

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## Board of Town Commissioners

### WORK SESSION

Tuesday, July 23, 2019 – 7:00 p.m.

### AGENDA

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

#### Roll Call

#### Pledge of Allegiance

#### Commissioner & Staff Reports

- Commissioner Pennoyer
- President Leonard
- Clerk's Office

#### Business

- 1) Business License Program: Ord 2018-07 & Res 2018-05 (Board Discussion)
- 2) Parking Meters & Hours: Resolution 2018-06 (Board Discussion)
- 3) Heritage Area Expansion: Support & Contribution (Board Discussion)
- 4) Upper Marlboro Chamber of Commerce (Board Discussion)
- 5) Conference Room Agreement: Rate Schedule amendment (Board Discussion)
- 6) General/Administration issues

#### Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217  
See back of Agenda for Public Comment Procedures*

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**Linda Pennoyer**  
Commissioner/ Treasurer

(vacant) Commissioner

**Wanda Leonard**  
Commissioner/ President

# PUBLIC COMMENT PROCEDURES

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

Agendas for meetings are posted on our website and a synopsis of the monthly Town Meeting Agenda is also provided in the “On the Agenda” column of our monthly newsletter, the *Landings*. Outreach and notices of legislative items are also posted on the Town's social media accounts (Facebook & Twitter).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by “Resolution 2016-02: Adoption of Rules of Order and Regulations for Public Meetings” . . .

## III. Citizen Input

A. At regular and special meetings, residents of the Town may have the opportunity to address the Board on any item on the agenda provided a resident is recognized and allowed to speak by the President. Recognized public comment and/or questions that are germane to the immediate agenda item shall be limited to (1) minute. Furthermore, each regular meeting shall also have an agenda item for citizen input regarding any municipal question, during which time any resident of the Town may address the Board for up to three (3) minutes on matters or items not necessarily placed on the agenda. Individuals not residing in the Town may speak at regular or special meetings under conditions specified by the Board. The President or the Board may uniformly change or adjust the time limitations for all speakers depending on the circumstances or provide additional time for experts or other officials.

B. Except in instances where the presiding officer expressly invites or allocates time for public testimony, questions, comments, or other forms of participation, or when public participation is otherwise authorized by law, no member of the public attending an open meeting session may actively participate in the session. Public comment by members of the public is not typically designed or intended for interactive dialogue between the Commission and the public, unless the presiding officer specifically allows it or the Commission elects to suspend its rules to allow such colloquy.

C. Speakers shall state their name for the record, and their address (**street name only**). Ordinarily, for each agenda item, including citizen input, speakers shall have one opportunity to speak and may not poll or ask questions of individual commissioners, staff or public officials. Otherwise, the Board shall determine the conduct of the public discussions on any issue and may set reasonable time limits for such.

D. Ordinarily, work sessions are open to public observation only and public participation is at the discretion of the Board. At work sessions, residents and non-residents may be allowed to speak on any municipal issue, but only under conditions specified by the Board.

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

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

ORDINANCE: 2018-07  
SESSION: Regular Town Meeting  
INTRODUCED: September 11, 2018

**AN ORDINANCE PROVIDING FOR THE LICENSING OF ASSOCIATIONS, BANKS AND FINANCIAL INSTITUTIONS, BUSINESS ESTABLISHMENTS, CORPORATIONS, PRO-FESSIONS AND OTHER BUSINESS ENTITIES DOING BUSINESS IN THE TOWN OF UPPER MARLBORO; AND TO FURTHER PROVIDE FOR AN ANNUAL MUNICIPAL LIQUOR LICENSE FEE; AND GENERALLY RELATING TO BUSINESS REGULATION AND LICENSURE.**

**WHEREAS**, pursuant to LG Art., § 5-202 of the State Code and § 82-16(1) of the Town Charter, the Board of Commissioners shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or this charter as it may deem necessary for the good government of the Town; for the protection and preservation of the Town's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the Town and visitors thereto and sojourners therein; and

**WHEREAS**, pursuant to § 82-16(2)(gg) of the Town Charter, the Board shall have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State and subject to any restrictions imposed by the public general laws of the State, the power to pass ordinances for the specific purpose of licensing and regulating all persons beginning or conducting transient or permanent business in the Town for the sale of any goods, wares, merchandise, or services, to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of the Charter; and

**WHEREAS**, pursuant to § 26-104 of the Alcoholic Beverages Article of Md. Ann. Code, a municipal corporation in Prince George's County may require any liquor license holder for any place of business situated in the municipal corporation to pay to that municipal corporation an additional annual license fee not exceeding 20 percent of the fee payable under the provisions of said Article; and

**WHEREAS**, the Board of Commissioners finds that the regulation of businesses located within the Town's corporate limits pursuant to this Ordinance is necessary for regulatory purposes in the interest of the health, welfare, safety or morals of the public.

**NOW, THEREFORE**, the Board of Commissioners of the Town of Upper Marlboro, State of Maryland, does ordain and enact as follows:

### **Section 1. Purpose and Authority.**

A. Purpose – The purpose of this Ordinance is to license any and all associations, corporations, industrial, institutional, rental, research, retail or service business establishments, limited liability corporations or partnerships, and professional associations or corporations doing business in the Town of Upper Marlboro. A further purpose of this Ordinance is to require any business owner or establishment who is a holder of a County liquor license to obtain a special supplemental municipal liquor license issued by the Town.

B. Authority – The authority to license business entities operating within the Town of Upper Marlboro and charge a fee is provided for in Section 82-16(2)(gg) of the Town of Upper Marlboro Charter and in Sections 5-204(e) and 5-205(d) of Md. Ann. Code, LG Article. Furthermore, the authority to require any County liquor license holder for any place of business situated in Town to pay to the Town of Upper Marlboro an additional annual license fee is provided for in § 26-104 of the Alcoholic Beverages Article of Md. Ann. Code.

### **Section 2. Business Licenses Required; Liquor License**

A. Business Licenses. No association, business entity, commercial or residential property management association, corporation, entity, industrial, institutional, rental, retail, or service business establishment, limited liability association, corporation or partnership, organization, person or professional association, corporation or partnership shall sell, offer for sale, or otherwise dispose of for any valuable consideration any goods or services or engage in the dispensation of professional services within the Town without first obtaining a business license for such purpose. Excepted are activities conducted by Town organizations for fund-raising, exclusively religious, charitable or educational fund-raising organizations, yard sales, and home based businesses operating in compliance with municipal, county and state laws.

B. Municipal Liquor License. In addition to obtaining a business license, any place of business located in the Town that holds a liquor license issued by the Board of License Commissioners for Prince George's County shall be required to pay an annual fee to the Town equal to twenty (20) percent of the license or license renewal fee charged by the Board of License Commissioners for Prince George's County. This fee shall be due on or before July 1 of each calendar year. Upon receipt of the fee a Town Supplemental Liquor License will be issued.

### **Section 3. Multiple establishments.**

A. If multiple businesses are conducted on any premises, lot or parcel within the Town (e.g., a retail store with a lottery unit and/or vending machine located on a single lot or parcel), a separate license and fee shall be required for each separate business establishment, unit or use described

herein or by resolution adopted pursuant to this Ordinance that is operated on any single premises, lot or parcel located within the Town.

B. If a business conducted on any premises is also conducted on any other premises within the Town, a separate license shall not be required for each branch or separate establishment, provided that warehouses and distribution facilities used in connection with a business are incidental to a business licensed under the provisions of this Ordinance and shall not be deemed to be separate places of business or branch establishments.

#### **Section 4. Annual Renewal of Licenses.**

Business Licenses shall be valid for one year, from July 1 through June 30, and must be renewed annually. The Town shall notify all business establishments operating within the Town of the business license application requirement and fee in writing. An application not filed and/or fees not paid within 30 days from the date of the letter sent to the business establishment will be subject to a penalty of \$50.00 and will be subject to an additional penalty of \$25.00 for each month or partial month the business license application is not filed and/or fee is not paid after 60 days from the date of the letter sent to the business establishment. Any business establishment that fails to file an application or pay the business license fee may be reported to the Maryland Office of the Comptroller, Maryland State Department of Assessment & Taxation Personal Property Tax Division, and the Clerk of the Circuit Court in Prince George's County. A business license is not transferable to a new owner or operator of an existing business. Licenses granted for a period after December 31 will be prorated at one-half the scheduled rate.

#### **Section 5. Fees.**

A. The fee schedule for this Ordinance as it pertains to certain enumerated businesses shall be set from time to time by resolution of the Board of Town Commissioners.

B. The fee schedule shall become effective December 31, 2018 for the business licensing year beginning July 1, 2019.

#### **Section 6. Business License Application.**

A. Each business establishment subject to the provisions of this Ordinance shall file a Business License Application as part of the licensing procedure and shall provide on the application its Maryland State Department of Assessment & Taxation (SDAT) number and its Federal Employer Identification Number. Failure to provide this information shall be considered a violation of this Ordinance. The holder of a liquor license shall file a copy of the issued liquor license of the Board of License Commissioners along with proof of payment of such license fees.

B. Each business establishment subject to the provisions of this Ordinance that owns the property from which the business is operated and fails to file a business license application and/or pay business and/or liquor license fees, fines or penalties imposed by this Ordinance shall result in the

amount of any fee, fine or penalty imposed being recorded as a lien against the property and collected in the same manner as delinquent taxes.

C. No application for a business or municipal liquor license will be approved for a business or activity which is in violation of the ordinances or laws of the Town, County or State or which is a nuisance or constitutes a danger to the welfare, health or safety of the Town or the public.

D. All business or municipal liquor licenses issued shall be subject to revocation by the Town if it is shown that the manner in which such business is conducted constitutes a nuisance to the public, or if such business is being conducted in violation of any law or ordinance, or if such business otherwise constitutes a danger to the public health, safety or welfare of the residents of the Town.

#### **Section 7. Property Owner, Property Manager and/or Rental Agent Notification.**

The property owner or duly authorized property manager or agent shall be required to notify the Town of the name, address, telephone number, and date a new tenant moves in or an existing tenant relocates to another location owned by the property owner or of the date when a tenant ceases to be a tenant. Failure of the property owner to provide this information within thirty (30) days of the event will be in default and subject to a reasonable penalty as provided in Section 9 of this Ordinance and failure to pay any fine or penalty imposed will result in the amount of any fine or penalty imposed being recorded as a lien against the property and collected in the same manner as delinquent taxes.

#### **Section 8. Violation; Enforcement.**

A. Violation of any provision of this Ordinance shall be a municipal infraction. The penalty for a violation shall be \$50.00 for each initial offense and \$250.00 for each repeat offense. Failure to apply for a Town business license and pay the required fees within the specified time frame as indicated in this Ordinance shall constitute a violation. Such violation shall not be considered corrected until the required application is filed and the proper fee paid. If an application has not been filed, nor the proper fees paid after the elapse of a 30-day period following the initial due date as stated in the letter of notification, this event shall constitute a separate offense. The Board of Town Commissioners shall have the authority to change the penalties of this Ordinance from time to time by resolution.

B. In addition to the other remedies or penalties provided herein, the Town may institute an action for injunctive, mandamus, or other appropriate action or proceedings to enforce the provision of this Ordinance.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that any prior ordinances adopting and enacting any provision of this Ordinance or any other ordinance or resolution previously adopted pertaining to a subject or subjects embodied by the title of this Ordinance or the provisions found in conflict herein shall be deemed repealed and superseded by the provisions of this Ordinance, and should a

previously enacted ordinance cover a provision or subject that is not covered by this Ordinance, it shall remain in full force and effect unless it directly conflicts with the express language of this Ordinance.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this Ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this Ordinance shall be posted in the Town Hall office, and it or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

Adopted this 9<sup>th</sup> day of October, 2018.



Attest:

M. David Williams  
M. David Williams, Town Clerk

THE TOWN OF UPPER MARLBORO,  
BOARD OF COMMISSIONERS

Tonga Turner  
Tonga Turner, President

Linda Penoyer  
Linda Penoyer, Commissioner

Wanda Leonard  
Wanda Leonard, Commissioner

Reviewed and Approved for Legal Sufficiency

Kevin J. Best  
Kevin J. Best, Esq.

Date: 10/17/2018

## Town of Upper Marlboro

RESOLUTION: 2018-05

SESSION: Regular Town Meeting

DATE : October 9, 2018

### RESOLUTION BY THE BOARD OF TOWN COMMISSIONERS TO APPROVE AND ESTABLISH CERTAIN BUSINESS LICENSE FEES

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate of the State of Maryland as a municipal corporation is duly empowered by state law to pass ordinances for the specific purpose of licensing and regulating all persons beginning or conducting transient or permanent business in the Town for the sale of any goods, wares, merchandise, or services, to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of the Charter; and

WHEREAS, the Board of Commissioners is authorized pursuant to Ordinance 2018-07 to license any and all associations, corporations, industrial, institutional, rental, research, retail or service business establishments, limited liability corporations or partnerships, and professional associations or corporations doing business in the Town of Upper Marlboro, and to require any business owner or establishment who is a holder of a County liquor license to obtain a special supplemental municipal liquor license issued by the Town; and

WHEREAS, the Board of Commissioners finds that the Town contains law offices, bail bondsmen, private investigations firms, ankle bracelet monitoring entities, cleaning services companies, a convenience store, laundromats, beauty salons, a liquor store, barbershops, insurance agents, engineering/surveying firms, healthcare related businesses, convenience store, and restaurants; and

WHEREAS, the Board of Commissioners has determined that there is a need to set new business license fees to defray the costs of administration and regulation by the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that as of the effective date of Ordinance 2018-07, the following business licensing fees and other fees shall be established and collected pursuant to said ordinance:

#### FEE SCHEDULE BY BUSINESS OR USE.

(A)	BAIL BONDSMEN	\$300
(B)	PRIVATE INVESTIGATIONS	\$300
(C)	BARBER/BEAUTY SHOPS	\$300
(D)	CLEANING SERVICES COMPANIES	\$300
(E)	CONVENIENCE STORES/MARTS	\$300
(F)	DRY CLEANING AND LAUNDROMATS	\$300



## Town of Upper Marlboro

(G)	INSURANCE AGENCIES	\$300
(H)	LIQUOR STORES	\$300
(I)	HOME OCCUPATIONS	\$0
(J)	LOTTERY SALES (PER UNIT)	\$100
(K)	MEDICAL/DENTAL FACILITIES	\$300
(L)	NON-PROFIT ORGANIZATIONS/CHURCHES	\$0
(M)	PROFESSIONAL OFFICES (PER OFFICE)	\$300
(N)	RESTAURANTS/BARS	\$300
(O)	VENDING MACHINES (PER UNIT)	\$ 25
(P)	ENGINEERING/SURVEYING FIRMS	\$300
(Q)	THE FEE FOR ALL OTHER BUSINESSES	\$300
(R)	SUPPLEMENTAL TOWN LIQUOR LICENSE	20% of Co. Liquor Bd. License Fee

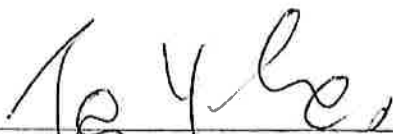
AND BE IT FURTHER RESOLVED that this Resolution shall be contingent upon and shall take effect immediately after but on the same date that Ordinance 2018-07 shall become effective.

**INTRODUCED AND PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a Public Meeting held on October 9<sup>th</sup>, 2018.

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS



  
Tonga Turner, President

  
Linda Pennoyer, Commissioner

  
M. David Williams, Town Clerk

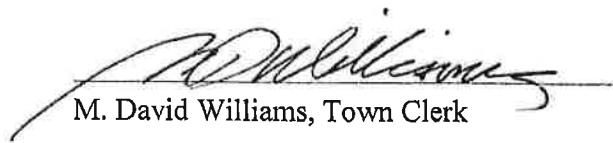
  
Wanda Leonard, Commissioner

## Town of Upper Marlboro

### CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this  
9th day of October, 2018.

  
M. David Williams, Town Clerk

## **Town of Upper Marlboro**

RESOLUTION: 2018-06  
SESSION: Regular Town Meeting  
DATE : February 12, 2019

### **RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO CHANGE AND ADOPT PARKING METER RATES**

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate of the State of Maryland under its Charter, and as a municipal corporation duly empowered by state law to regulate parking and collect parking meter fees; and

**WHEREAS**, the Board of Commissioners is authorized pursuant to Ordinance 2016-02, as amended, to establish parking meter zones and to set from time to time by resolution the amount to be deposited in the parking meters of the Town, and to further establish or amend any other fees authorized under said ordinance; and

**WHEREAS**, the Board of Commissioners has determined that there is a need to set new parking meter hours of operation, rates and consequent after-hours rates.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO** that it hereby approves, adopts and establishes the following:

1. That as of July 1, 2019, the hourly parking meter fees for Town installed and maintained meters in all established zones shall be two and a half (\$2.50) U.S. dollars per hour, 24 hours per day with the exception of all-day Sunday and observed Federal Holidays, whereby the hourly fee shall be waived.
2. That as of July 1, 2019, the Town may charge an additional credit card processing fee not to exceed five (\$5) U.S. dollar for a voluntary credit card convenience fee payment transaction.
3. That these fees will be remaining in effect until a new resolution is passed.

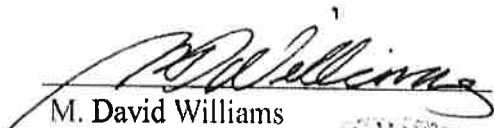
**AND BE IT FURTHER RESOLVED** that the hourly fees set by this resolution shall be marked or otherwise displayed on the Town's parking meters, and this Resolution shall be posted on the Town's website and in a conspicuous place in the Town Hall for a period of at least 30 days after its passage.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the 12<sup>th</sup> day of February, 2019.

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN  
OF UPPER MARLBORO, MARYLAND

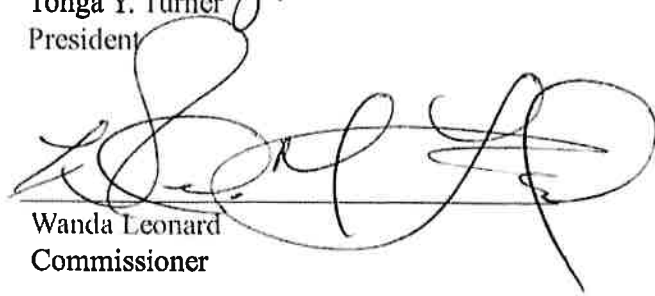
## Town of Upper Marlboro

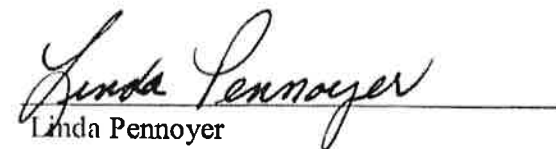
  
M. David Williams  
Clerk



Effective Date: July 1, 2019

  
Tonga Y. Turner  
President

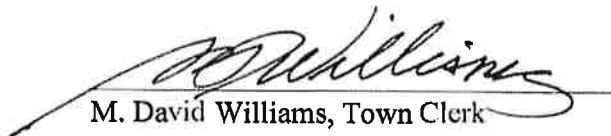
  
Wanda Leonard  
Commissioner

  
Linda Pennoyer  
Commissioner

### CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 12<sup>th</sup> day of February, 2019.

  
M. David Williams, Town Clerk

### Proposed Resolution Timeline:

Discussion: November Regular Town Meeting	11/20/2018
Public Comment & Board Discussion: January Regular Town Meeting	01/08/2019
Public Comment & Board Discussion: January Board Work Session	01/22/2019
Final Reading & Passage: February Regular Town Meeting	02/12/2019



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905 [info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
Fax: (301) 627-2080 [www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Commissioners  
From: Kyle Snyder, Chief of Staff  
Date: Friday July 19, 2019  
Re: Heritage Area Expansion to Upper Marlboro

Dear Commissioners,

Town Staff have been working with key partners to expand the existing Prince George's County Maryland Heritage Area, Anacostia Trails (Maryland Milestones/ATHA) Heritage Area, to include the Town of Upper Marlboro. ATHA is working to expand its area through Prince George's County, including Upper Marlboro. The process is to hire a consultant to create a planning document which gets approved by MNCPPC and then the State Heritage Area Authority.

According to the Heritage Area's site "The Maryland Heritage Areas Program is governed by the Maryland Heritage Areas Authority (MHAA) and administered by the Maryland Historical Trust. MHAA provides targeted financial and technical assistance within thirteen locally designated Heritage Areas, each of which has a distinct focus or theme that represents a unique aspect of Maryland's character. Together, MHAA, the Heritage Areas and local partners support the economic well-being of Maryland's communities by promoting, sustaining and creating place-based experiences for visitors and residents alike."

Being apart of the Heritage area would enable the Town, its Committees, and other groups such as Darnell's Chance House Museum, to apply for State Heritage Area grants & funding program. In addition to funding, being apart of the Heritage could help drive tourism within the Town.

Next steps would be to draft a Resolution to go before the Board that would 1) State the Town's official position of support 2) Appropriate Town funds to assist with the boundary amendment costs.

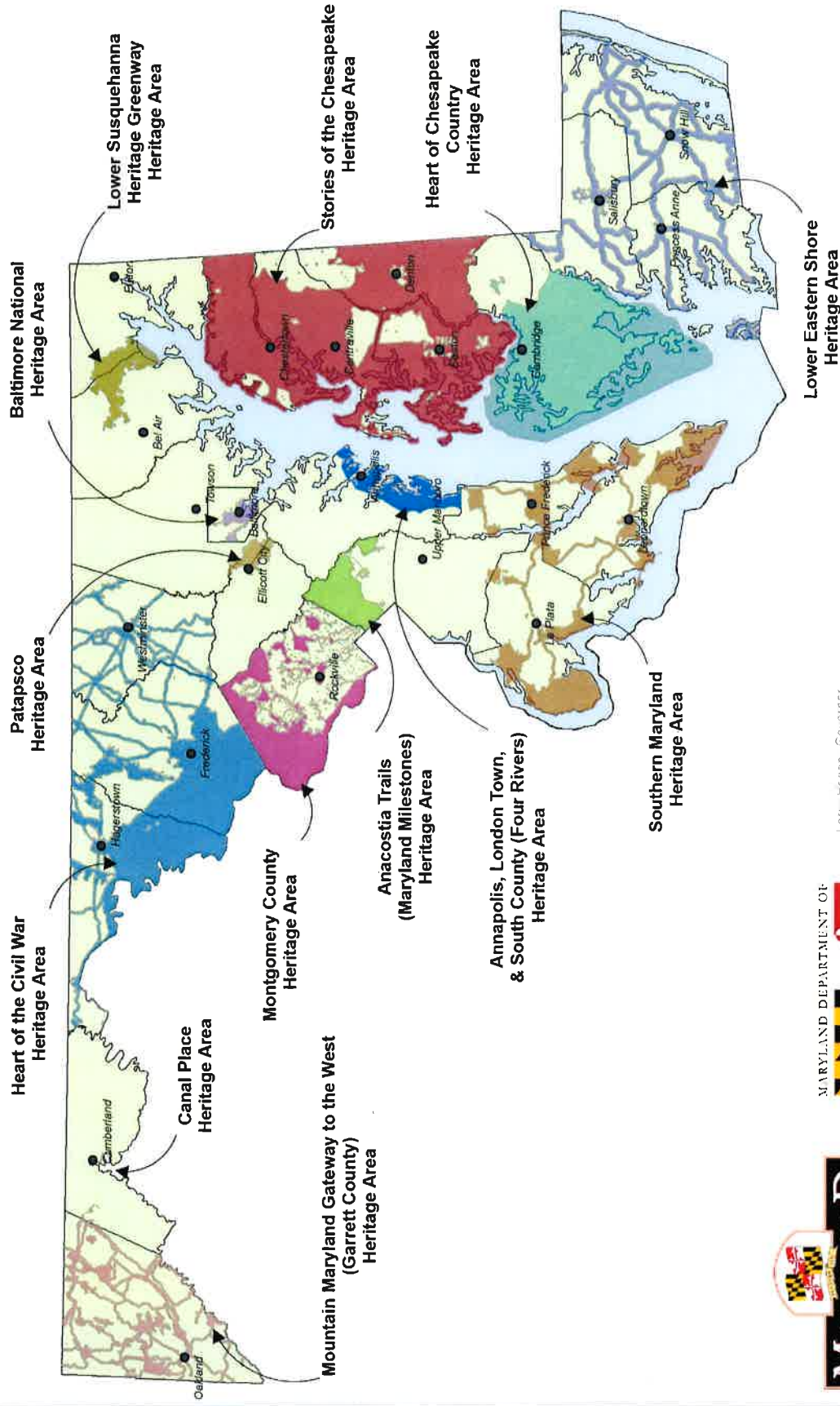
*Please reference the attached items 1) Heritage Area map 2) Email from ATHA Executive Director regarding study funding 3) Letter from MNCPPC Historic Preservation dedicating funding.*

**Linda Pennoyer**  
Commissioner/ Treasurer

Commissioner

**Wanda M. Leonard**  
Commissioner/ President

# THE MARYLAND SYSTEM OF CERTIFIED HERITAGE AREAS




Larry Hogan, Governor  
 Boyd Rutherford, Lt. Governor  
 Robert S. McCord, Secretary  
 Elizabeth Hughes, Director, MD Heritage Areas Program  
 Jennifer Ruffner, Administrator, MD Heritage Areas Program  
 Ennis Barber, Smith, Asst. Administrator, MD Heritage Areas Program

100 Community Place  
 Crownsville, MD 21032-2023  
 Call 410-697-9551  
 Or visit <http://mht.maryland.gov>

December 2018

**Boundary amendment****Aaron Marcavitch** <aaron@anacostiatrails.org>

Mon 3/25/2019 1:00 PM

**To:** Kyle Snyder <ksnyder@uppermarlboromd.gov>; lford@accokeek.org <lford@accokeek.org>; junewdillard@gmail.com <junewdillard@gmail.com>; Alfonso Narvaez <alfonso@aeonpreservation.com>**Cc:** kirstin@anacostiatrails.org <kirstin@anacostiatrails.org> 1 attachments (157 KB)

2019-002 Approval Letter to Applicant.pdf;

Hi everyone,

I wanted to send a quick update on the boundary amendment. We have been awarded \$20,000 from MNCPPC Planning (Preservation) division. This funding is on hold until we know if we will be awarded the funding from Heritage Areas Authority. This \$20,000 means we can request \$40,000 from MHAA. When I did the numbers, what I came up with was:

\$20,000 from MNCPPC

\$10,000 from Partners

\$40,000 from MHAA

\$10,000 of "in-kind" time.

This will expand our ability to do much closer to a full management plan "part B" and actually touch on some of the thematic changes we will need to do plus analyze all the other parts we had discussed.

To break down the \$10,000, that means we need to have some level of commitment from those that might be participating.

Kyle, do you have a budget page that might show how much the town might be willing to put in? (I'd say less than or equal to \$5000.)

Laura, any idea what the contribution might be from what is in the PRHTA funds and if Accokeek might be able to contribute an amount?

That would leave less than \$5000 that needs to be found from June's offer to contact the legislators. June, do you want to reach out to some of your people and see what they would need from us to perhaps approve around \$5000? (That could be from multiple places.)

Thanks everyone,

Aaron

-----  
Aaron Marcavitch, Executive Director  
Maryland Milestones/ATHA Inc.  
MAILING: P.O. Box 367, Hyattsville, MD 20781  
PHYSICAL: 4318 Gallatin Street, Hyattsville, MD 20781

301-887-0777 (p)

301-887-1077 (f)

[www.marylandmilestones.org](http://www.marylandmilestones.org)**\*\*Support Maryland Milestones with a contribution at [GoFundMe](#)\*\***





## PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

County Administration Building • 14741 Governor Oden Bowie Drive, 4<sup>th</sup> Floor, Upper Marlboro, Maryland 20772  
pgplanning.org/HPC.htm • 301-952-3680

March 21, 2019

Anacostia Trails Heritage Area, Inc.  
Aaron Marcavitch, Executive Director  
4318 Gallatin Street  
Hyattsville, MD 20781

Dear Mr. Marcavitch:

Please be advised that the Prince George's County Historic Preservation Commission approved Non-Capital Grant Application 2019-002 at its March 19, 2019 meeting for \$20,000.00 to hire a consultant to undertake the production of a feasibility study to assess the potential challenges and benefits of expanding the boundaries of the existing Anacostia Trails Heritage Area to include other portions of Prince George's County. The Historic Preservation Commission congratulates you on your award. Further information, including a grant contract to be completed and signed, will be forthcoming from Historic Preservation Section staff.

Sincerely,

A handwritten signature in black ink that reads "John Peter Thompson". The signature is written in a cursive style with a large, stylized "J" and "P".

John Peter Thompson, Chairman  
Historic Preservation Commission





# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905 [info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
Fax: (301) 627-2080 [www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Commissioners

From: Kyle Snyder, Chief of Staff

Date: Friday July 19, 2019

Re: Upper Marlboro Chamber of Commerce Update & Next Steps

Dear Commissioners,

As you are aware the Town of Upper Marlboro has partnered with the Prince George's Chamber of Commerce to create an Upper Marlboro area branch of the overall County Chamber of Commerce. This would allow for a local branch focusing on issues affecting Upper Marlboro, with the overall support of the larger County Chamber.

The recommended next steps from Town Staff is to release an application (draft attached to this memo) for local business owners/managers to apply to become a member of the Upper Marlboro Chamber of Commerce. The Board of Commissioners will review the applications and appoint 5 Directors for the first year at the October Town Meeting. These Directors will be charged with drafting Chamber bylaws and building its membership base.

### Proposed Timeline:

**August 1<sup>st</sup>- September 13<sup>th</sup>-** Application Process Open

**September 16<sup>th</sup>- September 18<sup>th</sup>-** Applications processed and sent to Commissioners for review.

**September 24<sup>th</sup> (Board Worksession)-** Commissioners discuss potential Chamber Board Members.

**October 8<sup>th</sup> (Town Meeting)-** Chamber Board of Directors appointed & sworn in.

**March 10<sup>th</sup> (Town Meeting)-** Board of Commissioners approves Chamber's Bylaws and establish the Chamber as a Town Committee per Ordinance 2019-02.

**October 13<sup>th</sup>, 2020 (Town Meeting)-** Board of Commissioners appoint Directors chosen by the Chamber's membership.

**Linda Pennoyer**  
Commissioner/ Treasurer

Commissioner

**Wanda M. Leonard**  
Commissioner/ President



## Town of Upper Marlboro

### Chamber of Commerce Board of Directors Interest Form

The Town of Upper Marlboro is seeking Upper Marlboro area Business Owners and Managers interested in serving on the 2019/2020 Board of Directors for the NEW Upper Marlboro Branch of the Prince George's Chamber of Commerce.

As this is the first active year of the Upper Marlboro Branch, the Board of Directors will be appointed by the Board of Commissioners for the Town of Upper Marlboro. The 2020/2021 Chamber Branch Board will be voted on by the membership. The 2019/2020 Board will be responsible for creating the bylaws of the Branch, and build the membership by recruiting Upper Marlboro area businesses to join.

*Questions or Comments?* Please contact Kyle Snyder, Chief of Staff to the Mayor, at [ksnyder@UpperMarlboroMD.gov](mailto:ksnyder@UpperMarlboroMD.gov) or 301-627-6905 ex 1107.

Name

\* Position & Title

Company

\* Address

\* Phone

\* Primary Business Contact Email

Ex. (123) 456-7890

Number of Active Years Working in the Upper Marlboro Area

How many years has your company been active in the Upper Marlboro area?

Tell us about yourself, what is your work history? Education? Community Activities? If selected, what would you bring to the Upper Marlboro Chamber?

\* Signature

\* Date of Application

MM/DD/YYYY

Format: MM/DD/YYYY

\* Name of Person Completing this Application

*Thank you for completing the Interest Form! You will receive an email confirmation that your application was received, and details on the next steps.*

Edit Save



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905  
Fax: (301) 627-2080

info@uppermarlboromd.gov  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

*I have read and understand these conditions and regulations of this use agreement, and agree to abide by them.*

\_\_\_\_\_  
Signature of applicant (date of this request)

\_\_\_\_\_  
Name of group/organization/individual

\_\_\_\_\_  
Contact information (phone & email)

Date(s) you are requesting the room to be reserved  
(FY2019: July 1, 2019—June 30, 2020)

\_\_\_\_\_  
Start time: \_\_\_\_\_ Duration (in hours): \_\_\_\_\_

## Meeting Rooms **RATE CHART** (entire Facility includes: Meeting Room(s), Lobby, Kitchenette and/or Outdoor Grounds)

### **Non-resident & Area Businesses:**

*(outside Town's corporate boundaries)*

Meeting Room only = \$100 per hour

Entire Facility = \$150 per hour

Max 5 hours — requires \$100 refundable deposit

### **Town Residents, Committees & Staff:**

First 2 hours FREE

Meeting Room only = \$50 per hour

Entire Facility = \$75 per hour

Max 5 hours — requires \$100 refundable deposit

### **Area Civic Associations:**

*(outside Town's corporate boundaries)*

Meeting Room only = \$75 per hour

Entire Facility = \$125 per hour

Max 3 hours — requires \$100 refundable deposit

### **In-Town Businesses:**

*(inside Town's corporate boundaries)*

Meeting Room only = \$75 per hour

Entire Facility = \$125 per hour

Max 5 hours — requires \$100 refundable deposit

- If facility is locked upon arrival, please call our Town Police Department at 301-273-5901 to gain access.
- Enter through the side entrance (glass door) that faces School Lane.
- Please lock the School Lane entrance once all members of your event have arrived.
- Exit your event through the Conference Room fire exit directly into the parking lot.

Please provide 2 separate checks: One for rental fee & One for deposit *(deposit returned after event)*

TOTAL rental fee due: \$ \_\_\_\_\_ TOTAL deposit required: \$ \_\_\_\_\_

Make checks payable to: Town of Upper Marlboro. Please fill out a separate form for each rental date.

Mail to: Town of Upper Marlboro, P.O. Box 280, Upper Marlboro, MD 20773

**PLEASE NOTE:** No refunds for cancellations. No rescheduling of booked dates once agreement is approved.

**Linda Pennoyer**  
Commissioner/ Treasurer

**Wanda M. Leonard**  
Commissioner/ President

(vacant)  
Commissioner