UPPER MARLBORO, MARYLAND, AS IF SET OUT IN FULL HEREIN. ALL OF THE POWERS, RIGHTS AND REQUIREMENTS OF COMPLIANCE IN SUBTITLE 13, DIVISIONS 1 AND 7 NOT IN CONFLICT WITH TOWN CHARTER, THIS CODE, OR TOWN REGULATIONS, MAY BE EXERCISED BY THE TOWN. HOWEVER, ALL REFERENCES IN CHAPTER 13 OF THE COUNTY CODE (OR THE INTERNATIONAL PROPERTY MAINTENANCE CODE WHICH THE COUNTY CODE CURRENTLY INCORPORATES) TO THE APPOINTMENT, DISCIPLINE, EMPLOYMENT AND TERMINATION OF ANY PROPERTY OR CODE ENFORCEMENT PERSONNEL OR TO A BOARD OF APPEALS SHALL NOT BE EFFECTIVE IN THE TOWN. IN THE EVENT OF A CONFLICT BETWEEN SUBTITLE 13, DIVISION 1 AND/OR DIVISION 7 AND ANY PROVISION OF A TOWN ORDINANCE OR CODE, SUCH CONFLICT SHALL BE RESOLVED IN FAVOR OF THE PROVISION THAT ESTABLISHES THE HIGHER STANDARD FOR THE PROMOTION AND PROTECTION OF THE HEALTH AND SAFETY OF THE PEOPLE.

§ 21. APPOINTMENT OF THE TOWN CODE OFFICIAL

THE CODE OFFICIAL SHALL BE THE CHIEF OF POLICE, THE CHIEF'S DESIGNEE OR ANY CODE ENFORCEMENT OFFICER OF THE TOWN.

§ 22. NOTICES AND ORDERS

A. NOTICE TO PERSON RESPONSIBLE. WHENEVER THE CODE OFFICIAL DETERMINES THAT THERE HAS BEEN A VIOLATION OF THIS CODE OR HAS GROUNDS TO BELIEVE THAT A VIOLATION HAS OCCURRED, NOTICE SHALL BE GIVEN IN THE MANNER PRESCRIBED IN §§ B AND C, IMMEDIATELY BELOW, TO THE PERSON RESPONSIBLE FOR THE VIOLATION AS SPECIFIED IN THIS CODE. NOTICES FOR CONDEMNATION PROCEDURES SHALL ALSO COMPLY WITH § 68-2(C).

B. SUCH NOTICE PRESCRIBED IN § A SHALL BE IN ACCORDANCE WITH ALL OF THE FOLLOWING:

- (1) BE IN WRITING.**
- (2) INCLUDE A DESCRIPTION OF THE REAL ESTATE SUFFICIENT FOR IDENTIFICATION.**
- (3) INCLUDE A STATEMENT OF THE VIOLATION OR VIOLATIONS, WHY THE NOTICE IS BEING ISSUED AND THE DAY AND TIME THE VIOLATION WAS DISCOVERED.**
- (4) INCLUDE A CORRECTION ORDER ALLOWING A REASONABLE TIME TO**

MAKE THE REPAIRS AND IMPROVEMENTS REQUIRED TO BRING THE DWELLING UNIT OR STRUCTURE INTO COMPLIANCE WITH THE PROVISIONS OF THIS CODE.

(5) INFORM THE PROPERTY OWNER OF THE RIGHT TO APPEAL.

(6) INCLUDE A STATEMENT OF THE RIGHT OF THE CITY TO FILE A TAX LIEN.

C. METHOD OF SERVICE. SUCH NOTICE SHALL BE DEEMED TO BE PROPERLY SERVED IF A COPY THEREOF IS:

(1) DELIVERED PERSONALLY TO THE TENANT IF ANY, AND TO THE OWNER OF RECORD; OR

(2) SENT BY CERTIFIED MAIL ADDRESSED TO THE LAST KNOWN ADDRESS OF THE OWNER AND THE TENANT, IF ANY, SO LONG AS A COPY THEREOF SHALL BE POSTED IN A CONSPICUOUS PLACE OR ABOUT THE STRUCTURE AFFECTED BY SUCH NOTICE.

D. PENALTIES. PENALTIES FOR NONCOMPLIANCE WITH ORDERS AND NOTICES SHALL BE AS SET FORTH IN SECTION _____.

E. TRANSFER OF OWNERSHIP. IT SHALL BE UNLAWFUL FOR THE OWNER OF ANY DWELLING UNIT OR STRUCTURE WHO HAS RECEIVED A COMPLIANCE ORDER OR UPON WHOM A NOTICE OF VIOLATION HAS BEEN SERVED TO SELL, TRANSFER, MORTGAGE, LEASE OR OTHERWISE DISPOSE OF SUCH DWELLING UNIT OR STRUCTURE TO ANOTHER UNTIL THE PROVISIONS OF THE COMPLIANCE ORDER OR NOTICE OF VIOLATION HAVE BEEN COMPLIED WITH, OR UNTIL SUCH OWNER SHALL FIRST FURNISH THE GRANTEE, TRANSFEREE, MORTGAGEE OR LESSEE A TRUE COPY OF ANY COMPLIANCE ORDER OR NOTICE OF VIOLATION ISSUED BY THE CODE OFFICIAL AND SHALL FURNISH TO THE CODE OFFICIAL A SIGNED AND NOTARIZED STATEMENT FROM THE GRANTEE, TRANSFEREE, MORTGAGEE OR LESSEE, ACKNOWLEDGING THE RECEIPT OF SUCH COMPLIANCE ORDER OR NOTICE OF VIOLATION AND FULLY ACCEPTING THE RESPONSIBILITY WITHOUT CONDITION FOR MAKING THE CORRECTIONS OR REPAIRS REQUIRED BY SUCH COMPLIANCE ORDER OR NOTICE OF VIOLATION.

Section 11. Severability

Should any part of this Ordinance be held invalid, all remaining parts shall remain in effect.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter, this Ordinance shall be posted in the Town office and a fair summary of it shall be published once in a newspaper of general circulation in the Town and effective 20 days after passage by the Board.

AYES: _____ NAYES: _____ ABSENT: _____

INTRODUCED in a public session of the Board of Commissioners on this 23rd day of April, 2024.

ORDAINED, APPROVED, AND finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this ____ day of ____, 2024, by:

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

John Hoatson, Town Clerk

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

Alma Prevatte, Commissioner

Reviewed and Approved for Legal Sufficiency

Karen Ruff, Esq., Town Attorney

Date: _____

Part 5 Residential

Sec. 27-420. - Fences and walls.

(a) Unless otherwise provided, fences and walls (including retaining walls) more than six (6) feet high shall not be located in any required yard, and shall meet the setback requirements for main buildings. (See Figure 42.) On lots consisting of one (1) acre or less, fences in the front yard shall not be more than four (4) feet high unless a variance is approved by the Board of Appeals. In the case of a corner lot consisting of one (1) acre or less, fences in the front yard or side yard shall not be more than four (4) feet high unless a variance is approved by the Board of Appeals. Fences constructed pursuant to a validly issued building permit prior to October 1, 2008, shall not be deemed nonconforming; however, replacement of an existing fence must comply with the four (4) foot limitation.

(b) In the R-T Zone (or any other zone developed in accordance with the R-T Zone), walls or fences up to eight (8) feet high may be constructed anywhere in the rear yard without meeting setback requirements.

(c) For zero lot line development approved for a lot created under the optional residential design approach provisions of Subtitle 24, walls or fences up to eight (8) feet high may be located in any yard without meeting the setback requirements.

(d) Walls and fences more than four (4) feet high (above the finished grade, measured from the top of the fence to grade on the side of the fence where the grade is the lowest) shall be considered structures requiring building permits.

(e) Stranded barbed and/or razor wire are prohibited on all fences and walls, except for land that is assessed for agricultural use, and land used for installation and operation of high-voltage equipment at substations for electrical generation, transmission,

and distribution in connection with providing public utility service in the County by a regulated public utility.

(f)

Electrically charged/energized fences are prohibited, except for land that is assessed for agricultural use.

(g)

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. (See Figure 42.1).

Part 6 Commercial Zones

Sec. 27-447. - Fences and walls.

(a) Unless otherwise provided, fences and walls (including retaining walls) more than six (6) feet high shall not be located in any required yard, and shall meet the setback requirements for main buildings. (See Figure 42.)

(b) Walls and fences more than four (4) feet high (above the finished grade, measured from the top of the fence to grade on the side of the fence where the grade is the lowest) shall be considered structures requiring building permits.

(c) Stranded barbed and/or razor wire are prohibited on all fences and walls, except for land that is assessed for agricultural use, and land used for installation and operation of high-voltage equipment at substations for electrical generation, transmission, and distribution in connection with providing public utility service in the County by a regulated public utility.

(d) 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. (See Figure 42.1).

WALLS, FENCES AND HEDGES

§ 66-1. Height of walls and fences.

§ 66-1.1 Prohibited Fences.

§ 66-2. Height of hedges and shrubbery.

§ 66-3. Procedure for removal.

§ 66-4. Planting of hedges.

§ 66-5. Retaining walls.

§ 66-6. Violations and penalties.

§ 66-1. Height of walls and fences.

(a) It shall be unlawful for any person to erect any wall or fence, or combination of wall and fence, in excess of four (4) feet in height, measured from the surface of the finished grade, around or on any property within the town without first obtaining a permit from the Mayor and Council.

(b) A permit may be granted for any deviation from such height as a special exception by the Mayor and Council if the fence is located to the rear of the building line, or if it is an ornamental iron fence or such that would enhance the beauty of the property. The Mayor and Council may require as a condition of granting a special exception that any such proposed fence having a more finished face on one side be so erected that the more finished face is outward when viewed from the surrounding properties.

§ 66-1.1 Prohibited Fences.

(a) Purpose. It is the intent and purpose of this section to protect the health, safety, morals and general welfare of the Town of Riverdale Park and its residents by generally restricting the placement of certain types of fences on residential and commercial lots. Such restrictions shall, among other things: prevent the obstruction or reduction by made-made structures of visibility at corners and intersections for drivers and pedestrians; add to the attractiveness of the community; create a better home environment; preserve an area generally regarded by the public as pleasing to the eye; and preserve, improve and protect the general character of the lands within the Town and improvements thereon.

(b) Rule of Construction. In applying the fence restrictions contained in this section, the term “front yard” shall mean the property between the front building line and the public street on which the property is located. The term “corner lot” shall mean any property that abuts two adjacent public rights of way.

(c) Front Yard Fences. Except as otherwise provided, all metal fences are prohibited between the front building line of property and other adjacent property, dwelling, publicly dedicated street, private street or parking area.

(d) Side and Rear Yard Fences. Nothing in this section shall affect the design, permitting or erection of side and rear yard fences within the Town. The building code of the Town and Prince George’s County, Maryland, as well as Section 66-1 of the Ordinance codes of the Town shall govern such fences. Notwithstanding any other provisions of this subsection, side and rear yard fences may not be

constructed of chain link on and after the effective date of this prohibition.

(e) Permitted Front Yard Fences. Fences that otherwise meet all design and construction specifications of the building codes of the Town and Prince George’s County, Maryland, as well as the Ordinance Code of the Town shall be permitted as front yard fences so long as they are not constructed of chain-link.

(f) Corner Lots- Special Rule of Construction. For any property deemed to be a corner lot under this section, in addition to other proscriptions of the section, no chain-link fence may be erected along the side yard that abuts a public right of way.

(g) Chain-Link Fence Defined. For purposes of this section, “chain-link fence” shall be defined as a fence made from wire helically wound and interwoven in such manner as to provide a continuous mesh without knots or ties, except in the form of knuckling or of twisting the ends of the wires to form the selvages of the fabric, as well as all posts, clamps, and other accessories necessary for the stable construction of the chain-link fabric into a fence.

(h) Grandfather Clause. All front yard fences legally existing as of the date of introduction of the ordinance resolution creating section 66-1.1, and all side and rear yard fences erected after the amendment of section 66-1.1 prohibiting the construction of chain link fences in side and rear yards, which do not comply with any subsection (i.e., front, side and rear yard chain-link fences), shall be deemed non-conforming uses. All front yard fences erected subsequent to the introduction of the resolution creating section 66 1.1 (November 2, 1998), or side or rear

yard fences erected after the effective date of the prohibition in section 66-1.1(d) against the construction of chain link fences in side or rear yards, that are intended to replace those fences deemed non-conforming uses shall conform to the requirements of this section. A fence deemed to be a non-conforming use under this subsection which has been removed or destroyed through no fault of, and due to circumstances beyond the control of the owner, may be replaced or repaired in a manner substantially identical in all material respects to the fence so removed or destroyed. Consideration shall be given to the similarity of such factors as materials, height, length and fence location between the original fence and the replacement fence. Nothing contained in this subsection shall be construed to prohibit the maintenance and repair of a nonconforming fence so long as the fence is not changed in character and all repairs are made with materials substantially the same as the materials requiring maintenance or repair.

§ 66-2. Height of hedges and shrubbery.

- (a) It shall be unlawful for the owner or occupant of any premises within the town to permit any hedge or shrubbery within three (3) feet of any public sidewalk or public path to grow to a height of more than three (3) feet, measured from the surface of the sidewalk grade or path.
- (b) On any corner lot in any residential zone, there shall be no fence, hedge, wall, terrace, structure, shrubbery, planting or other obstruction to vision having a height greater than three (3) feet above the curb level for a

distance of twenty-five (25) feet from the intersection of the front and side street lines.

FENCE

Any structure, barrier, partition or hedge having the effect of or erected or placed for the purpose of enclosing a piece of land, dividing a piece of land into distinct portions, separating two contiguous estates, or stopping and/or creating an obstacle to pedestrian crossings; and consisting of a section or sections of any type of plants, fencing material, chain, railing, arbor, trellis, blocks, bricks, stones, wood, iron wire, plastics, concrete or any other building or construction material; provided, however, that a structure or hedge which is solely for decorative purposes shall not constitute a **fence**, as long as such structure or hedge does not exceed three feet in height, and provided that such structure or hedge on any lot does not, in total, consist of more than four eight foot long sections, with no more than two such sections being connected or located within 12 feet of each other. The length of the materials shall be measured at their longest point. Such decorative structures shall be landscaped along their total length with bushes, shrubs, plants or flowers.