

# City of Hyattsville

Hyattsville Municipal Building  
4310 Gallatin Street, 3rd Floor  
Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org



## Agenda Regular Meeting

[https://us06web.zoom.us/webinar/register/WN\\_2jy9bxkvTPOGYUoIGL\\_Rrw](https://us06web.zoom.us/webinar/register/WN_2jy9bxkvTPOGYUoIGL_Rrw)

**Monday, March 3, 2025**

**7:00 PM**

**Virtual**

### **City Council**

**Robert S. Croslin, Mayor**  
**Joseph Solomon, Council President, Ward 5**  
**Joanne Waszczak, Council Vice President, Ward 1**  
**Sam Denes, Ward 1**  
**Danny Schaible, Ward 2**  
**Emily Strab, Ward 2**  
**Kareem Redmond, Ward 3**  
**Edouard Haba, Ward 4**  
**Michelle Lee, Ward 4**  
**Rommel Sandino, Ward 5**

### **ADMINISTRATION**

**Tracey E. Douglas, City Administrator**  
**Nate Groenendyk, City Clerk, 301-985-5001, [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org)**

**WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING!**  
**Your participation at this public meeting is valued and appreciated.**

**AGENDA/PACKET:** The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at [www.hyattsville.org](http://www.hyattsville.org) prior to the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

**AMERICANS WITH DISABILITY ACT:** In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**AUDIBLE DEVICES:** Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

**PUBLIC INPUT:** If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

**WAYS TO WATCH THE MEETING LIVE:** City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at [hyattsville-md.granicus.com/MediaPlayer.php?camera\\_id=2](http://hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2)

**REPLAY SCHEDULE:** The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 (Verizon) daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings).

**CITY INFORMATION:** Sign up to receive text and email notifications about Hyattsville events, government, police and programs at [www.hyattsville.org/list.aspx](http://www.hyattsville.org/list.aspx)

**INCLEMENT WEATHER:** In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.

**Meeting Notice:**

The Hyattsville City Council will hold its meeting on Monday, March 3, 2025, remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

The meeting will be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon), and available via live stream at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings).

**PUBLIC PARTICIPATION:**

If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and included in the official meeting record. Electronically submitted statements will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

Members of the public who wish to comment during the virtual Council meeting must register in advance using the link below.

[https://us06web.zoom.us/webinar/register/WN\\_2jy9bxkvTPOGYUoIGL\\_Rrw](https://us06web.zoom.us/webinar/register/WN_2jy9bxkvTPOGYUoIGL_Rrw)

1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**
5. **City Administrator Update (7:20 p.m - 7:40 p.m.)**
6. **Proclamations**
  - 6.a. **Proclamation Celebrating March 19, 2025, as Women in Public Office Day in the City of Hyattsville** [HCC-255-FY25](#)

I move that the Mayor and Council adopt a proclamation celebrating March 19, 2025, as Women in Public Office Day in the City of Hyattsville.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [CM 0303 Women in Public Office Day 2025](#)

- 6.b.** Proclamation Celebrating March 2025 as Women's History Month in the City of Hyattsville [HCC-256-FY25](#)

I move that the Mayor and Council proclaim March 2025 to be Women's History Month in the City of Hyattsville.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [CM 0303 Women's History Month 2025.pdf](#)

## 7. Appointments

- 7.a. Appointment to the Educational Facilities Task Force** [HCC-265-FY25](#)

I move that the Mayor and Council approve the appointment of Marya Burks (Ward 1) to the Educational Facilities Task Force for a term of two (2) years to expire on March 3, 2027.

**Sponsors:** Waszczak

**Department:** City Clerk

**Attachments:** [Maraya Burks W1 Jan 2025 redac](#)

- 7.b. Appointments to the Code Compliance Advisory Committee** [HCC-266-FY25](#)

I move that the Mayor and Council approve the appointment of Michael Bonds (Ward 3) to the Code Compliance Advisory Committee for a term of two (2) years to expire on March 3, 2027.

**Sponsors:** Redmond

**Department:** City Clerk

**Attachments:** [Michael Bonds W3 Jan 2025 redac](#)

## 8. Consent Items (7:40 p.m. - 7:45 p.m.)

Items listed on the Consent Agenda are considered routine in nature, and are approved in one motion. There will be no separate discussion of these items unless the Mayor/Council request specific items be removed from the Consent agenda for separate action.



**8.a. Zoning Variance Request V-93-24 - 6006 Queens Chapel Rd Hyattsville** [HCC-249-FY25](#)

I move the City Council authorize the Mayor to send a letter of support to the Board of Zoning Appeals for the subject property at 6006 Queens Chapel Rd, Hyattsville application #V-93-24; granting relief from Prince Georges County Zoning Code section 27-10003(a) Decks, Porches, and Balconies, for a rear lot line setback of 6.33' ft to validate a non-conforming rear deck where decks may extend up to 5ft into any required yard.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [2025-02-07 Memo-V-93-24 .ju](#)  
[V-93-24 Binder](#)  
[City of Hyattsville Zoning Variance Policy Statement & Variance Process ENGLISH](#)

**8.b. Disbursement of Ward 1 Discretionary Funds** [HCC-254-FY25](#)

I move the Mayor and Council approve the disbursement of \$500 of Ward 1 discretionary funds to the Hyattsville Community Development Corporation (HyCDC) to support Trolley Trail Day engagement activities.

**Sponsors:** Denes and Waszczak

**Department:** Legislative

**8.c. Council Meeting Schedule Update** [HCC-264-FY25](#)

I move the Mayor and Council approve the following update to the schedule of Council Meetings:

-The introduction of the budget scheduled for Wednesday, March 26, 2025 will now be held on Monday, March 24, 2025.

-The in-person budget work session scheduled for February 24, 2025 will now be held on Monday, March 31, 2025.

-The in-person budget work session scheduled for February 26, 2025 will now be held on Wednesday, April 2, 2025.

**Sponsors:** City Administrator

**Department:** City Clerk

**8.d. FY25 Budget Appropriation: MNCPPC Project Grant for Recreation Activities** [HCC-257-FY25](#)

I move that the Mayor and Council amend the FY25 Special Revenues Funds Budget to accept and appropriate the grant award in the amount of \$200,000 from the Maryland-National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval of the City Attorney for legal sufficiency.

**Sponsors:** City Administrator

**Department:** Community Services

**Attachments:** [City of Hyattsville - FY25 Project Charge Contract](#)

**8.e. Purchase of Replacement Vehicles for Police Department** [HCC-263-FY25](#)

I move Mayor and Council authorize the purchase two (2) Ford Explorers from Koons Baltimore Ford, in the amount not to exceed \$112,046.

**Sponsors:** City Administrator

**Department:** Police Department

**Attachments:** [Ford Explorer Request Memo - Koons Baltimore Ford](#)

**9. Action Items (7:45 p.m. - 8:15 p.m.)****9.a. Amend City Code Chapter 108: Homeowner's and Homestead Property Tax Credit Programs** [HCC-261-FY25](#)

I move the Mayor and Council direct the City Attorney to draft an ordinance amending City Code Chapter 108-2 and 108-3 as follows:

**Section 108-2: Homestead Property Tax Credit Program**

- Amend the effective date to July 1, 2025
- Reduce the taxable assessment cap down from 110% to 106%.

**Section 108-3: Local supplement to the state homeowners property tax credit**

- Assessed Value Limit - increase to \$415,000.
- Combined Net Worth Limit - increase to \$400,000.
- Combine Gross Income Limit - increase to \$90,000.

The proposed updates must be provided to the State Department of Assessment and Taxation before or on March 25, 2025, to take effect this property tax billing cycle.

**Sponsors:** City Administrator

**Department:** Finance

**10. Discussion Items (8:15 p.m. - 8:45 p.m.)****10.a. FY26 Budget Discussion - Real Property Tax Rate and Constant Yield Tax Rate [HCC-258-FY25](#)**

The City Treasurer will provide an overview of the current Real Property Tax Rate and the recommended SDAT Constant Yield Tax Rate as well as revenue projections. The City Council can use this information to discuss and make a recommendation on setting the FY26 General Operating Budget Real Property Tax Rate. The information is being provided in advance of the proposed budget presentation scheduled for March 24, 2025.

**Sponsors:** City Administrator

**Department:** Finance

**Attachments:** [FY26 Property Tax Rate Discussion 2-25-2025 \(3\)](#)

**11. Council Dialogue (8:45 p.m. - 8:55 p.m.)****12. Motion to Adjourn**



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## Agenda Item Report

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**File #:** HCC-255-FY25

3/3/2025

6.a.

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Submitted by: Quianna Taylor  
Submitting Department: City Clerk  
Agenda Section: Consent

**Item Title:**

**Proclamation Celebrating March 19, 2025, as Women in Public Office Day in the City of Hyattsville**

**Suggested Action:**

I move that the Mayor and Council adopt a proclamation celebrating March 19, 2025, as Women in Public Office Day in the City of Hyattsville.

**Summary Background:**

Since 2017, communities throughout the nation have recognized and celebrated March 19<sup>th</sup> as Women in Public Office Day.

**Next Steps:**

Proclaim March 19, 2025, as Women in Public Office Day.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Support

**Community Engagement:**

Click or tap here to enter text.

**Strategic Goals:**

Goal 5 - Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

**Legal Review Required?**

N/A

# CITY OF HYATTSVILLE

## PROCLAMATION

**CELEBRATING MARCH 19<sup>th</sup>, 2025 AS WOMEN IN PUBLIC OFFICE DAY IN THE CITY OF HYATTSVILLE**

**WHEREAS**, women in leadership play a critical role in the vitality and diversity of our communities, and are essential to ensuring Hyattsville, Prince George's County, and the State of Maryland are well-represented; and

**WHEREAS**, annually March 19<sup>th</sup> is designated as Women in Public Office Day by the National Foundation of Women Legislators in commemoration of the swearing-in of Jeannette Rankin of Montana, into service of the United States Congress in 1917; and

**WHEREAS**, the twentieth century was a pivotal time of growth for women entering politics, we acknowledge that women today remain underrepresented in male-dominated fields and their interests often remain underrepresented in public policy; thus, providing opportunities to support women in public office is imperative; and

**WHEREAS**, recognizing women at every level of public office will bring awareness to the fundamental value and necessity of their work and will inspire other young people to serve their communities;

**NOW, THEREFORE BE IT RESOLVED**, that the City's Mayor and Council proclaim March 19<sup>th</sup>, 2025, to be Women in Public Office Day and call upon the people of Hyattsville to unite as we support the success of women in public office.

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**Robert S. Croslin**

*Mayor, City of Hyattsville*

March 3<sup>rd</sup>, 2025





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## Agenda Item Report

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**File #:** HCC-256-FY25

3/3/2025

6.b.

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Submitted by: Quianna Taylor  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**

Proclamation Celebrating March 2025 as Women's History Month in the City of Hyattsville

**Suggested Action:**

I move that the Mayor and Council proclaim March 2025 to be Women's History Month in the City of Hyattsville.

**Summary Background:**

Communities across the nation are celebrating March 2025 as Women's History Month, with the theme of "Moving Forward Together! Women Educating & Inspiring Generations," which celebrates the collective strength, equality, and influence of women who have dedicated their lives to education, mentorship, and leadership, shaping the minds and futures of all generations.

**Next Steps:**

Proclaim March 2025 to be Women's History Month in the City of Hyattsville.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend adoption.

**Community Engagement:**

Recognition throughout the City of Hyattsville

**Strategic Goals:**

Goal 5 - Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

**Legal Review Required?**

N/A



# CITY OF HYATTSVILLE

## PROCLAMATION

### CELEBRATING MARCH 2025 AS WOMEN'S HISTORY MONTH IN THE CITY OF HYATTSVILLE

**WHEREAS**, women have made and continue to make monumental contributions to society, our communities, and families; and

**WHEREAS**, throughout American history, even in the face of exclusion from society and democracy, women have continued to reach new heights in business, government, science, philanthropy, the arts, volunteerism, and military service; and

**WHEREAS**, communities across the nation are celebrating March 2025 as Women's History Month, with the theme of "Moving Forward Together! Women Educating & Inspiring Generations.," which celebrates the collective strength, equality, and influence of women who have dedicated their lives to education, mentorship, and leadership, shaping the minds and futures of all generations.; and

**WHEREAS**, this year's theme highlights that education has always been a powerful catalyst for change, and that women have been at the forefront, driving this transformation-- from classrooms to boardrooms, and from grassroots movements to global initiatives, women educators and leaders have played a pivotal role in nurturing minds and inspiring action; and

**WHEREAS**, we reaffirm our commitment to advancing opportunities for women and girls and acknowledge that despite significant progress, they continue to face systemic barriers to full and equal participation in our society;

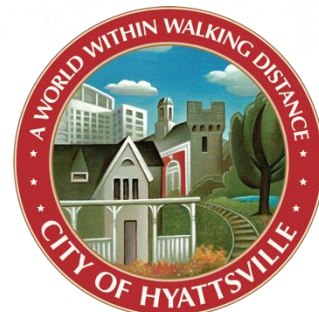
**NOW, THEREFORE BE IT RESOLVED**, that the City's Mayor and Council proclaim March 2025 to be Women's History Month, in recognition and support of women in Hyattsville and everywhere who dare to express themselves and who, in doing so, continue to transform our communities for the better.

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**Robert S. Croslin**

*Mayor, City of Hyattsville*

March 3, 2025





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-265-FY25

3/3/2025

7.a.

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Submitted by: Quianna Taylor  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointment to the Educational Facilities Task Force**

**Suggested Action:**

I move that the Mayor and Council approve the appointment of Marya Burks (Ward 1) to the Educational Facilities Task Force for a term of two (2) years to expire on March 3, 2027.

**Summary Background:**

See attached applications.

**Next Steps:**

Staff liaisons for the Educational Facilities Task Force will reach out to the new appointee to invite them to attend the next meeting as a member.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

Agendas for the Educational Facilities Task Force meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A



# Board, Committee, and Commission Application

## Profile

Maraya

First Name

Burks

Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

Upon appointment to a committee, you are automatically enrolled into the stipend program but in order to receive your payment you must complete and submit a W-9 form. The W-9 form will be emailed to committee members upon confirmation of your appointment.

Please enter your address below.

Many, but not all, of our committees require residency within the incorporated City limits of Hyattsville. To check your residency status, please visit the map: [City Residency Map](#)

Committees that accept applications from individuals residing outside of the incorporated City limits are listed below:

- Education Advisory Committee (at least 50% + 1 of sitting committee members must be residents of the City)
- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Educational Facilities Committee: On Agenda

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

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Ward 1

Primary Phone

**Referred By:**

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**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

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My name is Maraya Burks and I am a resident of the beautiful city of Hyattsville. I want to serve on the Education Advisory Committee because I want to be involved in strengthening the relationship between the City and the educational organizations in the city. I am eager to serve the youth and young adults in Hyattsville through educational programs/projects in an impactful and positive way.

Question applies to Educational Facilities Committee

**The Educational Facilities Task Force will make recommendations to the City Council to ensure the County addresses local school infrastructure needs. We are specifically seeking individuals with expertise in one or more of the following areas: Hyattsville area public school operational needs and landscape, architecture, land use/acquisition, urban planning, and PGCPs policies and procedures. Please describe how your skills and experience will assist the Task Force in making these recommendations.**

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## Agenda Item Report

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**File #:** HCC-266-FY25

3/3/2025

7.b.

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Submitted by: Quianna Taylor  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointments to the Code Compliance Advisory Committee**

**Suggested Action:**

I move that the Mayor and Council approve the appointment of Michael Bonds (Ward 3) to the Code Compliance Advisory Committee for a term of two (2) years to expire on March 3, 2027.

**Summary Background:**

See attached applications. Per the new Committee procedures each applicant has attended at least one (1) meeting of the Committee and a meet and greet with the Council and staff liaisons.

**Next Steps:**

Staff liaisons for the Educational Facilities Task Force will reach out to the new appointee to invite them to attend the next meeting as a member.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

# Board, Committee, and Commission Application

## Profile

Michael

First Name

Bonds

Last Name

## Preferred Pronouns

None Selected

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

Upon appointment to a committee, you are automatically enrolled into the stipend program but in order to receive your payment you must complete and submit a W-9 form. The W-9 form will be emailed to committee members upon confirmation of your appointment.

Please enter your address below.

Many, but not all, of our committees require residency within the incorporated City limits of Hyattsville. To check your residency status, please visit the map: [City Residency Map](#)

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- Education Advisory Committee (at least 50% + 1 of sitting committee members must be residents of the City)
- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Code Compliance Advisory Committee: For Review

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

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Ward 3

Primary Phone

**Referred By:**

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**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

I am a one-year resident of Hyattsville who is enthusiastic about finding ways to make my new home even greater for all of us, whether it's organizing neighborhood cleanups or volunteering at the local tool lending library, and serving on the Code Compliance Advisory Committee would be a huge step toward continuing that work. I have eight years of experience in aerospace engineering, a strong eye for detail, and a willingness to ask the smart questions that will allow our Code Compliance Advisory Committee to continue to do outstanding work for our city.



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## Agenda Item Report

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**File #:** HCC-249-FY25

3/3/2025

8.a.

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Submitted by: At the Request of the City Administrator  
Submitting Department: Community & Economic Development  
Agenda Section: Consent

**Item Title:**  
**Zoning Variance Request V-93-24 - 6006 Queens Chapel Rd Hyattsville**

**Suggested Action:**

I move the City Council authorize the Mayor to send a letter of support to the Board of Zoning Appeals for the subject property at 6006 Queens Chapel Rd, Hyattsville application #V-93-24; granting relief from Prince Georges County Zoning Code section 27-10003(a) Decks, Porches, and Balconies, for a rear lot line setback of 6.33' ft to validate a non-conforming rear deck where decks may extend up to 5ft into any required yard.

**Summary Background:**

The petitioner(s), Alfred Thomas Diotte, IV has made an appeal to the Prince George's County Board of Zoning Appeals (BZA) for a zoning variance to validate existing conditions for a rear lot line setback. The petitioner(s) requests a variance for an accessory rear lot line setback to obtain a building permit to reconstruct an existing non-conforming 16' x 14' wood deck.

**Next Steps:**

No additional action is required.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Support

**Community Engagement:**

The BZA hearing was held on February 12, 2025, and the Board is awaiting a recommendation from the City Council, prior to issuing a decision.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A



# Memo

To: Tracey Douglas, City Administrator

From: Jeff Ulysse, Director of Com. & Econ. Development & City Planner

Date: February 7, 2025

Re: Zoning Variance Request V-93-24 – 6006 Queens Chapel Rd, Hyattsville

Attachments: Application for Variance (Appeal No. V-93-24)  
City of Hyattsville Variance Policy

The purpose of this memorandum is to provide the City Administrator with a briefing on the Zoning Variance request V-93-24, for the subject property located at 6006 Queens Chapel Rd, Hyattsville.

### Summary of Variance Conditions:

The petitioner(s), Alfred Thomas Diotte, IV has made an appeal to the Prince George’s County Board of Zoning Appeals (BZA) for a zoning variance to validate existing conditions for a rear lot line setback. The petitioner(s) requests a variance for an accessory rear lot line setback to obtain a building permit to reconstruct an existing non-conforming 16’ x 14’ wood deck.

The requested variances are outlined in the table below:

Residential Use Table	Description	Variance Requested
Section 27-11003 (a)	Requires that decks, porches (screened or unscreened), stoops, or exterior stairways may extend up to five feet into any required yard, except those decks and porches on a dwelling, townhouse; dwelling, two-family; or dwelling, three-family may extend to a rear lot line that abuts permanent open space or to within three (3) feet of a rear lot line that abuts another Rural and Agricultural or Residential lot.	Variance of <b>6.33’</b> ft rear lot line setback

### Property Description

The subject property was built in 1985 and is located in Queens Chapel Manor Subdivision, City Council Ward 4 and not in a residential parking zone. This 0.1590 ac or 6,933 sf parcel is improved with a detached single-family dwelling, rear wood deck, residential storage shed, and asphalt driveway. The property is also classified under the current zoning district of RSF-65 with a prior zoning district of R-55.

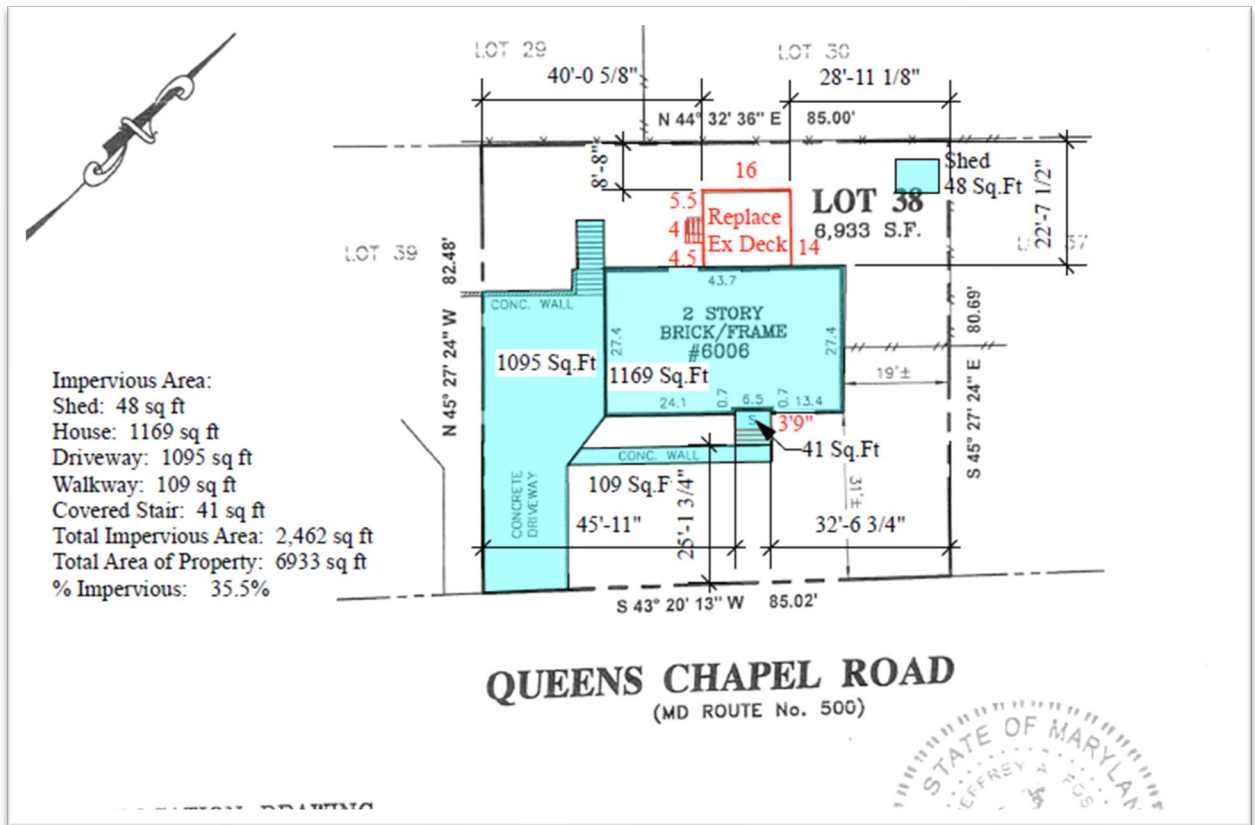


Figure 1 Site Plan

**Findings & Justification**

Under the RSF-65 zoning district the subject parcel is required to comply with certain prescribed dimensional regulations. Prince Georges County code section 27-1003(a) Decks, porches, and balconies prescribe that decks, porches (screened or unscreened), stoops, or exterior stairways may extend up to five feet into any required yard.

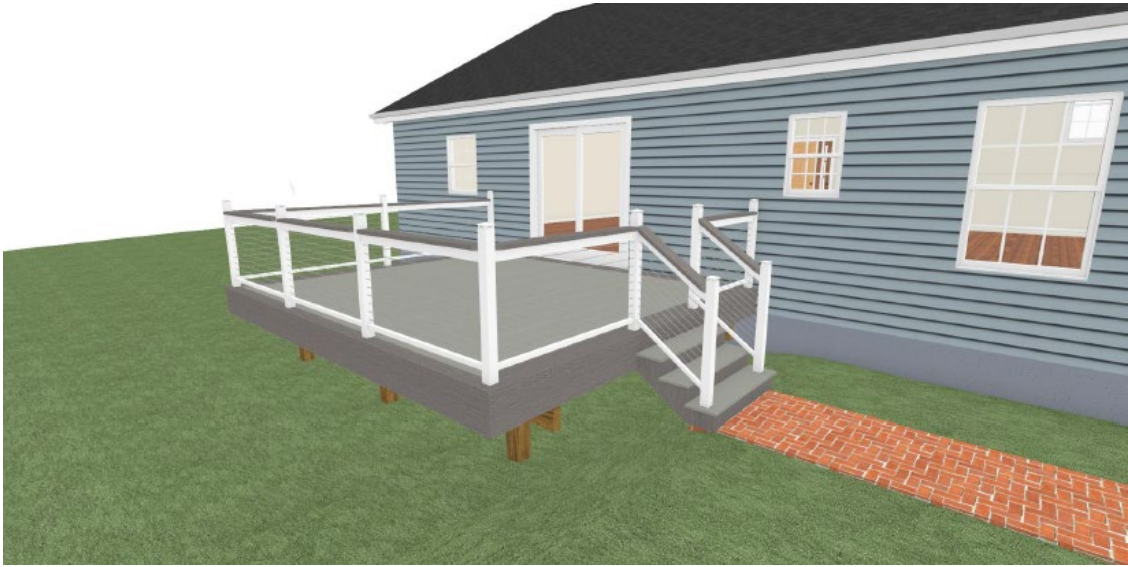
The petitioner is requesting a variance of 6.33 ft. The subject property features a distinctive topography, with a steep grade at the southeast elevation of the parcel that restricts the buildable square footage. This unique topography (figure 2) likely influenced the placement of the principal structure, which was constructed 31 ft from the front lot line despite a required set back of 25 ft and as a result constrains the rear yard.



These existing conditions create a degree of non-conformity impacting the petitioner’s ability to comply. Upon review, its staff’s understanding that the existing deck was constructed without the benefit of a building permit.



Figure 2 Southeast Elevation



Although it is not entirely clear when the existing rear deck was built, the City is not in receipt of any reported violations or complaints. Staff has determined that a “like and kind” reconstruction of the rear deck will not have a negative impact on the character of the surrounding area and does not create significant privacy concerns. The existing 6ft fence effectively screens the accessory structure, mitigating visual impacts on adjacent properties. While the rear deck structure is in the required rear yard, the intent of the setback requirement is to maintain aesthetic and functional consistency.



## **Recommendation**

The City's Variance Policy states that "the City shall as a matter of policy provide letters of support for residents to document a 'non-conforming lot' as part of the normal permitting process for projects complying with all other aspects of zoning regulations, unless the matter at hand is the certification of a non-conforming use on a non-conforming lot."

Based on the above findings, staff recommend the City Council support variance application V-93-24 for the subject property located at 6006 Queens Chapel Rd, Hyattsville for the requested zoning relief related to rear lot line setback.

BOARD OF APPEALS  
EXHIBIT SHEET  
VARIANCES

APPLICATION NO. V-93-24

PETITIONER: Alfred Thomas Diotte

No. Description

---

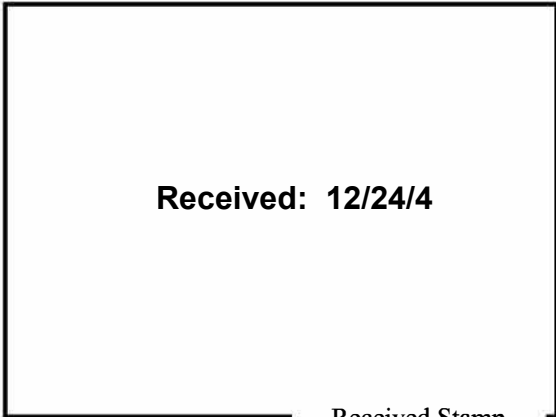
1. Application
2. Statement of the Petitioner
3. Site Plan
4. Elevation Plans, A thru D
5. Color Photos, A thru D
6. SDAT Property Printout
7. PGAtlas Printout
8. Aerial Photos, A thru F
9. Aerial Photos, Neighboring Properties, A thru D
10. Notice of Virtual Hearing, 1/29/25
11. Persons of Record List, 1/29/25
12. Certified Mail Receipts
13. Certification of Posting, w/photos, 1/29/25
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.



# BOARD of APPEALS

## Zoning and Administrative

Wayne K. Curry Administration Building  
1301 McCormick Drive, 3<sup>rd</sup> Floor  
Largo Maryland 20774  
(301) 952-3220  
[boardofappeals@co.pg.md.us](mailto:boardofappeals@co.pg.md.us)



Received Stamp

### APPLICATION FOR A VIRTUAL VARIANCE

**(USE BLACK INK ONLY)**

**PLEASE READ ALL INSTRUCTIONS BEFORE FILLING OUT APPLICATION**

**Owner(s) of Property** Alfred Thomas Diotte, IV  
**Address of Owner(s)** 6006 Queens Chapel Rd  
**City** Hyattsville **State** MD **Zip Code** 20782  
**Telephone Number (home)** 301-928-5620 **(cell)** 301-928-5620 **(work)** 202-781-1905  
**E-mail address:** diotte3@gmail.com

#### Location and Legal Description of the Property involved:

**Street Address** 6006 Queens Chapel Rd  
**City** Hyattsville  
**Lot(s)** 38 **Block** 18 **Parcel** 0000  
**Subdivision Name** Queens Chapel Manor

#### Professional Service:

► **Engineer** ►  **Contractor** ► **Architect** ► **Permit Service: (circle one) If none, use N/A:**  
**Business Name:** Fence and Deck Connection **Phone Number:** 410-757-5511 202-571-1241  
**Representative Name:** David King **Email Address:** dking@fencedeckconnect.com  
**Address:** 1544 Whitehall Rd, Annapolis, MD 21409

#### Attorney representing applicant: If none, use N/A

**Name:** N/A **Law Office of** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

All Legal Representatives must submit a letter of representation.

EXH. # 1  
V-93-24

---

**Homeowners/Citizens/Civic and/or Community. If none, use N/A:**

Name: Alfred Diotte

Address: 6006 Queens Chapel Rd, Hyattsville, MD 20782

**Municipality (Incorporated City/Town) If none, use N/A**

Name Hyattsville

---

**PROPOSED WORK:**

**What will be or has been constructed on the property which has required a variance?**

Replacing deck that was installed years prior to the purchase of this house in 2019 with a new structure of the exact same shape and size. The setback issue with the current deck was unknown to me until the permit application was filed, despite a home inspection prior to purchase. The front of the property is taken up by a steep slope, requiring the house to be set towards the back and limiting room for a reasonable outdoor entertaining area. If this variance is denied, the new deck would need to be about 40% smaller, which combined with the locations of the back sliding door and access steps, would pose an undue burden by severely limiting the usefulness of this space.

For increase in fence height or wall height, please see below.

---

**Security Exemption Plan Approval (Section 27-6610)**

For increase in fences height or wall height over the allowable height indicated in Section 27-6603.

**If none, use N/A:**

Please indicate the requested increase in fence/wall height: N/A

Reason for increase:

\_\_\_\_\_

\_\_\_\_\_

---

**Has a Correction Order / Stop Work Order / Violation Notice been issued to the Property Owner regarding the subject property? If none, use N/A:**

Correction Order:      No X      Yes \_\_\_\_\_      Stop Work Order:      No X      Yes \_\_\_\_\_

Violation Notice:      No X      Yes \_\_\_\_\_      No. # N/A      Date Issued: N/A

Inspector's Name: \_\_\_\_\_

A copy of any issued Order (all pages, front and back) must be provided to the Board. Do not submit Citations.

---

**Do you need the services of a foreign language interpreter or sign language interpreter at your hearing? (\$30.00 fee required) If none, use N/A:**

Foreign Language      Yes \_\_\_\_\_ No X      Sign Language      Yes \_\_\_\_\_ No X

Foreign Language: N/A

**SIGNATURE PAGE**

**No Electronic Signatures are permitted. Wet Signatures only.**



Signature of Property Owner by deed

Legal Representative (Attorney)

Alfred T. Diotte

Printed Name

12/23/2024

Date:

**IMPORTANT:**

Failure to provide complete and accurate information on this application may delay or jeopardize consideration of the request. Applications on which all required information is not furnished will be returned for completion before processing. When complete, please forward completed application and documents to [boardofappeals@co.pg.md.us](mailto:boardofappeals@co.pg.md.us)

Approval of a variance is not a guarantee that further review will not be necessary by other governmental authorities. For further information regarding Board of Zoning Appeals policies and procedures, see Sections 27-3303, 27-3613 and 27-3616 of the County Zoning Ordinance and/or the Board's website at <http://pgccouncil.us/BOA>

(1) A specific parcel of land is physically unique and unusual in a manner different from the nature of surrounding properties with respect to exceptional narrowness, shallowness, shape, exceptional topographic conditions, or other extraordinary conditions peculiar to the specific parcel (such as historical significance or environmentally sensitive features);

- The 6006 Queens Chapel Rd lot features a steep slope in the front, resulting in the house being located towards the rear of the available area. There is insufficient space to the front or either side to locate an outdoor entertaining area such as a deck given the topological features and the even closer proximity to those property lines, necessitating its current location to the rear of the property.

(2) The particular uniqueness and peculiarity of the specific property causes a zoning provision to impact disproportionately upon that property, such that strict application of the provision will result in peculiar and unusual practical difficulties to the owner of the property;

- This property was purchased with an existing deck that provided adequate outdoor entertaining area. The issue with the zoning offsets was not brought to the attention of the owner during a full inspection prior to purchase of the property and thus was only discovered upon entry into the permitting process to replace the existing structure. The goal is to merely replace the existing structure, which has been used for the last 5 years including as a safe space during the pandemic to host small get togethers with close friends. In order to comply with the zoning requirements, the existing structure would need to be reduced by 40%, rendering it essentially unusable for its intended purpose. Options to alter the shape of the deck, such as by elongating it while keeping it within the required offset, are extremely limited given the installation of the existing HVAC unit, positioning of windows on rear of the house, and the arrangement of the driveway.

(3) Such variance is the minimum reasonably necessary to overcome the exceptional physical conditions;

- The requested variance is just to maintain the existing footprint of the deck with no additions in any direction. Reduction of the existing footprint would pose an undue burden given that the current items located on the deck – a modest 4-person table and chairs, a BBQ, an umbrella, and a storage box – have few options to arrange on the current structure while maintaining safe access paths for the steps and the rear sliding door with the current deck footprint, and would be near impossible to arrange together given a reduced size.

EXH. # 2  
V-93-24



(4) Such variance can be granted without substantial impairment to the intent, purpose and integrity of the General Plan or any Functional Master Plan, Area Master Plan, or Sector Plan affecting the subject property;

- A modest deck would seem to be clearly within the intent, purpose, and integrity of a single-family home within a neighborhood of similar homes with similar sized decks attached to many of them. The requested variance is to permit the construction of a structure not dissimilar from those in the local area as can be seen on a satellite view such as through Google Maps.

(5) Such variance will not substantially impair the use and enjoyment of adjacent properties; and

- The requested variance replaces an existing structure with one of equal size and shape. The existing structure has been used for the last five years without any concerns from my neighbors. The existing deck was likely built many years prior to when I bought the house given the aging of the planks and the wear of the paint job that was present when I bought the house. I discussed replacement of the current deck with my nearest neighbor (6004 Queens Chapel Rd) who I share a driveway with and no concerns were raised. The house directly behind mine (6009 37<sup>th</sup> Ave) is located near the front of their property and there are trees and a fence between our properties. I also discussed whether there were any issues with the existing property with my other next-door neighbor (6008 Queens Chapel Rd) when I coordinated with him in 2022 to replace the fence that divides our properties and there were no comments or complaints raised then.

(6) A variance may not be granted if the practical difficulty is self-inflicted by the owner of the property.

- The issues being addressed by the variance are not self-inflicted and merely seeking to maintain the status quo of the property and to have a similar outdoor entertaining space as other similar houses in the local area. There was no awareness of the existing issue until the permitting process was begun, despite a thorough home inspection prior to purchase and two separate contractors examining the property and preparing quotes for this project. The existing design of the house and property including the siting of the house on the lot, the topography of the lot, the existing HVAC installation, the driveway location, and access paths from the house to the outside and from the driveway to the rear of the house severely impair the ability to abide by the zoning restrictions of the lot while maintaining a modest space capable of small gatherings and enjoyment of the outdoors. This likely drove the original building of the deck size and shape, which I am now seeking to replace with an identical size and shape design using more robust structure and longer lasting materials.



**CONSUMER INFORMATION NOTES:**

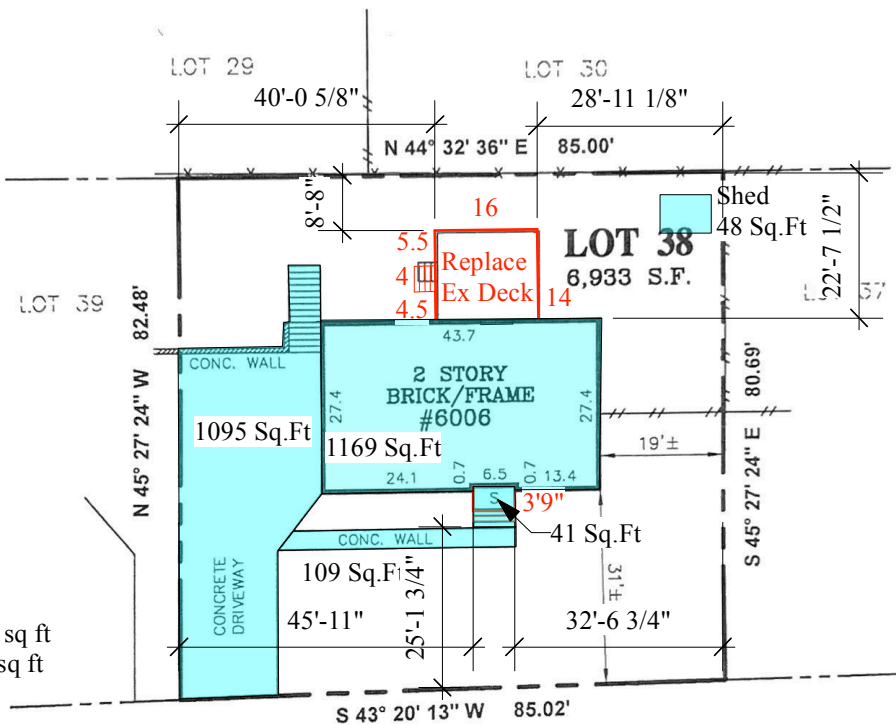
1. This plan is a benefit to a consumer insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing.
2. This plan is not to be relied upon for the establishment or location of fences, garages, buildings, or other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

**Notes:**

1. Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 2 feet.
2. Fences, if shown, have been located by approximate methods.



Impervious Area:  
 Shed: 48 sq ft  
 House: 1169 sq ft  
 Driveway: 1095 sq ft  
 Walkway: 109 sq ft  
 Covered Stair: 41 sq ft  
 Total Impervious Area: 2,462 sq ft  
 Total Area of Property: 6933 sq ft  
 % Impervious: 35.5%

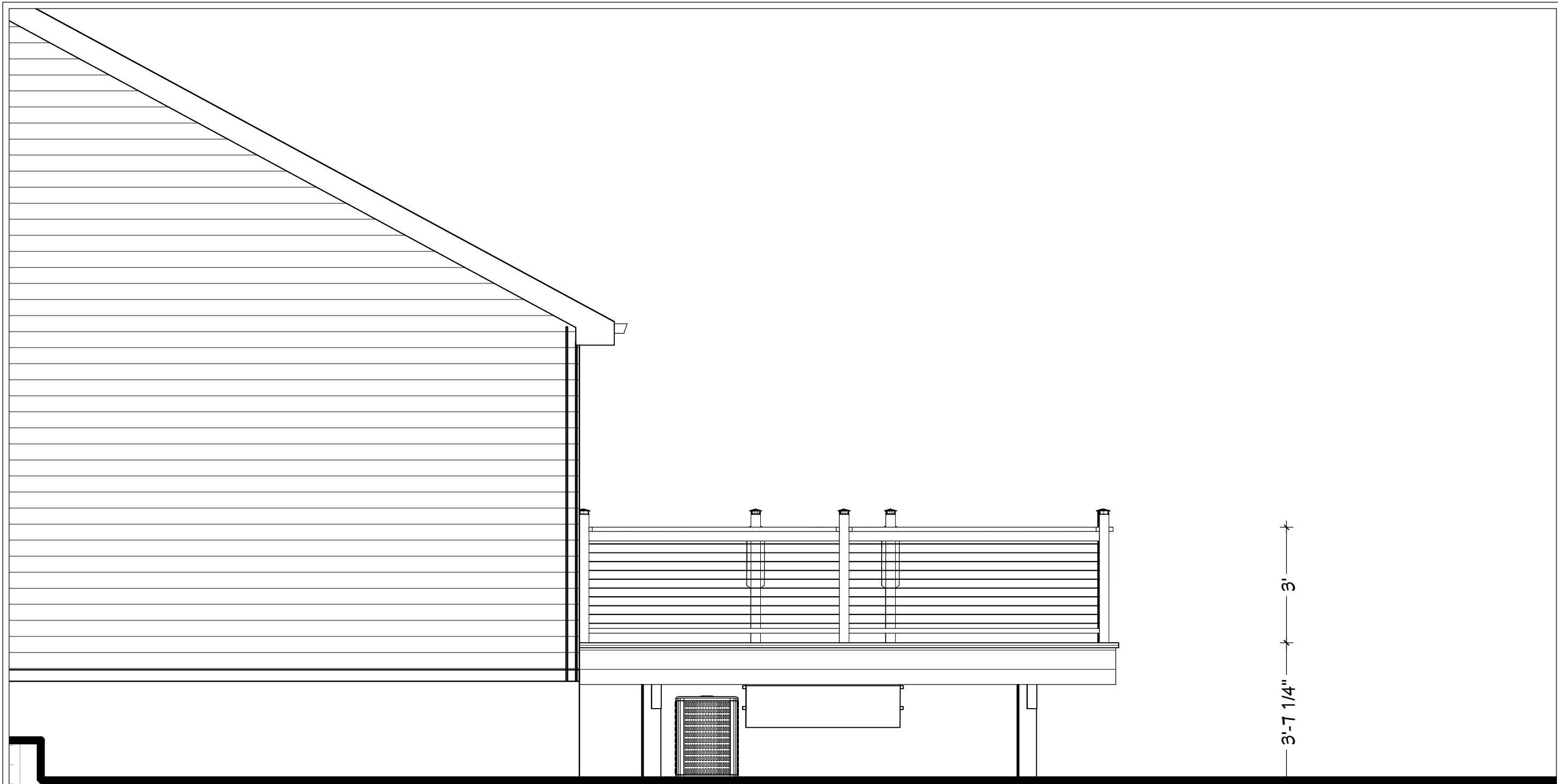


**QUEENS CHAPEL ROAD**  
 (MD ROUTE No. 500)

LOCATION DRAWING  
 LOT 38, BLOCK 18  
 SECTION FIVE  
**QUEENS CHAPEL MANOR**  
 PRINCE GEORGE'S COUNTY, MARYLAND



<b>SURVEYOR'S CERTIFICATE</b> "THE INFORMATION SHOWN HEREON HAS BEEN BASED UPON THE RESULTS OF A FIELD INSPECTION PURSUANT TO THE DEED OR PLAT OF RECORD. EXISTING STRUCTURES SHOWN HAVE BEEN FIELD LOCATED BASED UPON MEASUREMENTS FROM PROPERTY MARKERS FOUND OR FROM EVIDENCE OF LINES OF APPARENT OCCUPATION." <i>Jeffrey A. Foster</i> MARYLAND PROPERTY LINE SURVEYOR REG. NO. 587 Expires: 04-02-2021	<b>REFERENCES</b> PLAT BK. 78 PLAT NO. 88	EXH. # <b>3</b> <b>V-93-24</b>	<b>SNIDER &amp; ASSOCIATES</b> LAND SURVEYORS 19544 Amaranth Drive Germantown, Maryland 20874 301/948-5100 Fax 301/948-1286 WWW.SNIDERSURVEYS.COM
	<b>LIBER</b> <b>FOLIO</b>		DATE OF LOCATIONS WALL CHECK: HSE. LOC.: 08-28-19



**REAR LEFT ELEVATION** 3/8 in = 1 ft

Diotte Alfred FLOOR PLAN

**4(A)**

**EXH. # 4(A-D)**  
**V-93-24**

SHEET INDEX

- 1 P FRAMING
- 2 P DECKING
- 3 FRAMING
- 4 DECK
- 5 P LEFT ELEVATION
- 6 P FRONT ELEVATION
- 7 P RIGHT ELEVATION
- 8 LEFT ELEVATION
- 9 FRONT ELEVATION
- 10 RIGHT ELEVATION
- 11 ROOF FRAMING
- 12 CAD DETAILS
- 13 FRONT RENDERINGS
- 14 DECK RENDERINGS

PROJECT DESCRIPTION:  
Diotte Alfred Covered Porch & Deck Layout  
Alfred Diotte  
6006 Queens Chapel Road  
Hyattsville, MD 20782

DRAWINGS PROVIDED BY:  
**Fence & Deck Connection, Inc.**  
8057 Veterans Highway  
Millersville, MD, 21108  
410-969-4444  
www.fencedeckconnection.com

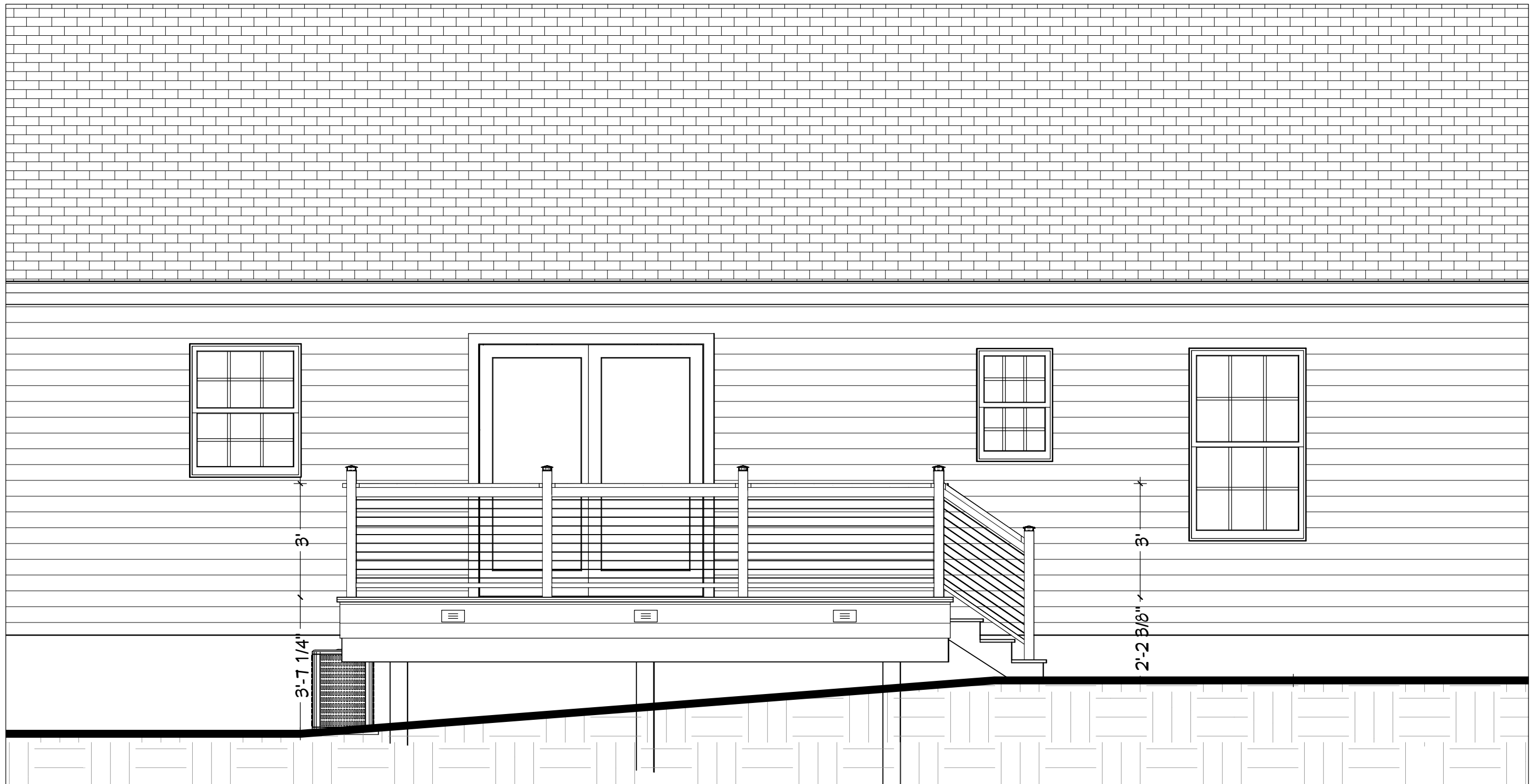
DATE:	10/21/2024
SCALE:	PER PLAN
SHEET:	8

SHEET INDEX

- 1 P FRAMING
- 2 P DECKING
- 3 FRAMING
- 4 DECK
- 5 P LEFT ELEVATION
- 6 P FRONT ELEVATION
- 7 P RIGHT ELEVATION
- 8 LEFT ELEVATION
- 9 FRONT ELEVATION
- 10 RIGHT ELEVATION
- 11 ROOF FRAMING
- 12 CAD DETAILS
- 13 FRONT RENDERINGS
- 14 DECK RENDERINGS

PROJECT DESCRIPTION:  
 Diotte Alfred Covered Porch & Deck Layout  
 Alfred Diotte  
 6006 Queens Chapel Road  
 Hyattsville, MD 20782

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**Fence & Deck Connection, Inc.**  
 8057 Veterans Highway  
 Millersville, MD, 21108  
 410-969-4444  
 www.fencedeckconnection.com



**REAR FRONT ELEVATION** 3/8 in = 1 ft

Diotte Alfred FLOOR PLAN

**4(B)**

DATE:	10/21/2024
SCALE:	PER PLAN
SHEET:	9

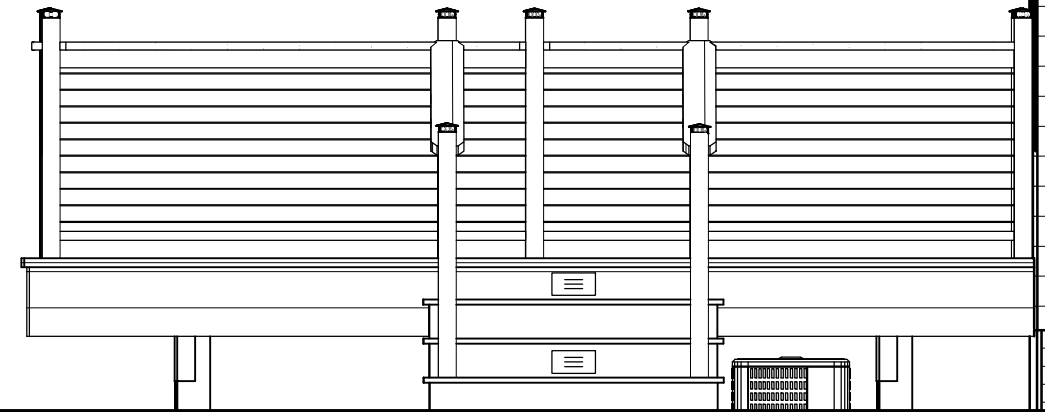
SHEET INDEX

1	P FRAMING
2	P DECKING
3	FRAMING
4	DECK
5	P LEFT ELEVATION
6	P FRONT ELEVATION
7	P RIGHT ELEVATION
8	LEFT ELEVATION
9	FRONT ELEVATION
10	RIGHT ELEVATION
11	ROOF FRAMING
12	CAD DETAILS
13	FRONT RENDERINGS
14	DECK RENDERINGS

PROJECT DESCRIPTION:  
 Diotte Alfred Covered Porch & Deck Layout  
 Alfred Diotte  
 6006 Queens Chapel Road  
 Hyattsville, MD 20782

DRAWINGS PROVIDED BY:  
**Fence & Deck Connection, Inc.**  
 8057 Veterans Highway  
 Millersville, MD, 21108  
 410-969-4444  
[www.fencedeckconnection.com](http://www.fencedeckconnection.com)

2'-2 3/8" + 3'



# REAR RIGHT ELEVATION

3/8 in = 1 ft

Diotte Alfred FLOOR PLAN

**4(C)**

DATE:	10/21/2024
SCALE:	PER PLAN
SHEET:	10





SHEET INDEX

- 1 P FRAMING
- 2 P DECKING
- 3 FRAMING
- 4 DECK
- 5 P LEFT ELEVATION
- 6 P FRONT ELEVATION
- 7 P RIGHT ELEVATION
- 8 LEFT ELEVATION
- 9 FRONT ELEVATION
- 10 RIGHT ELEVATION
- 11 ROOF FRAMING
- 12 CAD DETAILS
- 13 FRONT RENDERINGS
- 14 DECK RENDERINGS

PROJECT DESCRIPTION:  
 Dlotte Alfred Covered Porch & Deck Layout  
 Alfred Dlotte  
 6006 Queens Chapel Road  
 Hyattsville, MD 20782

DRAWINGS PROVIDED BY:  
**Fence & Deck Connection, Inc.**  
 8057 Veterans Highway  
 Millersville, MD, 21108  
 410-969-4444  
[www.fencedeckconnection.com](http://www.fencedeckconnection.com)

DATE:	10/21/2024
SCALE:	PER PLAN
SHEET:	14



4(D)





5(A)

EXH. # 5(A-E)  
V-93-24





5(B)





5(C)





5(D)





5(E)



[View Map](#)      [View GroundRent Redemption](#)      [View GroundRent Registration](#)

**Special Tax Recapture: None**

**Account Number:** District - 16 Account Identifier - 1792092

**Owner Information**

**Owner Name:** DIOTTE ALFRED      **Use:** RESIDENTIAL  
**Mailing Address:** 6006 QUEENS CHAPEL RD      **Principal Residence:** YES  
 HYATTSVILLE MD 20782-3073      **Deed Reference:** /42622/ 00001

**Location & Structure Information**

**Premises Address:** 6006 QUEENS CHAPEL RD      **Legal Description:**  
 HYATTSVILLE 20782-0000

**Map: Grid: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No: A-7934**  
 0042 00A3 0000 16017500.17 7500 05 18 38 2025      **Plat Ref:**

**Town:** HYATTSVILLE

Primary Structure	Built Above Grade	Living Area	Finished Basement	Area	Property Land Area	County Use
1985	1,144 SF	YES	6,933 SF		001	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
Split Foyer	YES	SPLIT FOYER	FRAME/3	3 full			

**Value Information**

	Base Value	Value		
		As of 01/01/2025	Phase-in Assessments As of 07/01/2024	As of 07/01/2025
<b>Land:</b>	110,500	140,500		
<b>Improvements</b>	314,700	458,600		
<b>Total:</b>	425,200	599,100	425,200	483,167
<b>Preferential Land:</b>	0	0		

**Transfer Information**

**Seller:** FONGUM DOROTHY A      **Date:** 10/15/2019      **Price:** \$425,000  
**Type:** ARMS LENGTH IMPROVED      **Deed1:** /42622/ 00001      **Deed2:**

**Seller:** FORKWAR BAH J & LAWRENCE MBAH      **Date:** 07/16/2013      **Price:** \$174,407  
**Type:** NON-ARMS LENGTH OTHER      **Deed1:** /34976/ 00055      **Deed2:**

**Seller:** NWACHUKWU, ADAKU A & SAMUEL N CHUKW      **Date:** 06/29/2001      **Price:** \$165,000  
**Type:** ARMS LENGTH IMPROVED      **Deed1:** /14786/ 00337      **Deed2:**

**Exemption Information**

Partial Exempt Assessments:	Class	07/01/2024	07/01/2025
<b>County:</b>	000	0.00	
<b>State:</b>	000	0.00	
<b>Municipal:</b>	000	0.00 0.00	0.00 0.00

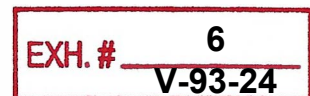
**Special Tax Recapture: None**

**Homestead Application Information**

**Homestead Application Status:** Approved 04/12/2022

**Homeowners' Tax Credit Application Information**

**Homeowners' Tax Credit Application Status:** No Application      **Date:**



**Property**

**Tax Account:** 1792092

**Owner Name:** DIOTTE ALFRED

**Premise Address:** 6006 Queens Chapel Rd, Hyattsville, MD 20782

**Parcel Details**

**Tax Account #:** 1792092

**Assessment District:** 16

**Lot:** 38 **Block:** 18 **Parcel:**

**Description:**

**Plat:** A16-7934

**Subdivision:** QUEENS CHAPEL  
MANOR

**Acreage:** 0.1590

**Ownership Information**

**Owner Name:** DIOTTE ALFRED

**Owner Address:** 6006 Queens Chapel  
Rd, Hyattsville, MD 20782

**Liber:** 42622 **Folio:** 001

**Transfer Date:** 10/15/2019

**Current Assessment:** \$425,200.00

**Land Valuation:** \$110,500.00

**Improvement**

**Valuation:** \$314,700.00

**Sale Price:** \$425,000.00

**Structure Area (Sq Ft):** 1144

**Administrative Details**

**Tax Map Grid:** 042A3

**WSSC Grid:** 207NE03

**Councilmanic District:**

**Legislative District (2014)**

**Legislative District:** 22

**Member 1:** Paul G. Pinsky

**Party 1:** Democrat

**Member 2:** Anne Healey

**Party 2:** Democrat

**Member 3:** Alonzo T. Washington

**Party 3:** Democrat

**Member 4:** Nicole A. Williams

**Party 4:** Democrat

**Prior Development District Overlay (Prior)**

**Overlay Zone:** D-D-O

**Plan Name:** GATEWAY ARTS DISTRICT SECTOR PLAN AND SMA

**Resolution:** CR-78-2004

**Adoption Date:** 11/30/2004

**Acreage:** 1907.699336

**Councilmanic District (2014)**

**District:** 2

**Councilmember:** Deni Taveras

**Political Party:** Democrat

**Telephone:** 301-952-4436

**Email:** dltaveras@co.pg.md.us

**District:** Null

**Councilmember:** Mel Franklin (At Large)

**Political Party:** Democrat

**Telephone:** 301-952-2638

**Email:** mfranklin1@co.pg.md.us

**District:** Null

EXH. # 7  
V-93-24

**Councilmember:** Calvin S. Hawkins, II (At Large)  
**Political Party:** Democrat  
**Telephone:** 301-952-2195  
**Email:** at-largememberhawkins@co.pg.md.us

## Tax Grid

**Map Grid:** 42-A3

## Watershed (DOE)

**Name:** NORTHWEST BRANCH (ANA)

## Watershed - 12 digit (DNR)

**MDE 6 Digit Code:** 021402  
**MDE 6 Digit Name:** WASHINGTON METROPOLITAN  
**MDE 8 Digit Code:** 02140205  
**MDE 8 Digit Name:** Anacostia River  
**Watershed Code:** 0818  
**DNR 12 Digit Designator:** 021402050818  
**Tributary Strategy Watershed:** MIDDLE POTOMAC  
**NRCS HUA14 Digit Code:** 02070010030130  
**NRCS HUA11 Digit Code:** 02070010030  
**NRCS HUA8 Digit Code:** 02070010  
**Acreage:** 4987.130371

## WSSC Grid

**Grid:** 207NE03

## Zip Code

**Zip Code:** 20782  
**City:** Hyattsville  
**Alternate Names:** Chillum, University Park, West Hyattsville

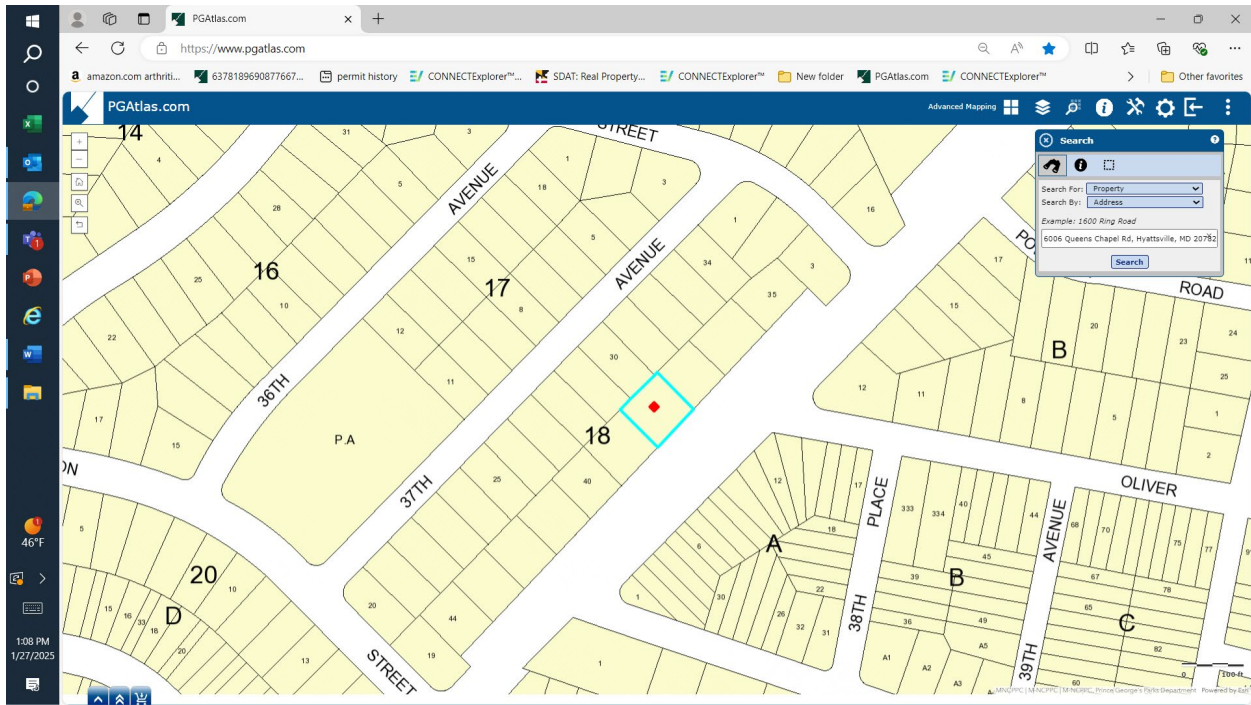
## Zoning (Current)

**Class:** RSF-65 (Residential, Single-Family - 65)  
**Zone Type:** Residential

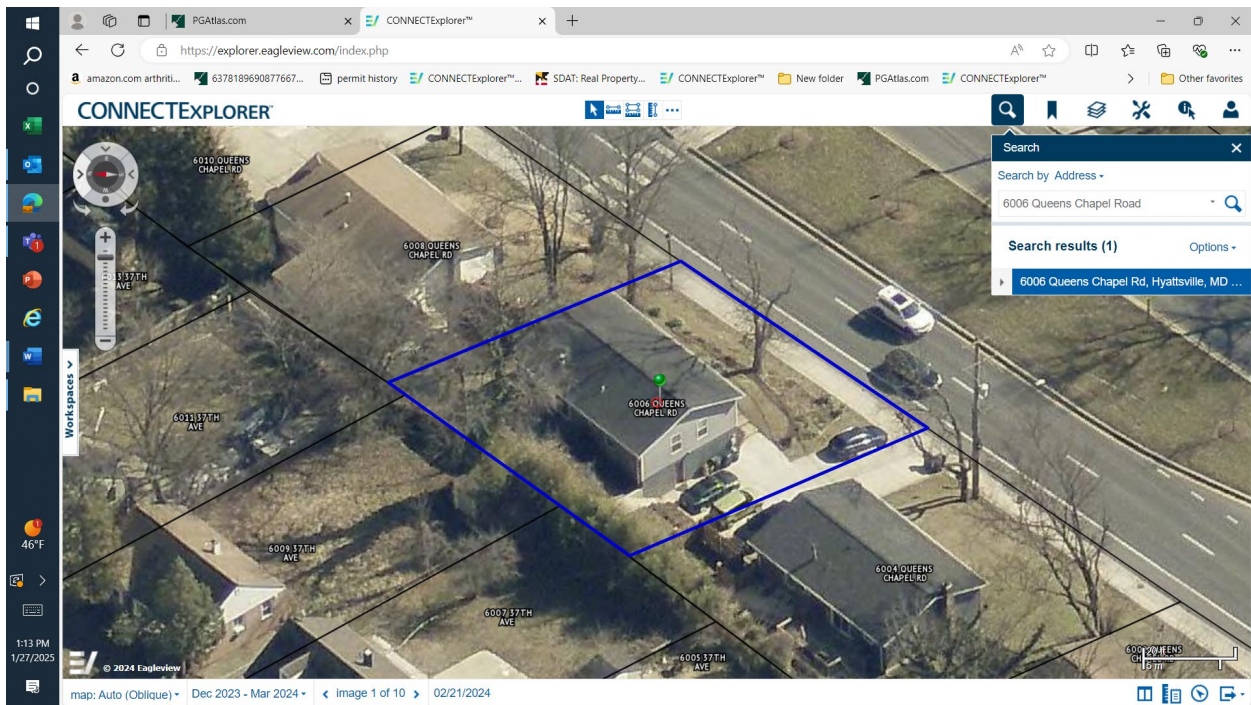
## Zoning (Prior)

**Class:** R-55 (One-Family Detached Residential)  
**Zone Type:** Residential

V-93-24  
Aerial Photos



8(A)

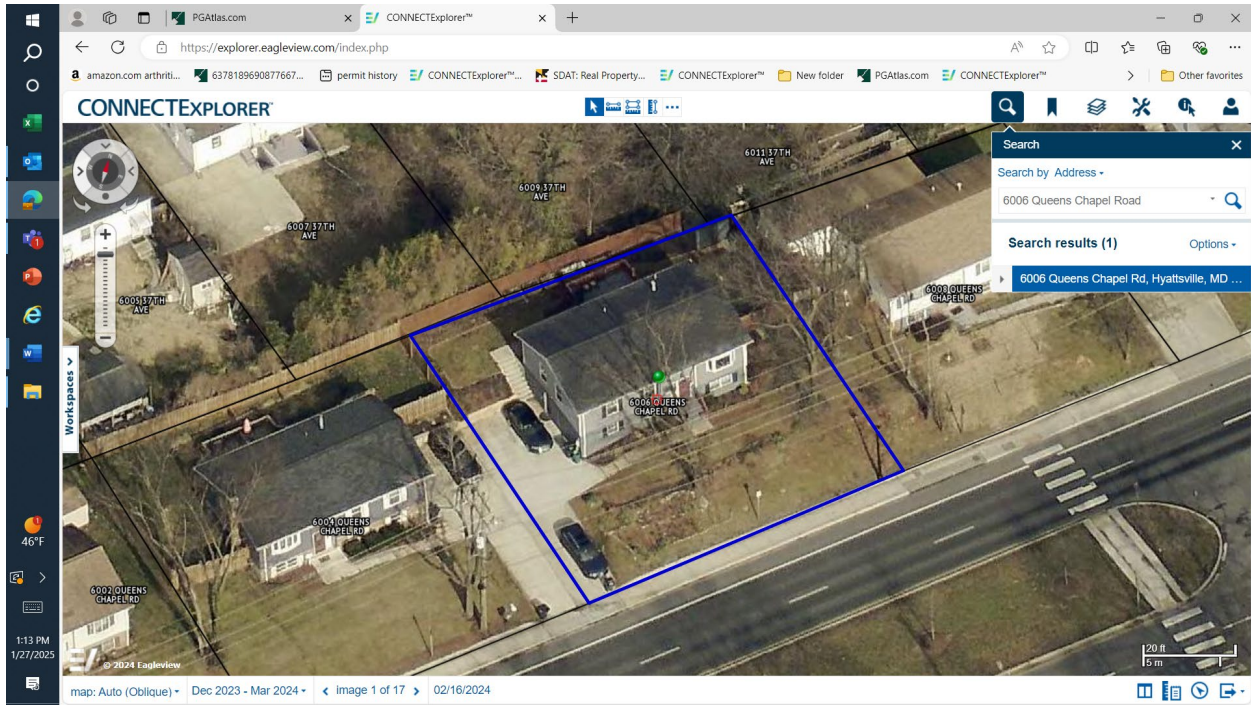


8(B)

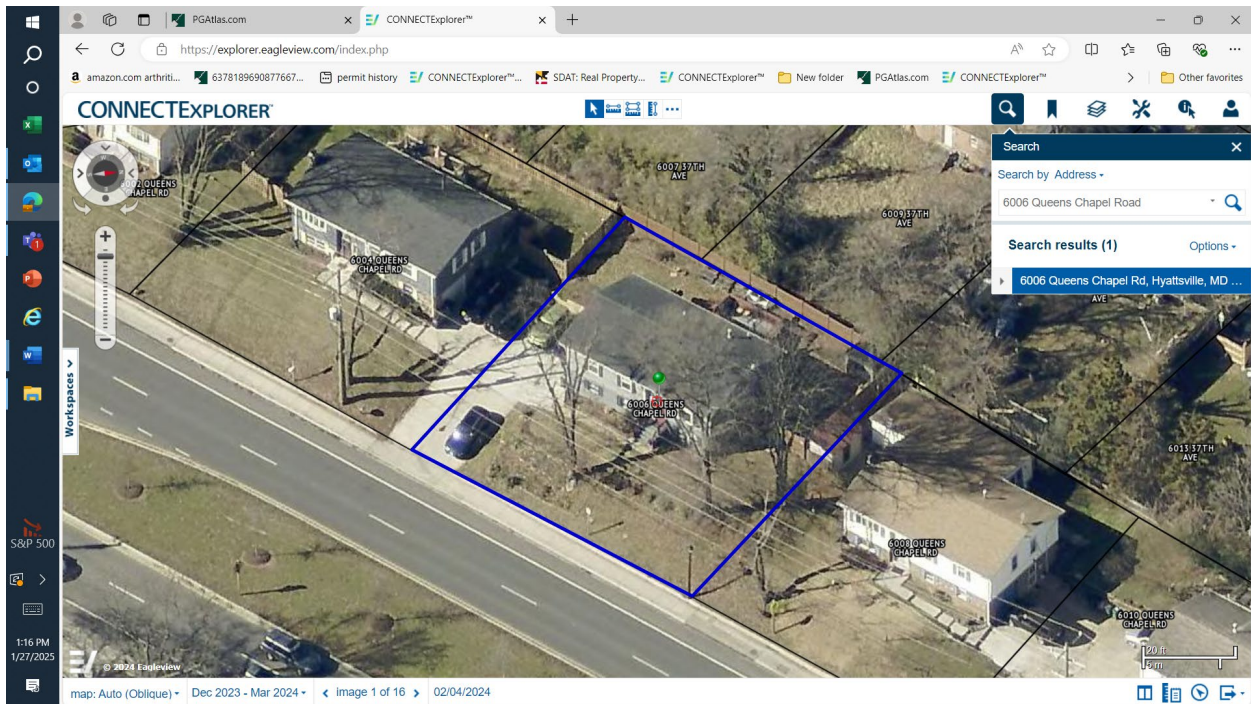
EXH. # 8(A-F)  
V-93-24



V-93-24  
Aerial Photos



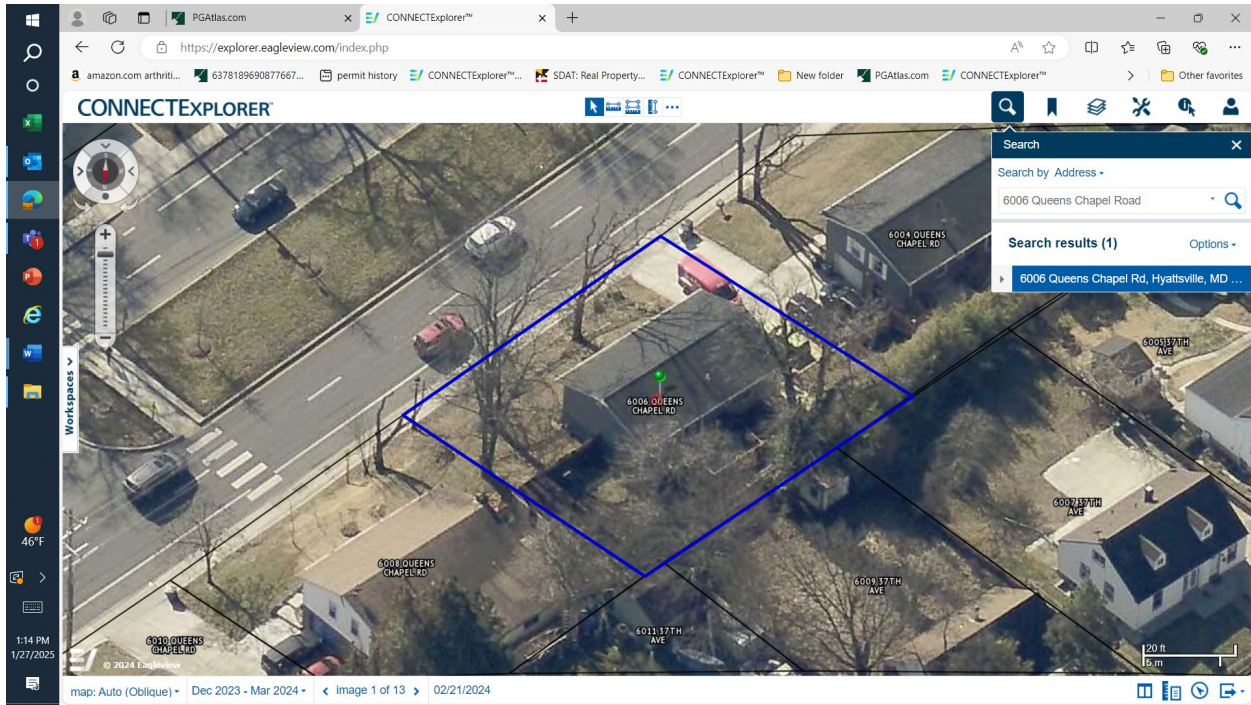
8(C)



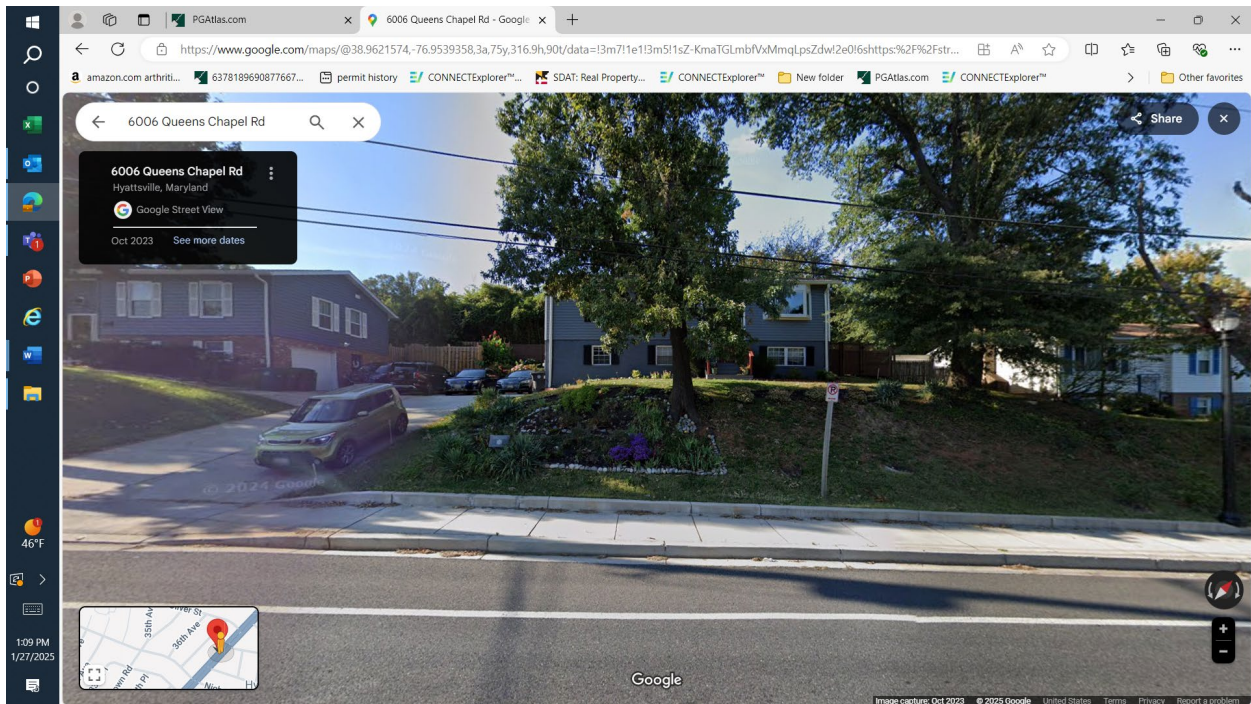
8(D)



V-93-24  
Aerial Photos



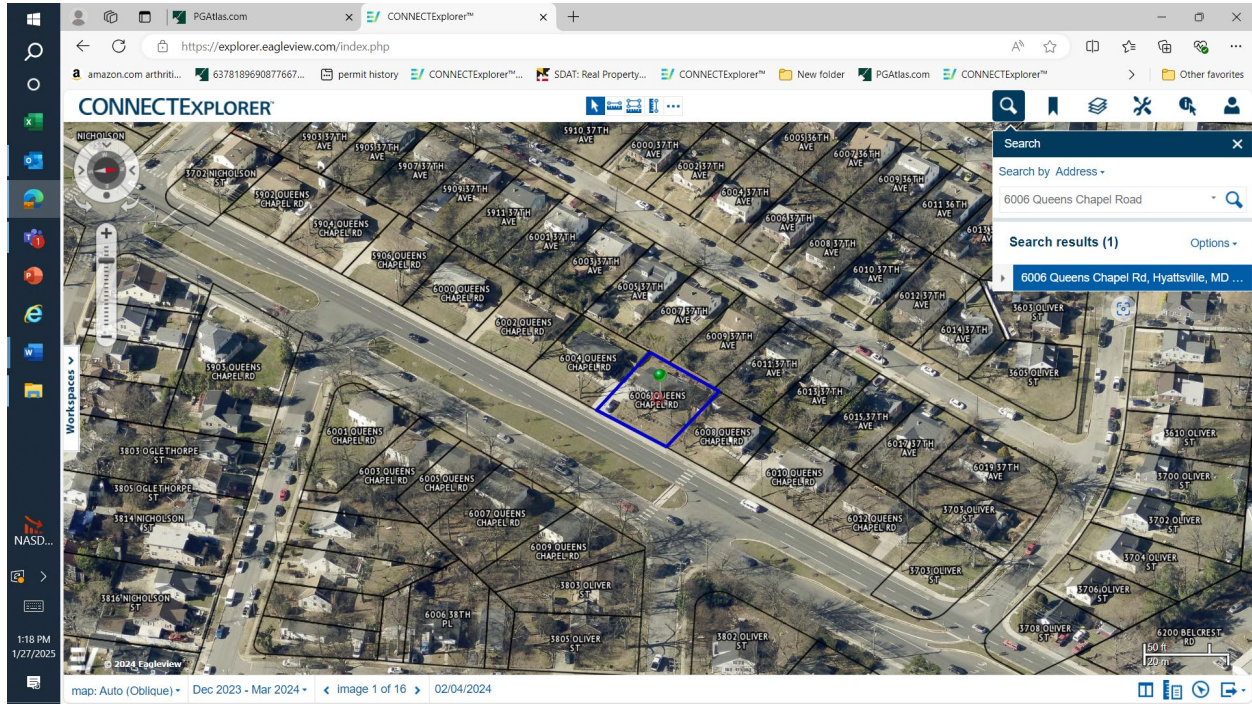
8(E)



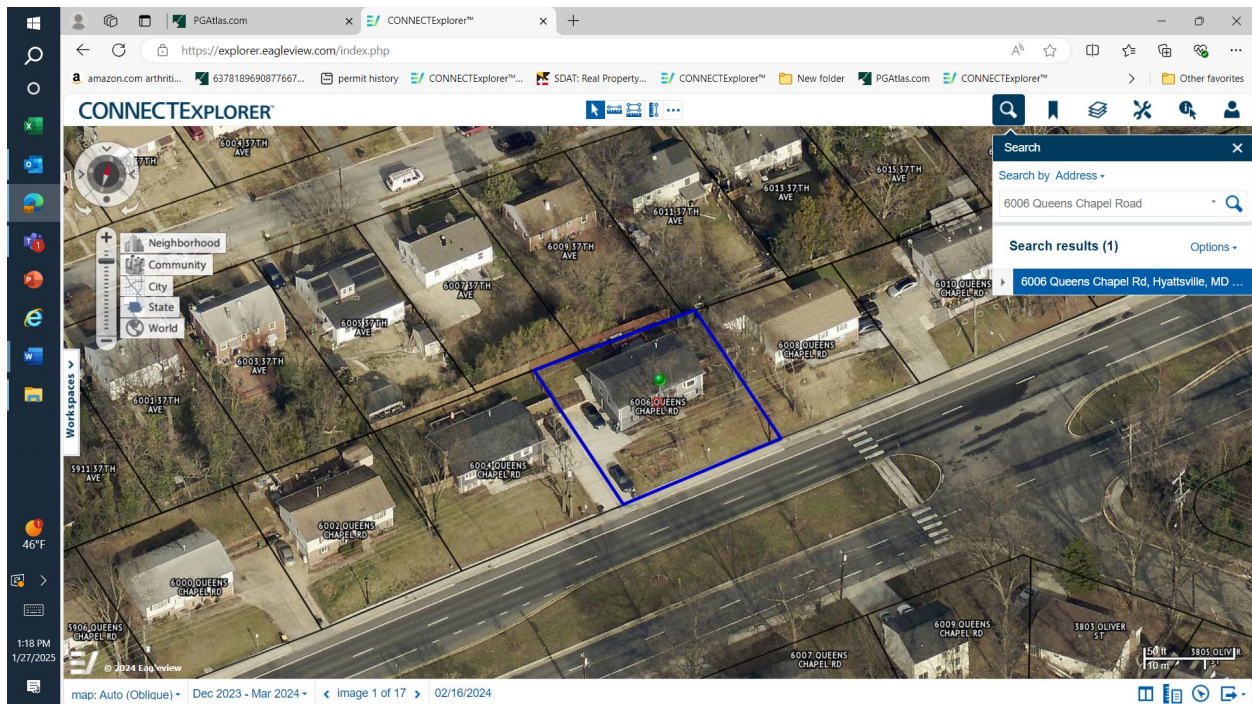
8(F)



V-93-24  
Neighboring Properties



9(A)

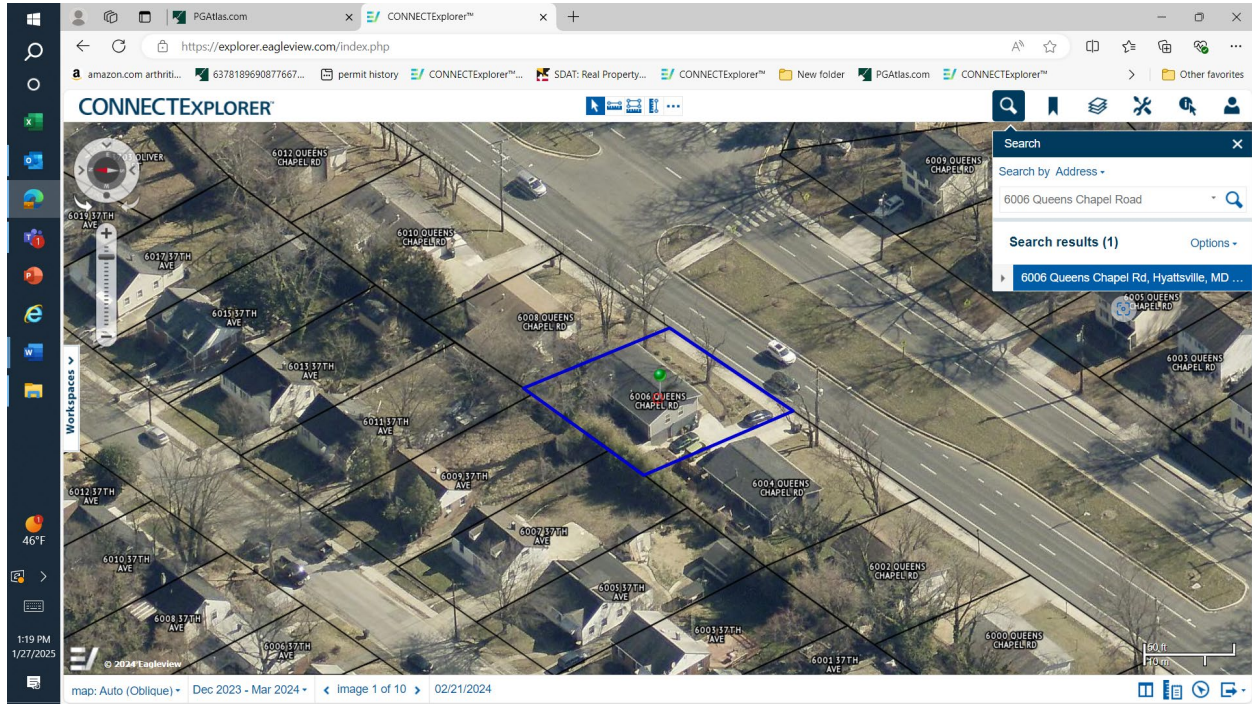


9(B)

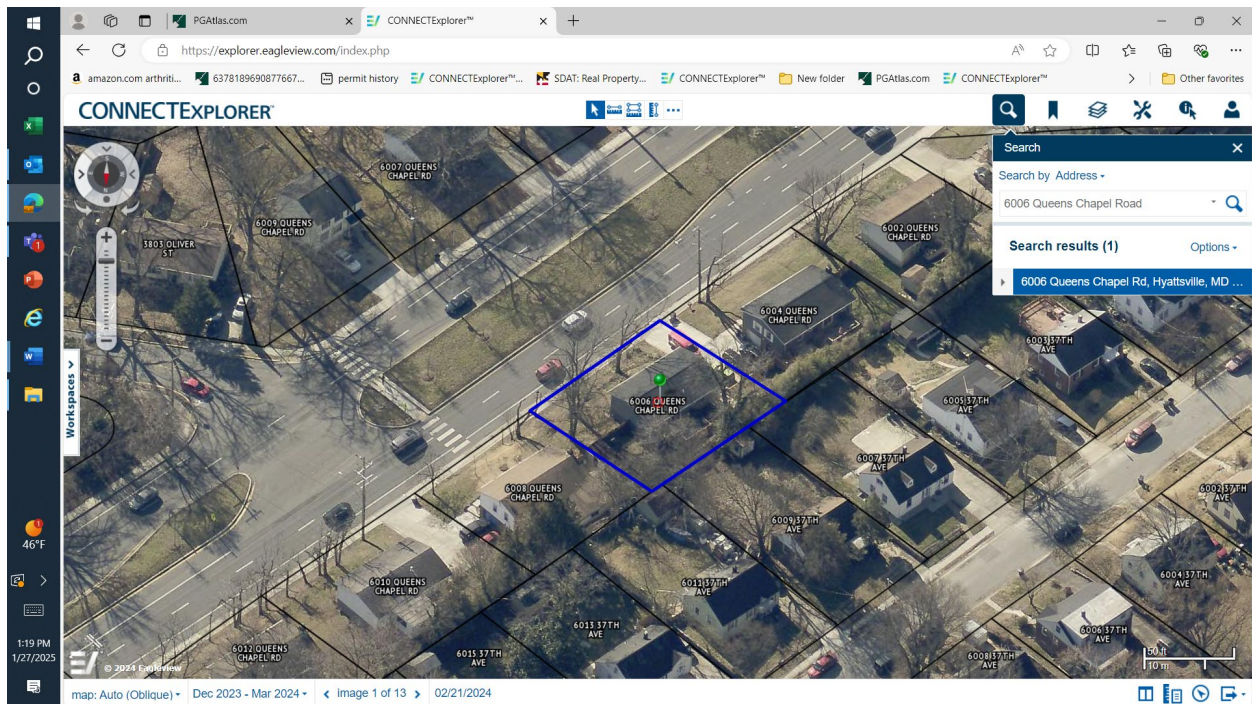
EXH. # 9(A-D)  
V-93-24



V-93-24  
Neighboring Properties



9(C)



9(D)



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF ZONING APPEALS

BOARD OF ADMINISTRATIVE APPEALS

WAYNE K. CURRY COUNTY ADMINISTRATION BUILDING, LARGO, MARYLAND 20774  
TELEPHONE (301) 952-3220

## NOTICE OF VIRTUAL HEARING

Date: January 29, 2025

Petitioner: Alfred Thomas Diotte, IV

Appeal No.: V-93-24

Hearing Date: WEDNESDAY, FEBRUARY 12, 2025, AT 6:00 P.M. **EVENING**

Place: Virtual Hearing

Case Reviewer: Olga Antelo Vasquez

Reviewer E-mail: OAvasquez@co.pg.md.us

Appeal has been made to this Board for permission to obtain a building permit to replace the existing deck of 16' x 14' on RSF-65 (Residential, Single-Family-65) Zoned property known as Lot 38, Block 18, Queens Chapel Manor Subdivision, being 6006 Queens Chapel Road, Hyattsville, Prince George's County, Maryland, contrary to the requirements of the Zoning Ordinance.

The specific violation resides in the fact that Zoning Ordinance Section **27-11003. Decks, Porches, and Balconies** (a)(1) prescribes that Decks, porches (screened or unscreened), stoops, or exterior stairways may extend up to five feet into any required yard, except those decks and porches on a dwelling, townhouse; dwelling, two-family; or dwelling, three-family may extend to a rear lot line that abuts permanent open space or to within three (3) feet of a rear lot line that abuts another Rural and Agricultural or Residential lot. Any stairs leading to the deck or porch shall be located at least three (3) feet from the rear lot line. A variance of 6'.33" (sf) rear lot line is requested.

Virtual hearing on this Appeal is set for the time and place stated above. **Petitioner, or counsel representing Petitioner, should be present at the hearing. A Petitioner which is a corporation, limited liability company, or other business entity MUST be represented by counsel, licensed to practice in the State of Maryland, at any hearing before the Board. Any non-attorney representative present at the hearing on behalf of the Petitioner (or any other person or entity) shall not be permitted to advocate.**

Adjoining property owners, who are owners of premises either contiguous to or opposite the property involved, are notified of this hearing in order that they may express their views if they so desire. However, their presence is not required unless they have testimony to offer the Board. In order to give verbal testimony during the virtual hearing, you must register with the Board of Appeals at least 5 days prior to the virtual hearing. Please call 301-952-3220 to register. No additional speakers will be allowed to give testimony unless registered with the Board. Please also visit the Board of Appeals website for Virtual Hearing Instructions and procedures at <http://pgccouncil.us/BOA>

BOARD OF ZONING APPEALS

By: Ellis Watson  
Ellis Watson  
Administrator

cc: Petitioner  
Adjoining Property Owners  
Park and Planning Commission  
City of Hyattsville  
David King, Contractor

EXH. # 10  
V-93-24



V-93-24  
DIOTTE ALFRED  
6006 QUEENS CHAPEL ROAD  
HYATTSVILLE MD 20782

V-93-24  
MARIA M MATA & JULIO C BLANCO  
6011 37TH AVENUE  
HYATTSVILLE MD 20782

V-93-24  
Q OFFERS A LLC  
9450 SW GEMINI DRIVE  
PMB 42979  
BEAVERTON OR 97008

V-93-24  
WILLIAM J & AUTUMN PINARD  
6004 QUEENS CHAPEL ROAD,  
HYATTSVILLE, MD 20782

V-93-24  
GEORGE E & LINDA L SAMUELS  
6007 QUEENS CHAPEL ROAD  
HYATTSVILLE, MD 20782

V-93-24  
TEODORO A MILLAN  
6008 QUEENS CHAPEL RD,  
HYATTSVILLE, MD 20782

V-93-24  
ANTONIO & ORNELLA DISANDRO  
6009 QUEENS CHAPEL ROAD  
HYATTSVILLE, MD 20782

V-93-24  
SHAHID M KHAN  
6007 37TH AVENUE  
HYATTSVILLE, MD 20782

V-93-24  
DAVID KING  
1544 WHITEHALL ROAD  
ANNAPOLIS MD 21409

EXH. # 11  
V-93-24

1/29/25

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V-93-24

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6008 QUEENS CHAPEL RD,  
HYATTSVILLE, MD 20782

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6009 QUEENS CHAPEL ROAD  
HYATTSVILLE, MD 20782

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SHAHID M KHAN  
6007 37TH AVENUE  
HYATTSVILLE, MD 20782

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PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

**SURVEYORS' CERTIFICATE**

I hereby certify that the plan shown herein is correct; that it is a resubdivision of part of Lots 4 through 18, inclusive, Block 18, as shown on a plat of subdivision entitled "Blocks 17, 18 & 19 Part of Blocks 14, 15, 16 & 20, Section Five, Queens Chapel Manor" and recorded among the Land Records of Prince Georges County, Maryland, in Plat Book B B 14 as Plat N° 56, said property having been obtained by two (2) deeds from David A. M<sup>o</sup>Namee: the first (1<sup>st</sup>) to Mary H. Boswell, dated April 3, 1970 and recorded among the aforesaid Land Records in Liber 3813 at Folio 616, and the second (2<sup>nd</sup>) to Mary L. Boswell, dated April 3, 1970, and recorded among the aforesaid Land Records in Liber 3813 at Folio 618; that iron pipes shown thus → are in place as indicated and the total area included in this plan of resubdivision is 69725 square feet or 16007 acres.

May 27, 1972

*Mackenzie L. Kelly*  
**MACKENZIE L. KELLY**  
 Registered Professional Land Surveyor  
 Md. N° 8011

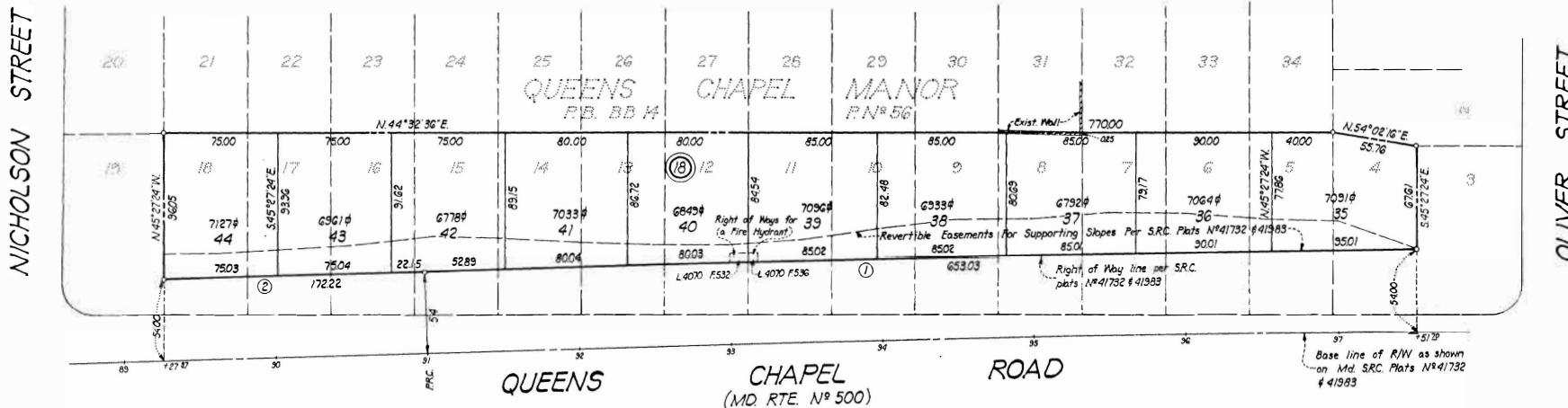
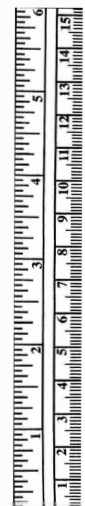
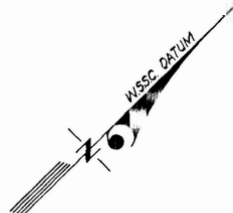
**OWNERS' DEDICATION**

We, Mary H. Boswell and Mary L. Boswell, owners of the property shown hereon and described in the Surveyors Certificate, hereby adopt this plan of resubdivision and establish the minimum building restriction lines.

May 12, 1972

*Yates P. Boswell*  
 Witness  
*Yates P. Boswell*  
 Witness

*Mary H. Boswell*  
 Mary H. Boswell  
*Mary L. Boswell*  
 Mary L. Boswell



CURVE DATA						
BLK. N°	RADIUS	Δ	ARC	TAN	CHORD	BEARING
17	26 685.73	0° 54' 07"	653.03	326.53	653.01	S 43° 18' 23" W
18	22 864.31	00° 25' 54"	172.22	86.11	172.22	S 42° 45' 22" W

**EXH. # 13**  
**V-93-24**

**LOTS 35 THROUGH 44, INCLUSIVE, BLOCK 18**  
 A RESUBDIVISION OF PART OF LOTS 4 THROUGH 18, INCLUSIVE, BLOCK 18  
**SECTION FIVE**  
**QUEENS CHAPEL MANOR**  
 HYATTSVILLE (16<sup>TH</sup>) DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND  
 SCALE: 1" = 50' MAY, 1972

**FILED**  
 JUL 8 1972

FOR PUBLIC SEWER AND WATER SYSTEMS ONLY  
 Maryland-National Capital Park and Planning Commission  
 Prince Georges County Planning Board  
 APPROVED May 25, 1972  
*Philip R. Hoque*  
 Chairman  
*Melvin Marshall*  
 Asst. Secretary-Treasurer  
 MNGP&PC RECORD FILE N° 572078

RECORDED:  
 PLAT BOOK:  
 PLAT N°:

7-3-72  
*Linda Berman*

GREENHORNE & O'MARA, INC.  
 Engineers Architects Planners Surveyors  
 6715 Kenilworth Avenue  
 Riverdale, Maryland 20840

71996  
 HWM  
 4547 P

To be emailed or hand carried to the Board of Appeals with photo of posted sign.

**BOARD OF APPEALS –POSTING OF SIGNS**

Petitioner(s): Alfred Thomas Diotte, IV

Appeal No.: V-93-24

The sign(s) must be posted on the property for a period of at least 15 days prior to the public hearing before the board of appeals. Person who posts sign(s) must complete certification of posting. Person who inspects sign(s) must complete certification of sign inspection. Certification of posting form must be filed, together with photograph(s) of sign(s), with the board of appeals **no later than five (5) business days after the first day of the required 15-day posting period, noted below.**

**SIGN ARE NOT TO BE FASTENED TO ANY TREE or FENCE**

POSTING PERIOD: 1/27/2025-2/12/2025

RETURN CERTIFICATION OF POSTING, WITH PHOTOGRAPH(S),  
BY NO LATER THAN: 2/3/2025

**CERTIFICATION OF POSTING**

PETITIONER'S REQUEST IN THIS APPEAL WAS POSTED ON THE SUBJECT PROPERTY IN ACCORDANCE WITH SECTION 27-3407 (B)(6)(B)(V) OF THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE ON (Date) 26 JAN 2025, BY (Name) Alfred T Diotte, (Address) 6006 Queens Chapel Rd, Hyattsville, MD 20782.

PHOTOGRAPH(S) OF THE SIGN(S) AS POSTED IS/ARE ATTACHED.

  
Signature of Person Who Posted Sign(s)

Alfred T. Diotte  
Printed Name

\*\*\*PLEASE ATTACH PHOTOGRAPH(S) OF SIGN(S)\*\*\*

Affidavit and photos can be emailed to: [boardofappeals@co.pg.md.us](mailto:boardofappeals@co.pg.md.us) The Affidavit and photos may be mailed to the address below:

Wayne K. Curry Administration Building,  
Board of Appeals, 3<sup>rd</sup> Floor  
1301 McCormick Drive  
Largo, Maryland 20774  
(301) 952-3220

EXH. # 14  
V-93-24



# HEARING

## Board of Appeals

Date	February 12, 2025		
Time	4:00 p.m.		
Place of Hearing	Virtual		
Case Type	Case #	Address	Legal Description
Appeal	V-95-24	1011 W. Liberty Chapel Road, Lot 30, Block 16, Shepherdville	35F-65
Appeal Approval			

Description of Request

Replace existing deck

**THIS IS AN OPEN HEARING TO THE PUBLIC  
ANY INTERESTED PARTY IS WELCOME TO ATTEND**

If you wish to attend to support or oppose any pending case you must appear by the date of the hearing. Please visit our website for more information.  
<http://pbc.com/ILUS/BOA>

**CONTACT INFORMATION**  
301-952-3220  
boardofappeals@cpo.pg.md.us

Prince George's County  
Wayne A. Cox Administration Building  
1301 McCombs Drive  
Largo, Maryland 20774





**HEARING**  
Board of Appeals

February 12, 2025

8:00 p.m.

Visual

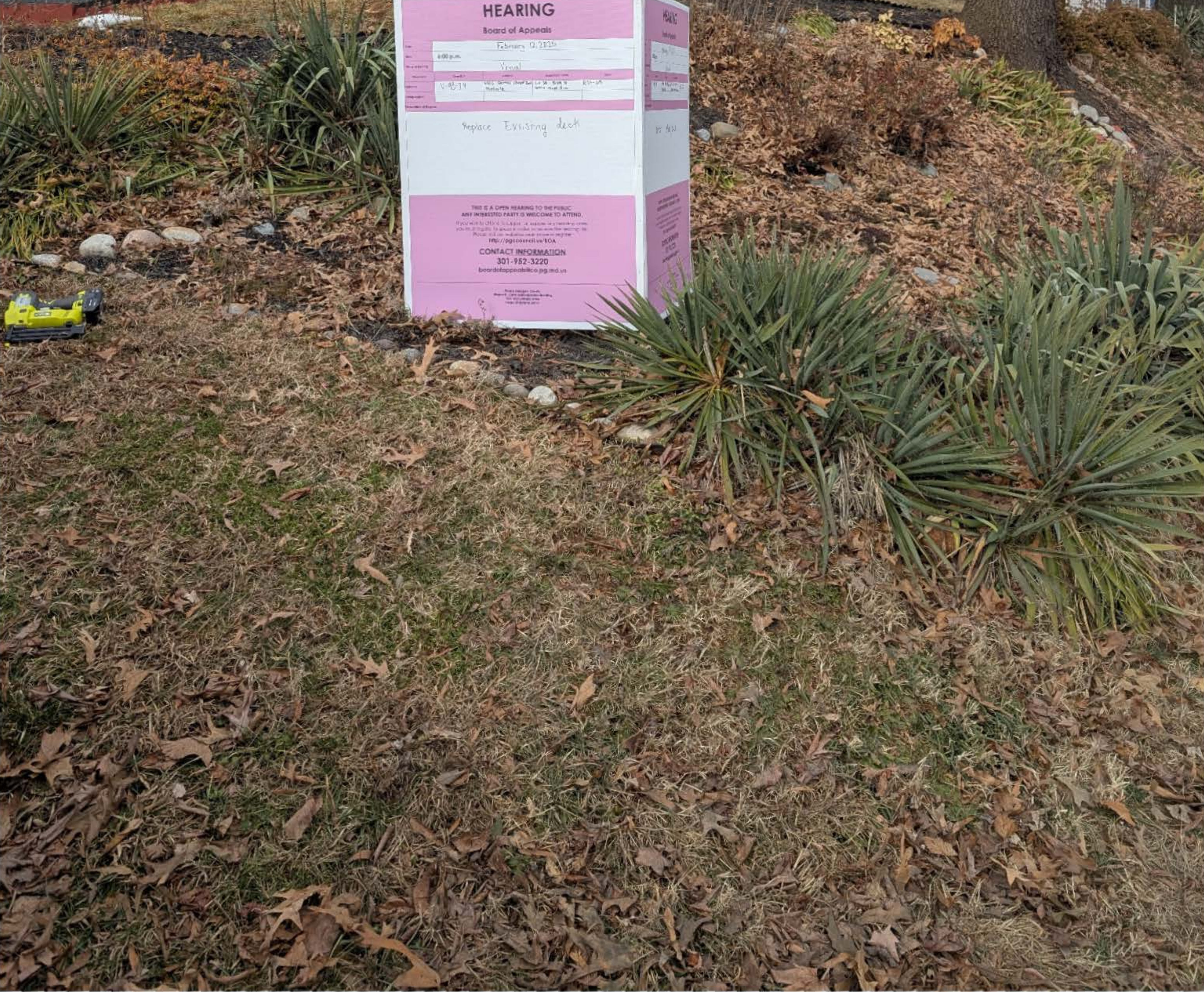
Case No.	600-17	Applicant	1000 Green Street LLC, 1000 Green Street, Baltimore, MD	Case No.	600-17
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Replace Existing deck

THIS IS AN OPEN HEARING TO THE PUBLIC. ANY INTERESTED PARTY IS WELCOME TO ATTEND. If you wish to offer a comment or question, you will be given 5 minutes to make your comments. Public will be invited to attend in person. <http://pgccouncil.org/BOA>

**CONTACT INFORMATION**  
301-952-3220  
boardofappeals@pgc.md.us

Public Hearing Notice  
Board of Appeals  
1000 Green Street  
Baltimore, MD 21201







## *City of Hyattsville*

### *Zoning Variance Policy Statement and Variance Process*

The Mayor and Council adopted the following City of Hyattsville Policy and Process for Zoning Variance Requests: City of Hyattsville Zoning Variance Policy Statement:

The City of Hyattsville affirms the role of the Prince George's County Planning Board zoning authority and "the purposes, intent, standards and design criteria set forth in the Zoning Ordinance and appropriate County policies."

The City of Hyattsville affirms the current zoning policy within the City limits and as a matter of policy does not support zoning variances as a normal business practice.

The City's support of a zoning variance ordinarily be granted only after the Mayor and City Council acknowledge that the granting of a variance:

1. remedies a unique situation that zoning did not anticipate;
2. remedies that which creates a significant hardship on the property-owner that can be documented and clearly demonstrated;
3. will result in benefits to the residents and improve the quality of the environment of the City.

Citizens requesting such support shall submit:

1. current plat of site with all existing conditions;
2. photos of all existing site conditions;
3. scale plans and elevations of existing conditions and proposed changes;
4. narrative description of the proposed changes, specifics of the zoning variance requirements and an explanation of how the zoning variance request responds to:
  - a. a unique situation that zoning did not anticipate;
  - b. a significant hardship on the property owner;
  - c. benefits to the residents and improve the environment of the City

The City shall as a matter of policy provide letters of support for residents to document a "non-conforming lot" as part of the normal permitting process for projects complying with all other aspects of zoning regulations, unless the matter at hand is the certification of a non-conforming use on a non-conforming lot. The standard for the support of the certification of a non-conforming use on a non-conforming lot would revert to the instant aforementioned requirements for City support of a zoning variance.

The City will not support variance requests for additional lot coverage when the intention of the request is to add off-street parking on the lot, except in extraordinary circumstances.

## **City of Hyattsville Zoning Variance Process**

Requests for zoning variances shall be processed by the Office of Code Enforcement and reviewed by the staff for technical issues. The Office of Code Enforcement shall determine if the request complies with all of the requirements of City of Hyattsville Zoning Variance Policy or to document a "non-conforming lot". The Supervisor shall then issue a report for the City Administrator citing one of the following "Actions":

- A. The request for the City's support of the zoning variance does not comply with City's policy, Do Not Recommend Approval
- B. The request for the City's support of the zoning variance does comply with City's policy, Recommend Approval - Zoning Variance
- C. The request for the City's support of the zoning variance does comply with City's policy for "non-conforming lots", Recommend Approval - Non Conforming Lot

The City Administrator shall review the Office of Code Enforcement Supervisor's Report and determine which of the following actions is applicable and execute accordingly:

- A. Do Not Recommend Approval - The City Administrator shall draft a letter detailing the City's opposition for the proposed request for a zoning variance for the Mayor's consideration and signature. The City letter opposing the proposed request for a zoning variance shall be placed on the Consent Items Agenda for approval by the City Council.
- B. Recommend Approval - Zoning Variance - The City Administrator shall forward the Office of Code Enforcement Supervisor's Report for the proposed request for a zoning variance to the (Planning Committee for review and comment along with any other City staff comments) the Mayor and City Council for action.
- C. Recommend Approval - Non Conforming Lot - The City Administrator shall draft a letter detailing the City's support for the proposed request for a zoning variance for a "non-conforming lot" to the Mayor for his review and signature. The City letter supporting the proposed request for a zoning variance shall be placed on the Consent Items Agenda for approval by the City Council.

**Adopted by the Mayor and Council on February 13, 2006**

**Amended by the Mayor and Council on October 3, 2011**





# City of Hyattsville

Hyattsville Municipal Bldg  
4310 Gallatin Street, 3rd Flr  
Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org

## Agenda Item Report

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**File #:** HCC-254-FY25

3/3/2025

8.b.

---

Submitted by: Councilmembers Waszczak and Denes

Submitting Department: Legislative

Agenda Section: Consent

**Item Title:**

**Disbursement of Ward 1 Discretionary Funds**

**Suggested Action:**

I move the Mayor and Council approve the disbursement of \$500 of Ward 1 discretionary funds to the Hyattsville Community Development Corporation (HyCDC) to support Trolley Trail Day engagement activities.

**Summary Background:**

The HyCDC is a host for Trolley Trail Day which will take place on June 14, 2025. The funds will be used to support live music at the Melrose Skate Park hub located at 4666 Rhode Island Avenue. Trolley Trail Day is an annual community event that encourages residents to travel the Trolley Trail and experience the different communities it connects. Throughout the 3.8 miles stretch of the trail, there will be ten activity hubs spread across Hyattsville, Riverdale Park, and College Park.

**Next Steps:**

Approval of Disbursement

**Fiscal Impact:**

\$500 to be allocated from Ward 1 FY25 Discretionary Funds

**City Administrator Comments:**

Recommend Support

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 5 - Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

**Legal Review Required?**

N/A



# City of Hyattsville

Hyattsville Municipal Bldg  
4310 Gallatin Street, 3rd Flr  
Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org

## Agenda Item Report

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**File #:** HCC-264-FY25

3/3/2025

8.c.

---

Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Consent

**Item Title:**  
**Council Meeting Schedule Update**

**Suggested Action:**

I move the Mayor and Council approve the following update to the schedule of Council Meetings:

- The introduction of the budget scheduled for Wednesday, March 26, 2025 will now be held on Monday, March 24, 2025.
- The in-person budget work session scheduled for February 24, 2025 will now be held on Monday, March 31, 2025.
- The in-person budget work session scheduled for February 26, 2025 will now be held on Wednesday, April 2, 2025.

**Summary Background:**

The public will be notified of the schedule changes through the City's various communication channels, and the changes will be posted on the City's website.

**Next Steps:**

Reschedule the meetings.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

The City will notify the public of the meetings in accordance with the Open Meetings Act.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A



# City of Hyattsville

Hyattsville Municipal Bldg  
4310 Gallatin Street, 3rd Flr  
Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org

## Agenda Item Report

---

**File #:** HCC-257-FY25

3/3/2025

8.d.

---

Submitted by: Cheri Everhart  
Submitting Department: Community Services  
Agenda Section: Consent

**Item Title:**

**FY25 Budget Appropriation: MNCPPC Project Grant for Recreation Activities**

**Suggested Action:**

I move that the Mayor and Council amend the FY25 Special Revenues Funds Budget to accept and appropriate the grant award in the amount of \$200,000 from the Maryland-National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval of the City Attorney for legal sufficiency.

**Summary Background:**

The City receives this award annually from the Maryland-National Capital Park and Planning Commission (MNCPPC) to support the City's recreation programming. Please note that this item is a budget amendment and requires 8 affirmative votes for approval.

**Next Steps:**

Sign contract with MNCPPC and accept funds.

**Fiscal Impact:**

\$200,000 - Budget Amendment

**City Administrator Comments:**

Recommend support, this award is a significant increase over past grants and reimburses the City for the increased number of recreational programs

**Community Engagement:**

NA

**Strategic Goals:**

Goal 2 - Ensure the Long-Term Economic Viability of the City

**Legal Review Required?**

Pending



**CONTRACT**

THIS CONTRACT (“Contract”) made as of **July 1, 2024** (the “Effective Date”), by and between The Maryland-National Capital Park and Planning Commission, 6611 Kenilworth Avenue, Riverdale, Maryland 20737, a public body corporate and agency of the State of Maryland hereinafter called the “Commission”, and **City of Hyattsville**, located at **4310 Gallatin Street, Hyattsville, MD 20781**.

**RECITALS**

WHEREAS, pursuant to the Land Use Article of the Maryland Annotated Code, the Commission has authority to initiate, conduct, direct, or cause to be conducted or directed under its supervision a comprehensive program of recreation which may include physical, social, mental, and creative opportunities for leisure-time participation as deemed advisable.

WHEREAS, Contractor’s mission is to **provide leadership and effective service that enhances the City quality**.

WHEREAS, by action undertaken pursuant to the Land Use Article of the Maryland Annotated Code, the governing body of Prince George’s County, Maryland, has appropriated for Contractor certain funds totaling **\$200,000** in Council Resolution **CR 066-2024**.

WHEREAS, the Commission and the Contractor desire to cooperate with each other to provide **recreational programs for the residents of Hyattsville and the surrounding communities. Programs will include special events, senior programs and pre-school programs**.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties do covenant and agree as follows:

1. Scope of Services; Term. Commission and Contractor have agreed upon a scope of services, all of which services Contractor is to perform within Prince George’s County, Maryland for the benefit of residents of Prince George’s County, Maryland, which scope of services is set forth in Exhibit A attached hereto and incorporated herein (“Scope of Services”). Contractor shall furnish all labor, materials, and incidental supplies necessary or appropriate to perform the Scope of Services. The term of this Contract shall be July 1, 2024 through June 30, 2025 (the “Term”), and Contractor shall substantially complete the Scope of Services no later than the last day of such Term. Any terms or conditions that are required to be completed after the Term shall survive the expiration of this Contract.

2. Compensation. After the completion of the Scope of Services rendered and the submission of proper invoice(s) to the Commission, in consideration for performing the Scope of Services, the Commission shall pay Contractor a sum not to exceed **\$200,000**. The

Contractor shall prepare the invoices to the reasonable satisfaction of the Commission’s Secretary-Treasurer and shall not submit invoices more frequently than once a month. Said invoice shall include supporting documentation or financial reports for expenses and a narrative report adequately describing the Scope of Services provided and shall contain a separate line item for each of the tasks outlined in Exhibit A. Supporting documentation shall also include Contractor’s publication(s) demonstrating the required acknowledgement of the Commission as a contributor and Commission logo, as further described in Paragraph 3.5 below. The Contractor shall not be entitled to any remaining portion of the **\$200,000** for any expenses that are incurred after **June 30, 2025**. All invoices should be submitted to the Commission’s coordinator for this Contract: **Jake Chesnutt, Division Chief, 301 Watkins Park Dr., Upper Marlboro, MD 20774** or by email: [dprawards@pgparks.com](mailto:dprawards@pgparks.com) (“Commission Coordinator”).

3. Financial Reporting and Other Requirements.

3.1 Contractor designates **Cheri Everhart, Manager of Recreation, Programs & Events** to serve as the liaison to the Commission’s Coordinator and to attend a mandatory online training session delivered by Commission.

3.2 Contractor shall submit a current list of its Board of Directors and a copy of its current bylaws to the Commission (if applicable).

3.3 Contractor shall provide the Commission with a mid-year program and financial report for the Term by **December 1, 2024** and a final program and financial report for the Term by **August 1, 2025**.

3.4 On or before **November 1, 2025**, Contractor shall provide the Commission with an audit, review or compilation, as applicable, as required by the following chart:

If Contractor’s total annual support and revenue is:	Then Contractor shall provide to Commission:
>\$750,000	Audit by independent Certified Public Accountant (“CPA”)
\$100,000 - \$750,000	Review by independent CPA
<\$100,000	Compilation by CPA; if not using a CPA, the compilation must be prepared by an independent qualified accountant.

3.5 Contractor shall recognize and acknowledge the Commission as a contributor in all publications that reference Contractor’s programs or whenever acknowledgements are given when performing the Scope of Services under this Contract. This acknowledgement should include the following language: **“Made possible in part through funding provided by the Maryland-National Capital Park and Planning Commission,**

**Department of Parks and Recreation, Prince George's County."** In addition, this language is to be accompanied by a logo provided by the Commission's Contract Coordinator.

3.6 Should Contractor wish to reallocate estimated costs (as such costs are set forth in Exhibit A), or should any change to the estimated cost of a task / item in the Scope of Services exceed more than ten percent (10%) of the cost for such task / item as set forth in Exhibit A, Contractor shall make a written request to the Commission for permission to reallocate costs. Commission's Secretary-Treasurer shall consider whether the proposed costs are allowable. Contractor shall not incur expenses unless Commission has approved Contractor's proposed reallocation of costs. Should Contractor incur expenses before obtaining the Commission's approval therefor, the Commission may decline to reimburse such expenses.

Contractor shall not seek reimbursement for any expenses related to fundraising.

3.7 **Intentionally Omitted.**

3.8 **Intentionally Omitted.**

3.9 The Contractor acknowledges and agrees that it shall retain its business records for at least three (3) years and that the Commission shall have the right to examine the Contractor's records. Upon request, the Commission's auditor may examine the Contractor's records for verification of any expenses or costs incurred by the Contractor to determine whether the Contractor is in compliance with the terms of this Contract.

3.10 The Commission may withhold reimbursement for services that are publicized without the required acknowledgement.

3.11 Failure to abide by any of the requirements contained in this Paragraph 3 shall be deemed a material breach of this Contract and subject this Contract to immediate termination by the Commission and may make Contractor ineligible for future contracts with the Commission. Should Contractor fail to submit the mid-year program and financial report by the deadline specified in Paragraph 3.3 above, the Commission may deem Contractor ineligible for reimbursements from that point until the end of the Term.

#### 4. Compliance With Laws, Rules and Regulations; No Discrimination.

4.1 Contractor shall be bound by and comply with (at its sole cost and expense) all federal, state and local laws, ordinances and regulations ("Laws") applicable to the obligations provided under this Contract. Without limiting the generality of the foregoing, Contractor expressly covenants that it shall comply with all applicable Laws pertaining to wages, workers' compensation, and equal employment opportunity, and shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, color, national origin, or disability within the meaning of such Laws.

4.1.2 Also without limiting the generality of the foregoing, Contractor expressly covenants that any of its personnel provided to perform the services herein who will be in direct contact with children ages seventeen (17) and under and/or with vulnerable adults shall apply for a national and State criminal history records check according to the



requirements provided under Title 5, Subtitle 5, Part V of the Family Law Article of the Annotated Code of Maryland. Any such personnel provided by Contractor shall complete and submit the application required for this purpose no later than thirty (30) days from the signing of this Contract or, for newly hired personnel, at the time personnel is hired. Further, the Contractor shall return the affidavit to the Commission, attached hereto and incorporated herein as Exhibit C, listing the names of all personnel who have applied for a criminal history records check, the dates of the applications, a warrant and representation that it shall take any appropriate action regarding the information received as a result of the criminal history record checks, and that the reports are subject to inspection by the Commission. The date of application of the criminal history records check must be within the last two (2) years unless Contractor uses Criminal Justice Information Services ("CJIS") for background checks. No payments shall be released to the Contractor until the Commission is in receipt of the affidavit and failure to submit the affidavit shall be considered a material breach of this Contract.

4.2. Contractor shall be bound by and comply with the Commission's Policy Guidelines for Project Charges which are attached hereto as Exhibit D.

5. Termination. This Contract may be terminated by the Commission upon thirty (30) days written notice. In the event of such termination, Contractor shall receive compensation for valid services rendered prior to such termination. Notwithstanding any provision in this Contract, the Commission may immediately terminate this Contract for cause for the following reasons: any non-performance; incomplete service; fraud; any fraudulent representation in any invoice or verification required to obtain payment under this Contract; any derogatory information obtained in connection with the criminal history records checks; or services performed in conflict with the terms and conditions of this Contract. The occurrence of any of these conditions shall constitute a material breach of this Contract and the Commission may terminate this Contract with written notice to Contractor effective immediately.

6. Indemnification and Hold Harmless. Subject to and without waiving common law and other governmental immunities and the provisions §5-301 *et seq.*, Local Government Tort Claims Act, Courts and Judicial Proceedings Article, Annotated Code of Maryland, Contractor shall defend, indemnify, and hold harmless the Commission, its commissioners, officers, directors, agents, servants, and employees, and their respective heirs, personal and legal representatives, guardians, successors, and assigns from and against any and all claims, threats, liabilities, taxes, interest, fines, penalties, suits, actions, proceedings, demands, damages, losses, costs, and expenses (including attorneys' and experts' fees and court costs) of every kind and nature arising out of, resulting from, or in connection with:

6.1. Contractor's activities pursuant to this Contract, including, without limitation, any act or omission by Contractor's employees, agents, guests and invitees;

6.2. Any misrepresentation or breach by the Contractor of any representation or warranty contained in this Contract;

6.3. Any non-performance, failure to comply, or breach by Contractor of any covenant, promise, or agreement of Contractor contained in this Contract, except as to any such non-performance, failure, or breach approved in advance by the Commission or caused by the Commission's contributory negligence; or,

6.4. Any debts, obligations, duties and/or liabilities of Contractor not expressly assumed by the Commission pursuant to the provisions contained in this Contract.

7. Miscellaneous Provisions.

7.1. Notices. Except as otherwise herein expressed as to the submission of invoices and required reports, any notice, request, demand, and consent or other communications required or may be given under this Contract shall be given in the following manner:

7.1.1. If to the Commission, by First Class US mail with postage prepaid to:  
**Jake Chesnutt, Division Chief**  
**Northern Recreation and Leisure Services**  
**301 Watkins Park Drive**  
**Upper Marlboro, MD 20774**

with copy to:

Executive Director  
The Maryland-National Capital Park and Planning Commission  
6611 Kenilworth Avenue, Suite 402  
Riverdale, MD 20737

General Counsel  
The Maryland-National Capital Park and Planning Commission  
6611 Kenilworth Avenue, Suite 200  
Riverdale, MD 20737

7.1.2 If to Contractor, by First Class US mail with postage prepaid to:  
**Cheri Everhart, Manager of Recreation, Programs & Events**  
**City of Hyattsville**  
**4310 Gallatin Street**  
**Hyattsville, MD 20781**

7.2. Severability; Incorporated Terms; and Order of Precedence. Any provision of this Contract, including this Paragraph 7.2, that is held by a court or tribunal of competent jurisdiction to be prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability, without invalidating or rendering unenforceable the remaining provisions of this Contract. In the event of any conflict between the terms and

conditions expressed in this Contract and those expressed in any Exhibit attached hereto, the terms and conditions expressed in this Contract shall be deemed to control.

7.3. Integration; Amendment; Waiver. This Contract contains the entire and integrated agreement made by and between the parties and pertaining to the subject matter hereof. The terms and conditions expressed in this Contract shall supersede all prior negotiations, representations or agreements, either written or oral. No provision of this Contract, including this Paragraph 7.3, may be amended, waived, or otherwise modified without the prior written consent of both of the parties. No action taken pursuant to this Contract, including any investigation by or on behalf of any party, shall be deemed to constitute a waiver by the party taking such action of compliance with any representation, warranty, covenant, term or agreement contained herein. The waiver by any party of a breach of any term, provision or condition contained in this Contract shall not operate or be construed as a waiver of any subsequent breach or of any other conditions hereof.

7.4. Paragraph Headings. The Paragraph and other headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

7.5. Counterparts. This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

7.6. Applicable Law; Jurisdiction and Venue; Service of Process. This Contract was made in the State of Maryland, and shall be governed by, construed, interpreted and enforced in accordance with the laws of the State of Maryland, without regard to its conflict of laws principles. All suits, proceedings and other actions relating to, arising out of or in connection with this Contract shall be submitted to the *in personam* jurisdiction of the courts of the State of Maryland and venue for all such suits, proceedings and other actions shall be in Prince George's County, Maryland. The parties hereby waive any claim against or objection to *in personam* jurisdiction and venue in the courts of Prince George's County, Maryland.

7.7. Interpretation. Whenever used in this Contract, the singular shall include the plural and vice versa, and the use of any gender shall include all genders and the neuter. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Contract.

7.8. Authorization and Validity of Agreements. The signatories hereto, each and respectively, warrant that he or she has the full right, power and authority to execute, acknowledge, seal, and deliver this Contract and to perform the transactions contemplated by this Contract. This Contract has been duly executed, acknowledged, sealed and delivered by the parties as their legal, valid, and binding obligations, enforceable against the parties, respectively, in accordance with its terms.



7.9. No Partnership or Joint Venture. Nothing herein contained is intended or shall be construed in any way to create or establish the relationship of partners or a joint venture for any purpose whatsoever.

7.10. No Third-Party Beneficiary Status. The parties specifically agree that this Contract does not create in the public, or any member thereof, third-party beneficiary status without the written consent of the Commission.

7.11. Local Government Tort Claims Act. By entering into this Contract, the Commission and its “employees”, as defined in the Local Government Tort Claims Act, §§ 5-301 *et seq.* of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, do not waive sovereign immunity, do not waive any defenses, and do not waive any limitations of liability as may be provided for by law. No provision of this Contract modifies or waives any provision of the Local Government Tort Claims Act.

7.12. Electronic Signatures. The parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

7.13. No Assignment, Subcontract, or Subgrant. Without the prior written consent of Commission, Contractor shall not assign, subcontract, or subgrant all or any part of the Scope of Services or the right to receive reimbursement from Commission.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Contract under seal, with the intention of making it a sealed instrument, on the Effective Date.

WITNESSED BY:

**CITY OF HAYTTSVILLE**

\_\_\_\_\_  
Name: Nate Groenendyk, City Clerk

By:\_\_\_\_\_  
Name: Tracey Douglas  
Title: City Administrator, Hyattsville

**THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION**

By:\_\_\_\_\_  
William Spencer  
Acting Executive Director

APPROVED AS TO LEGAL SUFFICIENCY

M-NCPPC LEGAL DEPARTMENT



**Exhibit A**  
**[Scope of Services]**  
**By and Between the Maryland-National Capital Park and Planning Commission**  
**and CITY OF HYATTSVILLE**

Control No. 450375

DATE: July 1, 2024-June 30, 2025

The scope of work (the “work”) requires the **City of Hyattsville, Maryland** (“Contractor”) to **provide recreational programs for residents of Hyattsville and the surrounding communities. Programs will include specials events, programs for older adults and residents with disabilities, children and youth programs, and pre-school programs.** Programs will be sponsored by the City of Hyattsville and will be open to residents of Prince George’s County. Events will be held at various sites throughout the City of Hyattsville, including David C. Driskell Community Park, Hyatt Park, Heurich Park and the City Municipal Building. Staff and contractors will be hired and supervised by the Hyattsville Department of Community Services.

**Programs will be operated as enumerated below.** However, in no event shall the Commission pay the Contractor more the **\$200,000** of the costs. Without limiting the generality of the foregoing, Contractor shall undertake the following tasks:

**Programs and Costs:**

**Older Adults Programs:**

<b>Items</b>	<b>Description</b>	<b>Estimated Cost</b>
<b>Contracted Services Computer Literacy Program</b>	Computer Literacy Program For Older Adults & Residents with a disability	\$10,000.00
<b>Contracted Services Art Program</b>	Contracted Art Instruction For Older Adults & residents with a disability	\$8,000.00
<b>Contracted Services Seated Exercise Program</b>	Weekly Seated Exercise Program	\$5,000.00
<b>Supplies: Laptop Purchase</b>	Laptops to support Computer Literacy Program	\$7,000.00
<b>TOTAL</b>		<b>\$30,000.00</b>

The City conducts a number of programs for older adults and residents with disabilities, including Computer Literacy, Art Instruction and Seated Exercise. The Computer Literacy and Art Instruction are held in fall and spring in 10-week cohorts. Seated exercise is provided weekly throughout the year. All of these programs engage

outside contractors and are free to attend. Additionally, the City provides free transportation to these programs for City residents.

### Children & Youth Programs

Items	Description	Estimated Cost
<b>Salary: Part Time Youth Developer</b>	Salary & benefits for Part Time Youth Developer 25-30 hrs/week	\$60,000
<b>Salary: Seasonal Camp Staff</b>	Part-time Seasonal Staff for Spring, Summer & Winter break camps	\$15,000
<b>Contracted Services: Tutoring &amp; Mentoring Program</b>	Tutoring & Mentoring Program for children & youth grades K- 12	\$60,000
<b>Contracted Services: Field Trips for Youth Camp programs</b>	Youth camp programs include Summer break, out-of-school days & early dismissal days for grades k-12	\$20,000
<b>Supplies: Program Supplies</b>	Art & Craft materials, sporting equipment, educational games, books	\$5,000
<b>TOTAL</b>		\$160,000

The City of Hyattsville offers a number of recreational and educational programs for toddlers, children and youth. These programs are planned and executed by City staff including a manager, two full-time program coordinators, two part-time youth developers and several part-time seasonal staff. These programs include seasonal camps for summer, winter and spring breaks, out-of-school day camps and half day camps for PGCPS early dismissal days. The Staycation & Exploration programs for youth in grades 6-12 include educational field trips offered weekly during school breaks, as well as out-of-school and early dismissal days and are provided free of charge. Several of these field trips are intergenerational and include older adults as well. The City's Tutoring and Mentoring Program provides free tutoring services three days per week during the school year for up to sixty students in grades K-12. The City's contracted tutoring provider recruits, background checks and trains volunteer tutors and matches them with students for one-on-one tutoring offered both in-person at a City of Hyattsville facility and virtually.

### Parent and Child Creative Minds Program:

Items	Description	Estimated Cost
<b>Supplies</b>	Building blocks, books, mats, art supplies	\$1,600.00
<b>Contracted Services/Program Performers</b>	Music instruction, art instruction, age-appropriate performances.	\$3,400.00



<b>TOTAL</b>	<b>\$5,000.00</b>
--------------	-------------------

The program meets Tuesday and Thursday mornings during the school year and includes cohorts of Spanish immersion programming. Parents or caregivers and their pre-school children play and learn together in child-led creative projects, story time, movement and free play. The program costs \$75 per child per 8-week session.

Developmentally appropriate entertainment is brought into the program periodically.

**Special Events:**

<b>Items</b>	<b>Description</b>	<b>Estimated Cost</b>
<b>Contracted Services: Performances/Entertainment</b>	Musical performances, DJ entertainment, Equipment Rental	\$5,000.00
<b>TOTAL</b>		<b>\$5,000.00</b>

The City produces events throughout the year, which are held at various sites throughout the City. The City's Annual Anniversary Celebration, held in April, includes family entertainment and a fireworks display. Other events include a Summer Concert Series, which takes place four times from June through September; a Halloween-themed event for elementary school children, a late winter parent & child dance party and other family-friendly cultural activities throughout the year. Entertainment is contracted for each of these events. All events are free to attend.

**TOTALS:**

<b>Description</b>	<b>Estimated Cost</b>
Salary & Benefits	\$75,000
Supplies & Materials	\$13,600
Contracted Services	\$111,400
<b>TOTAL</b>	<b>\$200,000</b>

<b>M-NCPPC</b>			
<b>PROJECT CHARGE BUDGET PROPOSAL</b>			
<i>Note*: Programs &amp; Services Listed Must Match What Is Proposed In Approved Scope of Work</i>			
<b>Program/Service #1 Total Budget</b>		<b>\$30,000.00</b>	<b>Program/Service #3 Total Budget</b>
<b>Program/Service #2 Total Budget</b>		<b>\$160,000.00</b>	<b>Program/Service #4 Total Budget</b>
			<b>\$5,000.00</b>
			<b>\$5,000.00</b>
<b>Total Budget Request</b>		<b>\$200,000.00</b>	
<b>Program/Service #1</b>		<b>\$30,000.00</b>	
<i>Direct Program/Event Personnel</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>
<i>Program/Event Supplies &amp; Materials</i>			
Older Adult Programs: Laptops to support Compu		\$7,000.00	
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$7,000.00</b>
<i>Program/Event Other Services &amp; Charges</i>			
Older Adult Programs: Contracted Computer Lite		\$10,000.00	
Older Adult Programs: Contracted Art Instruction		\$8,000.00	
Older Adult Programs: Contracted Seated Exerc		\$5,000.00	
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$23,000.00</b>
<i>Other Budget Considerations</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>
<b>Program/Service #3</b>		<b>\$5,000.00</b>	
<i>Direct Program/Event Personnel</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>
<i>Program/Event Supplies &amp; Materials</i>			
Parent & Child Program: Supplies building blocks,		\$1,600.00	
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$1,600.00</b>
<i>Program/Event Other Services &amp; Charges</i>			
Parent & Child Program: Contracted music instru		\$3,400.00	
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$3,400.00</b>
<i>Other Budget Considerations</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>
<b>Program/Service #2</b>		<b>\$160,000.00</b>	
<i>Direct Program/Event Personnel</i>			
Children & Youth Programs: Salary & Benefits Pa		\$60,000.00	
Children & Youth Programs: Salary Part-time Sea		\$15,000.00	
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$75,000.00</b>
<i>Program/Event Supplies &amp; Materials</i>			
Children & Youth Programs: Art & craft materials		\$5,000.00	
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$5,000.00</b>
<i>Program/Event Other Services &amp; Charges</i>			
Children & Youth Programs: Contracted Tutoring		\$60,000.00	
Children & Youth Programs: Field Trips for youth		\$20,000.00	
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$80,000.00</b>
<i>Other Budget Considerations</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>
<b>Program/Service #4</b>		<b>\$5,000.00</b>	
<i>Direct Program/Event Personnel</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>
<i>Program/Event Supplies &amp; Materials</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>
<i>Program/Event Other Services &amp; Charges</i>			
Community Special Events: Musical Performance		\$5,000.00	
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$5,000.00</b>
<i>Other Budget Considerations</i>			
Expense 1			\$0.00
Expense 2			\$0.00
Expense 3			\$0.00
Expense 4			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>



**Exhibit B**

Certificate of good standing issued by the Maryland Department of Assessments and Taxation

N/A

**Exhibit C**  
**[Affidavit]**  
**By and Between The Maryland-National Capital Park and Planning Commission and the**  
**City of Hyattsville**

**AFFIDAVIT**

I, Jerome J. Joyner, under the penalties of perjury do solemnly swear:

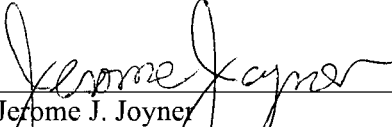
1. I am Director of Human Resources of City of Hyattsville.
2. As the Director of Human Resources, I have personal knowledge of the facts contained herein and I am authorized to submit this affidavit on behalf of City of Hyattsville.
3. The following personnel will be providing services under the Contract with The Maryland-National Capital Park and Planning Commission (“Commission”), and said personnel, in compliance with Title 5 of the Family Article of the Annotated Code of Maryland, at Subtitle 5, Part VI, have applied for a federal and state criminal history records check on the dates shown below:

Name of Personnel	Date of Application	Application Number
Sandra D. Shephard	2/20/2009	095537004544
Cheryl Everhart	3/6/2007	NA
Jazmin Shorts	4/18/2023	236724013665
Chasity Perera	12/6/2024	246724016571
Josabeth Segura	5/25/2023	235724013875
Nia Shaw	3/21/2024	246724015123
Maria Guevara	11/16/2023	236724014376
Pedro Sandoval	12/27/2023	236724014590
Ronald Lewis	12/8/2020	205660050621
Roger Reyes	5/9/2023	236724013772
Marci LeFevre	9/30/2019	196724006463
Walter Dancy	8/10/2023	236422053910
Rosetta Nelson	4/4/2024	246724015204
Charles Coleman	04/21/2023	236724013724

4. On behalf of City of Hyattsville, I warrant and represent that any new personnel hired during the term of the Contract with the Commission shall immediately file for a federal and state records check.
5. On behalf of City of Hyattsville, I warrant and represent that any appropriate action shall be taken regarding the information received as a result of the criminal history record checks and the reports shall be subject to inspection by the Commission upon request.



6. On behalf of City of Hyattsville, I warrant and represent that the date of application of the criminal history records check is within the last two (2) years unless City of Hyattsville uses Criminal Justice Information Services (CJIS) for background checks. I do solemnly swear and affirm under the penalties of perjury that the information contained herein is true to the best of my knowledge, information and belief.

  
\_\_\_\_\_  
Jerome J. Joyner  
Director of Human Resources

1-15-2025  
Date

## Exhibit D

### POLICY GUIDELINES FOR PROJECT CHARGES

#### **Mission of the Prince George's County Department of Parks and Recreation**

All project charges and program support placed in our adopted operating budget by the Prince George's County Council shall fully meet the Department of Parks and Recreation, Prince George's County mission and core services in accordance with Maryland Annotated Code, Land Use Article. In order to receive the project charge payments, entities must enter into a contract with the Commission clearly defining the scope of the services to be provided within Prince George's County to residents of Prince George's County and the reimbursement process. The services must also meet the core mission of the Commission as authorized in the Maryland Annotated Code, Land Use Article. Such determinations shall be made by the Department of Parks and Recreation, Legal, and Finance. This determination shall be made prior to a contract being transmitted to the County, municipality or organization. The Department's mission and core services are as follows:

*In partnership with County citizens, provide comprehensive park and recreation programs, facilities, and services which respond to changing needs within our communities. Strive to preserve, enhance, and protect open spaces to enrich the quality of life for the present and future generations in a safe and secure environment.*

*Develop and maintain a comprehensive park system by maintaining all parks, roads, grounds and structures, and protect patron and property safety.*

*Provide recreation programs and services by providing sports, leagues, clinics, tournaments, camps, recreation and interpretative classes, and leisure/recreation experiences.*

*Preserve the environment and open space, and conserve natural resources.*

#### **Reimbursable Expenses**

- The Prince George's County Department of Parks and Recreation shall only reimburse the County, municipalities, and organizations for expenses that are directly related to the mission and core services of the Department that are being provided by the County, municipality or organization.
- The Commission's Secretary-Treasurer shall make the final determinations as to which expenses are allowable and which are not.
- The contract between the Commission and the Contractor shall set forth the scope of services (statement of work) that Contractor will provide within Prince George's County to Prince George's County residents, which scope of services includes a



complete budget reflecting reimbursable expenses determined by the Commission's Secretary-Treasurer to be allowable.

- The general types of expenses that are allowed include:
  - Direct staff costs to operate and manage the program or provide the services; provided that such direct staff costs for managing the program or providing the services are proportionate to the entirety of such staffer's duties with Contractor
  - Supplies and materials directly associated with the program or services
  - Contracted services that are directly related to operating and managing the programs or providing the services
- Commission will not reimburse Contractor for overhead costs or administrative salaries (even if pro-rated).
- Payment requests must be accompanied by an invoice for actual costs incurred along with supporting documents and/or financial reports with sufficient detail to enable the Commission to verify that the costs were incurred for the programs identified and that the Commission property taxes used as the funding source are being spent on allowable purposes.
- Advance payments are not allowable.
- For non-County government entities, if the costs are for capital improvements or for operating costs in advance of a capital improvement, a use agreement must be executed to enable the Commission to receive fair value for the funding provided.
- Salary expenses for a Contractor's employee who is directly involved in overseeing Contractor's completion of the Scope of Services are eligible for reimbursement; provided, however, that such expenses are proportionate to the size of the Scope of Services as related to such Contractor's employee's total job duties. For salary/compensation expenses, the Contractor shall provide a payroll register or a suitable mechanism to verify payroll expenses. The Commission will not reimburse Contractor for salary payments that Contractor made to its employees via electronic services including but not limited to Cash-App, Zelle, Venmo, etc.
- For supplies and materials, other services and charges including contracted services, and any capital purchases, the County, municipality or organization shall provide receipts with original signatures verifying that the goods or services were received.
- Contract should describe what documentation will be required.
- All work or services must be fully complete or provided by the end of the fiscal year (June 30) in which the funding was approved by the County Council

### **Vendor Requirements**

- Statement of Work per the above sections
- By-Laws (for Non-Profits)
- Affidavit
- Certificate of Good Standing from State of Maryland (for Non-Profits)
- Articles of Incorporation



# City of Hyattsville

Hyattsville Municipal Bldg  
4310 Gallatin Street, 3rd Flr  
Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org

## Agenda Item Report

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**File #:** HCC-263-FY25

3/3/2025

8.e.

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Submitted by: Allison Weikel  
Submitting Department: Police Department  
Agenda Section: Consent

**Item Title:**  
**Purchase of Replacement Vehicles for Police Department**

**Suggested Action:**

I move Mayor and Council authorize the purchase two (2) Ford Explorers from Koons Baltimore Ford, in the amount not to exceed \$112,046.

**Summary Background:**

The Police Department needs to replace four (4) aging command vehicles as approved in our FY25 Capital Improvement Plan. The department is seeking to purchase two Ford Explorers as part of the lifecycle replacement plan for four total command vehicles that are aging, require increased maintenance and repair, and have excessive wear and tear due to the demanding nature of police work. These purchases will support our growing department, ensure officer safety, increase reliability and performance and ensure our ability to provide the best possible police services to the City of Hyattsville. Two of the vehicles are immediately available from Koons Baltimore Ford. The department plans to order two additional vehicles, once available.

**Upfitting:**

Command vehicles require less upfitting than patrol vehicles. As a result, upfitting costs are lower and expected to be approximately \$15,000 per vehicle.

**Next Steps:**

Proceed with purchase of two vehicles

**Fiscal Impact:**

Not to exceed \$112,046

**City Administrator Comments:**

Recommend Support. Police Vehicles can take up to 1 year for delivery. The department identified two vehicles immediately available at a competitive price.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A





**Robert Croslin**  
Mayor

**Tracey Douglas**  
City Administrator

Date: February 21, 2025

To: Colonel Jarod J. Towers  
Chief of Police

From: Acting Lieutenant Christopher Evans  
Administrative Services Commander

Re: Request to Purchase Two Ford Explores – Koons Baltimore Ford

The Department is seeking approval to purchase two 2025 Ford Explorers, to replace aging command vehicles with increasing maintenance and repair costs. As part of the adherence to the city's procurement policy, we have obtained competitive quotes from three dealerships. Below is a summary of the quotes received:

Dealership	Cost Per Vehicle	Total Cost
Koons Baltimore Ford	56,023.00	\$112,046.00
Hagerstown Ford	56,023.00	\$112,046.00
Century Ford of Mt. Airy	61,909.30	\$123,818.60

Given the offer from Koons Baltimore Ford, I propose that we proceed with the purchase of these vehicles identified by VIN's 1FMWK8GC6SGB4214 and 1FMWK8GC5SGB5581, for a total of \$112,046.00. These two vehicles are currently available at Koons Baltimore Ford and would be held for us with a letter of intent. This acquisition will support our ongoing operational needs and reduce maintenance costs and downtime.

Due to the limited availability and high demand for these vehicles, immediate action is necessary.



# KOONS BALTIMORE FORD

Prepared By: FRANK J. JANEZIC

For Prospect: 734381

Date: 02/20/2025

## **Guest Information**

**CITY OF HYATTSVILLE**

JTOWERS@HYATTSVILLE.ORG

Guest Name

E-mail

4310 GALLATIN ST HYATTSVILLE, MD 20781

Address

(856) 261-2302

(856) 261-2302

Main Phone: Cell

Alt. Phone: Work

## **Trade Information**

Year

Make

Model

Color

Mileage

## **Vehicle Information**

**SGB42149**

**New**

**2025**

**FORD**

**EXPLORER**

**1FMWK8GC6SGB4214!BLACK**

**8**

Stock Number

New/Used

Year

Make

Model

VIN

Color

Mileage

## **Sales Offer**

MSRP 60,850.00

Price before Rebate 56,669.00

Manufacturer 1,500.00

Wow Price 55,169.00

Processing Fee 800.00

Taxed Sale Price 57,469.00

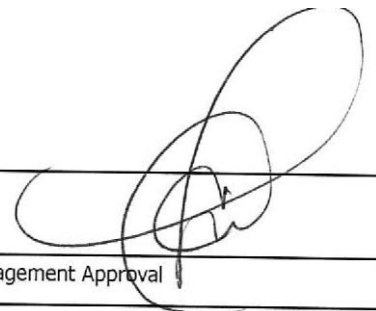
Taxes 0.00

Tag Fees 54.00

Manufacturer 1 500.00

## **Deal Options {A} - (Cash Option)**

Total Balance Due 56,023.00

  
 \_\_\_\_\_  
 Management Approval

Buyer Approval

Date

Date

Payments are estimates and the final terms of your loan may differ depending on the actual terms of the financial institutions acceptance and are negotiable. Finance rates are based on an Avg. A.P.R.



**KOONS BALTIMORE FORD**

Prepared By: FRANK J. JANEZIC

For Prospect: 734382

Date: 02/20/2025

**Guest Information**

**CITY OF HYATTSVILLE**

JTOWERS@HYATTSVILLE.ORG

Guest Name

E-mail

4310 GALLATIN ST HYATTSVILLE, MD 20781

Address

(856) 261-2302

(856) 261-2302

Main Phone: Cell

Alt. Phone: Work

**Trade Information**

Year

Make

Model

Color

Mileage

**Vehicle Information**

**SGB55815**

**New**

**2025**

**FORD**

**EXPLORER**

**1FMWKSGCSSGB5581! BLACK**

Stock Number

New/Used

Year

Make

Model

VIN

Color

Mileage

**Sales Offer**

MSRP 60,850.00

Price before Rebate 56,669.00

Manufacturer 1,500.00

Wow Price 55,169.00

Processing Fee 800.00

Taxed Sale Price 57,469.00

Taxes 0.00

Tag Fees 54.00

Manufacturer 1,500.00

**Deal Options (A) - (Cash Option)**

Total Balance Due 56,023.00

Buyer Approval

Date

Management Approval

Date

Payments are estimates and the final terms of your loan may differ depending on the actual terms of the financial institutions acceptance and are negotiable. Finance rates are based on an Avg. A.P.R.

@ eoe1.1.000  
 5000@5000



Fast & Easy

Customer: Hyattsville Police Dept

Customer: Hyattsville Police Dept  
Address: 4310 Gallatin St  
City: Hyattsville  
State: MD  
Zip Code: 20781  
Driver's License:  
Phone: (301) 985-5060  
Email: tbradley@hyattsville.org

Trade Information

Make: Model:  
Year: Mileage:  
VI :

Vehicle of Interest

Stock#:  
Make: FORD  
Model: EXPLORER  
Year: 2025 Mileage:  
VIN: HYATTSPOLICEORDER  
Color: AGATE BLACK

MSRP

M RP	\$60,900.00
Discount	\$5,731.00
Rebat	\$0.00
Sale Price	\$55,169.00
Trade Allowance	\$0.00
Trade Payoff	\$0.00
Trade Equity(+/-)	\$0.00
Accessories	\$0.00
We Owe	\$0.00
Processing Charge	\$800.00
Sub Total	\$55,969.00
Tax	\$0.00
Tag Fee	\$54.00
Down Payment	\$0.00
Remaining Balance	\$56,023.00

Manager Approval

1/25/2025

te

Customer Signature

Date

Printed by Mike Reid for Brandon Hosein at 2/8/2025 4:59:08 PM

BRANDON HOSEI

commercial  
Account Manager  
tel: (240) 329-0921  
fax: (301) 733-5836  
main: (BOO) 963-1100  
cell: (240) 626-3024

Brandon.Hosein@hagerstownford.com

1714 Massey Blvd.  
Hagerstown, MD 21740

www.HagerstownFord.com





# CENTURY FORD

Of MT, AIRY

Date: 217/2025

Salesperson: Daniel Trunzo

Manager: Daniel Trunzo

## FOR INTERNAL USE ONLY

**BUSINESS NAME** Town of hyattsvil/e police Home Phone : **(301) 693-8238**  
**CONTACT** \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: tbradley@hyattsville.org Cell Phone: **(301) 693-8238**

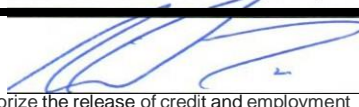
### VEHICLE

Stock # : \_\_\_\_\_ New/ Used : **New** VIN: **1FMWK8GC4SGA47850** Milea..9.e: \_\_\_\_\_

Vehicle : **2025 Ford Explorer** Color: \_\_\_\_\_

Type : **ST 4dr 4x4**

Market Value Selling Price	<u>60,795.00</u>
Discount	<u>3,040.00</u>
Rebate	<u>1,500.00</u>
Adjusted Price	<u>56,255.00</u>
TRANSPORTATION CHARGE MT AIRY TO CHESAPEAKE VA	<u>800.00</u>
Total Purchase	<u>57,055.00</u>
Documentation Service	<u>800.00</u>
Tax	<u>3,561.30</u>
Non Tax Fees	<u>493.00</u>
Balance	<u>9Q9.30</u>

Customer Approval: \_\_\_\_\_ -Management Approval: 

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



# City of Hyattsville

Hyattsville Municipal Bldg  
4310 Gallatin Street, 3rd Flr  
Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org

## Agenda Item Report

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**File #:** HCC-261-FY25

3/3/2025

9.a.

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Submitted by: Ron Brooks  
Submitting Department: Finance  
Agenda Section: Action

**Item Title:**

**Amend City Code Chapter 108: Homeowner's and Homestead Property Tax Credit Programs**

**Suggested Action:**

I move the Mayor and Council direct the City Attorney to draft an ordinance amending City Code Chapter 108-2 and 108-3 as follows:

**Section 108-2: Homestead Property Tax Credit Program**

- Amend the effective date to July 1, 2025
- Reduce the taxable assessment cap down from 110% to 106%.

**Section 108-3: Local supplement to the state homeowners property tax credit**

- Assessed Value Limit - increase to \$415,000.
- Combined Net Worth Limit - increase to \$400,000.
- Combine Gross Income Limit - increase to \$90,000.

The proposed updates must be provided to the State Department of Assessment and Taxation before or on March 25, 2025, to take effect this property tax billing cycle.

**Summary Background:**

In 2008, the Hyattsville City Council passed Ordinance 2008-07, which established the "Local Supplement to the State Homeowner's Property Tax Credit". This local tax credit, intended for low- and fixed- income homeowners, created a local tax credit valued at 15% of the State Homeowner's Property Tax Credit for principal residences that have a maximum of \$350,000 in assessed value, if the household income is less than \$80,000 and the net worth of the household, excluding the principal residence, is less than \$200,000. In addition, this ordinance set the local Homestead Tax Credit percentage at 110%.

Housing affordability continues to be a hardship for many Hyattsville residents. While Ordinance 2008-07 was intended to reduce the property tax burden for low- and fixed-income homeowners, it is unclear how effective it has been.

These proposed recommendations as identified in each property tax program will increase the number of homeowners that participate and provide a larger tax credit for property owners that qualify especially low-and fixed income property owners.

**Next Steps:**

The City Attorney will draft an ordinance for introduction and first reading at the March 17<sup>th</sup>, 2025, Council meeting. Second reading and passage expected on March 24, 2025.



**Fiscal Impact:**

If passed, the changes in both property tax credit programs will reduce Real Property Tax Revenues estimated, between \$550k to \$750k on an annual basis.

**City Administrator Comments:**

The City can support this program for our eligible residents

**Community Engagement:**

Community Information and Outreach

**Strategic Goals:**

Goal 2 - Ensure the Long-Term Economic Viability of the City

**Legal Review Required?**

Pending



# City of Hyattsville

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Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org

## Agenda Item Report

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**File #:** HCC-258-FY25

3/3/2025

10.a.

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Submitted by: Ron Brooks  
Submitting Department: Finance  
Agenda Section: Discussion

**Item Title:**

**FY26 Budget Discussion - Real Property Tax Rate and Constant Yield Tax Rate**

**Suggested Action:**

The City Treasurer will provide an overview of the current Real Property Tax Rate and the recommended SDAT Constant Yield Tax Rate as well as revenue projections. The City Council can use this information to discuss and make a recommendation on setting the FY26 General Operating Budget Real Property Tax Rate. The information is being provided in advance of the proposed budget presentation scheduled for March 24, 2025.

**Summary Background:**

The Proposed FY26 General Operating and Capital Improvements Budgets will be introduced on March 24, 2025.

**Next Steps:**

Council Discussion

**Fiscal Impact:**

To be determined once the final Real Property Tax Rate is set.

**City Administrator Comments:**

For discussion.

**Community Engagement:**

Community members are encouraged to submit public comment on the tax rate and proposed budget to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org).

**Strategic Goals:**

Goal 2 - Ensure the Long-Term Economic Viability of the City

**Legal Review Required?**

N/A



# FY26 TAX RATE DISCUSSION

## Current Real Property Tax Rate and Assessable Base

- The proposed FY26 Operating Budget is based on the City's current "Real Property Tax Rate of **\$.63 per \$100 of the current net assessable real property base of 2,915,251,742**. The projected "FY26 Real Property Tax Revenue" base budget estimate is **\$18,366,086 million**.

## Constant Yield Tax Rate – (*Treasurer to explain how it works*)

- The State Department of Assessments and Taxation (SDAT) has recommended a "Constant Yield Rate (CYTR)" of **\$.6265 per \$100 that is based on the projected July 1<sup>st</sup>, 2025, net assessable real property base of 2,931,503,422** and projected revenues of **\$18,366,086 million**.
- The constant yield tax rate is calculated by **SDAT** for each taxing authority in Maryland. It represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. **General Rule:** As assessments increase, the Constant Yield Tax Rate decreases.
- As reported by **SDAT**, the constant yield tax rate uses an estimate of assessable real property made in February, several months before tax rates are typically set.
- **SDAT** estimates may be affected by subsequent reductions in assessments by the local Property Tax Assessment Appeal Board or the Maryland Tax Court for certain properties.



# FY26 TAX RATE DISCUSSION

## Other Related Property Tax Information

- The City Council has the ability via the Charter to set local property tax rates.
- Tax rates must be set by July 1.

## Procedures for Setting the Real Property Tax Rate

- When a taxing authority plans to impose a Real Property Tax Rate that is higher than the current year's Real Property Tax Rate, it must advertise the tax rate increase and hold a public hearing.
- The Constant Yield Tax Rate is no longer part of this determination. If the taxing authority plans to set a Real Property Tax Rate that is equal to or less than the current year's Real Property Tax Rate, then the statute does not require a notice or a hearing.

## Property Owners Tax Credit Program Due Date Changes

- The final date to change the Homestead Credit percentage for the upcoming tax year is March 15 for county governments and March 25 for municipal governments. SDAT must be notified of any changes by the corresponding final date.





# FY26 CURRENT TAX RATE AND CONSTANT YIELD RATE NET ASSESSABLE BASE AND PROJECTED REVENUE CALCULATIONS

1-Jul-2024 Gross assessable real property base:	\$ 2,924,468,706
1-Jul-2024 <b>(Homestead Tax Credit):</b>	- <u>9,216,964</u>
1-Jul-2024 Net assessable real property base:	2,915,251,742
1-Jul-2024 Actual local tax rate (per \$100):	x <u>0.6300</u>
1-Jul-2024 Potential revenue:	\$ 18,366,086

1-Jul-2025 Estimated assessable base:	\$ 3,296,596,493
1-Jan-2025 <b>(Half year new construction):</b>	- 115,922,600
1-Jul-2025 <b>(Estimated full year new construction):</b>	- 134,180,000
1-Jul-2025 <b>(Estimated abatements and deletions):</b>	- <u>114,990,471</u>
1-Jul-2025 Net assessable real property base:	\$ 2,931,503,422

## Constant Yield Rate Calculation:

1-Jul-2024 Potential revenue:	\$ 18,366,086
1-Jul-2025 Net assessable real property base:	\$ 2,931,503,422
1-Jul-2025 Recommended <b>Constant Yield Rate:</b>	<u>0.6265</u>

Source: *Maryland Department of Assessments and Taxation*



# FY25 CURRENT TAX RATE AND CONSTANT YIELD RATE NET ASSESSABLE BASE AND PROJECTED REVENUE CALCULATIONS

1-Jul-2023 Gross assessable real property base:	\$ 2,765,602,332
1-Jul-2023 (Homestead Tax Credit):	- <u>12,972,453</u>
1-Jul-2023 Net assessable real property base:	2,752,629,879
1-Jul-2023 Actual local tax rate (per \$100):	x <u>0.6300</u>
1-Jul-2023 Potential revenue:	\$ 17,341,568

1-Jul-2024 Estimated assessable base:	\$ 3,056,897,806
1-Jan-2024 (Half year new construction):	- 31,773,851
1-Jul-2024 (Estimated full year new construction):	- 135,200,000
1-Jul-2024 (Estimated abatements and deletions):	- <u>13,233,533</u>
1-Jul-2024 Net assessable real property base:	\$ 2,876,690,422

## Constant Yield Rate Calculation:

1-Jul-2023 Potential revenue:	\$ 18,366,086
1-Jul-2024 Net assessable real property base:	\$ 2,931,503,422
1-Jul-2024 Recommended Constant Yield Rate:	<u>0.6028</u>

Source: *Maryland Department of Assessments and Taxation*



# FY24 CURRENT TAX RATE AND CONSTANT YIELD RATE NET ASSESSABLE BASE AND PROJECTED REVENUE CALCULATIONS

1-Jul-2022 Gross assessable real property base:	\$ 2,611,904,541
1-Jul-2022 <b>(Homestead Tax Credit):</b>	- <u>18,648,062</u>
1-Jul-2022 Net assessable real property base:	2,593,256,479
1-Jul-2022 Actual local tax rate (per \$100):	x <u>0.6300</u>
1-Jul-2022 Potential revenue:	\$ 16,337,516

1-Jul-2023 Estimated assessable base:	\$ 2,804,692,234
1-Jan-2023 <b>(Half year new construction):</b>	- 31,527,040
1-Jul-2023 <b>(Estimated full year new construction):</b>	- 38,200,000
1-Jul-2023 <b>(Estimated abatements and deletions):</b>	- <u>15,175,210</u>
1-Jul-2023 Net assessable real property base:	\$ 2,719,789,984

## Constant Yield Rate Calculation:

1-Jul-2022 Potential revenue:	\$ 16,337,516
1-Jul-2023 Net assessable real property base:	\$ 2,719,789,984
1-Jul-2023 Recommended <b>Constant Yield Rate:</b>	<u>0.6007</u>

Source: *Maryland Department of Assessments and Taxation*

