



TUESDAY, SEPTEMBER 6, 2016
CITY OF COLLEGE PARK
COUNCIL CHAMBERS

WORKSESSION AGENDA
7:30 P.M.

(There will be a closed session at the end of the Worksession)

COLLEGE PARK MISSION STATEMENT

The City Of College Park Provides Open And Effective Governance And Excellent Services That Enhance The Quality Of Life In Our Community.

Time	Item	Staff/Council
7:30	CALL TO ORDER	
	CITY MANAGER'S REPORT	
	AMENDMENTS TO AND APPROVAL OF THE AGENDA	
Discussion Items		
7:35	1 Proposed Consent: Resolution Of The Mayor And Council Of The City Of College Park Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2016-09, 4709 Guilford Road, College Park, Maryland, Recommending Approval Of A Variance From Sec. 27-442(C) Table II Of The Prince George's County Zoning Ordinance, Which Prescribes A Maximum Lot Coverage At 30 Percent (<i>Appeal Period Ended September 1, 2016</i>)	
7:40	2 Discussion of duties of the City's Board of Election Supervisors – should they be organizing debates? (Request of Councilmember Nagle) Guest: Jack Robson, Chief, Board of Election Supervisors (20)	Janeen S. Miller, City Clerk
8:00	3 Discussion of FY 2018 Homestead Tax Credit Rate. Guest: Bob Catlin (15)	Leo Thomas, Jr., Deputy Director of Finance
8:15	4 Discussion of CBE recommendation for a sustainability project with the University of Maryland Guests: Janis Oppelt, Chair, CBE and Andy Fellows (20)	Steve Beavers, Community Development Coordinator

8:35	5	Two Reports on the Old Parish House: 1) Update on repair project. Guest-Thomas Tultavull, Architect 2) OPH 200 th Anniversary Celebration. Guest-Leslie Montroll (45)	Terry Schum, Director of Planning Janeen S. Miller, City Clerk
9:20	6	Request to replace trees on Wichita Avenue. Guest: Joe Smith, TLB Chair, and resident(s) (20)	Scott Somers, City Manager
9:40	7	Discussion of joint grant application to National Endowment for the Arts under the Our Town program Guest: Dr. Sheri Parks (15)	Terry Schum, Director of Planning
9:55	8	Presentation by Bright Horizons on the University of Maryland's Child Care Proposal for the Calvert Road School site (20)	Scott Somers, City Manager
10:15	9	Approval of a Resolution prohibiting truck traffic on certain City streets (10)	Steve Halpern, City Engineer
10:25	10	Requests For/Status of Future Agenda items	Scott Somers, City Manager
10:30	11	Appointments to Boards and Committees	Mayor and Council
10:35	12	Mayor and Councilmember Comments	Mayor and Council
10:40	13	City Manager's Comments	Scott Somers, City Manager

CLOSED SESSION

- 1) To consider matters related to the acquisition or sale of real property for a public purpose; 2) To consider a negotiating strategy before a contract is awarded; 3) To discuss a personnel matter**

This agenda is subject to change. Item times are estimates only. For the most current information, please contact the City Clerk. In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office and describe the assistance that is necessary. City Clerk's Office: 240-487-3501

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CPV-2016-09,
4709 Guilford
Road



Office of the Mayor and Council
City of College Park
4500 Knox Road
College Park, Maryland 20740
Telephone: (240) 487-3501
Facsimile: (301) 699-8029

**NOTICE OF FINAL DECISION
of the
MAYOR AND COUNCIL
of the
CITY OF COLLEGE PARK**

RE: **Case No. CPV-2016-09 Name: Roger and Sheila Ishii**
Address: 4709 Guilford Road, College Park, MD 20740

Enclosed herewith is a copy of the Resolution setting forth the action taken by the Mayor and Council of the City of College Park in this case on the following date:
September 13, 2016.

CERTIFICATE OF SERVICE

This is to certify that on **September 15, 2016** the attached Resolution was mailed, postage prepaid, to all persons of record.

NOTICE

Any person of record may appeal the Mayor and Council decision within thirty (30) days to the Circuit Court of Prince George's County, 14735 Main Street, Upper Marlboro, MD 20772. Contact the Circuit Court for information on the appeal process at (301) 952-3655.

Janeen S. Miller, CMC
City Clerk

Copies to: Advisory Planning Commission
City Attorney
Applicant
Parties of Record

PG Co. DER, Permits & Review Section
M-NCPPC, Development Review Division
City Public Services Department

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2016-09, 4709 GUILFORD ROAD, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF A VARIANCE FROM SEC. 27-442(C) TABLE II OF THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE, WHICH PRESCRIBES A MAXIMUM LOT COVERAGE OF 30 PERCENT

- WHEREAS**, the City of College Park, Maryland ("City") has, pursuant to §190-1 *et seq.* of the Code of the City of College Park ("City Code"), and in accordance with Sec. 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot coverage, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and
- WHEREAS**, the City is authorized by § 190-1 *et seq.* to grant an application for a variance where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and
- WHEREAS**, the Advisory Planning Commission ("APC") is authorized by §190-3 of the City Code to hear requests for variances from the terms of the Zoning Ordinance with respect to lot coverage, setback, and other requirements from which a variance may be granted by the Prince George's County Board of Appeals, including variances from Sec. 27-442(c) Table II of the Zoning Ordinance, and to make recommendations to the Mayor and Council in connection therewith; and
- WHEREAS**, Sec. 27-442(c) Table II of the Zoning Ordinance prescribes a maximum lot coverage of 30 percent in the R-55 zoning district; and
- WHEREAS**, on July 21, 2016, Roger and Sheila Ishii ("Applicants"), submitted an application for a variance from Sec. 27-442(c) Table II to permit replacement and widening of an existing driveway from 7.5-foot wide to 10-foot wide at the premises known as 4709 Guilford Road, College Park, Maryland ("Property"); and
- WHEREAS**, on August 4, 2016, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report, Exhibits 1 – 5, and the staff presentation with respect to whether the subject application meets the standards for granting a variance set forth in §190-4 of the City Code.

WHEREAS, based upon the evidence and testimony presented, the APC voted 4-0-0 to recommend that the variance be granted; and

WHEREAS, the Mayor and Council are authorized by §190-6 of the City Code to accept or deny the recommendation of the APC with respect to variance requests; and

WHEREAS, the Mayor and Council have reviewed the recommendation of the APC as to the Application for a variance and in particular have reviewed the APC’s findings of fact and conclusions of law; and

WHEREAS, no exceptions have been filed.

NOW THEREFORE, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC with regard to CPV-2016-09 for a variance from Sec. 27-442 (c) Table II of the Zoning Ordinance, not to exceed 590.4 square feet or 11.35% from the maximum allowable lot coverage.

Section 1. Findings of Fact

- 1.1 The Property is located at 4709 Guilford Road in the Elmore Power’s subdivision.
- 1.2 The Property is zoned R-55, single-family residential.
- 1.3 The property is nearly rectangular in shape with a width of 50-feet and a length of 100-feet and with a rectangular extension 8-foot in depth by 25-feet in width.
- 1.4 The property has an area of 5,200 square feet.
- 1.5 The original house was constructed in 1922.
- 1.6 The house footprint is 28.2 feet wide by 32 feet deep or 902.4 square feet, with a roofed front porch (8-feet deep by 28-feet wide).
- 1.7 The existing 7.5-foot wide driveway has a green median strip for much of its length which will not be retained.
- 1.8 The existing driveway is 88-feet long and already exceeds lot coverage.
- 1.9 There is a 12-foot by 12-foot shed in the rear yard at the end of the driveway, where a detached garage was located.
- 1.10 There is a 4-foot high chain-link fence along both the sides and part of the rear property line. The remaining part of the rear property line contains a board-on-board fence.
- 1.11 The Property is located in the Calvert Hills Historic District which is on the National Register of Historic Places maintained by the U.S. Department of the Interior. A character-defining feature of the environmental setting in this District is long, narrow driveways that lead to a detached garage or accessory structure.

- 1.12 While shortening the driveway to reduce the lot coverage, thereby eliminating the need for a variance to provide for a wider driveway, is possible, the length of the driveway would then not be in keeping with the original environmental setting.

Section 2 Conclusions of Law

- 2.1 The property has an exceptional condition in that the existing long driveway is a character-defining feature of the environmental setting of the Calvert Hills Historic District.
- 2.2 The strict application of the Zoning Ordinance will result in a peculiar and unusual practical difficulty to the Applicants because the existing 7.5-foot width is insufficient to allow them to open their car door freely and exit the vehicle from both sides. Widening the driveway to 10 feet will eliminate this problem.
- 2.3 Granting the driveway variance will not substantially impair the intent and purpose of the applicable County General Plan or County Master Plan. There will be no noticeable impact to the appearance of the neighborhood since the driveway is pre-existing and in keeping with the character of the neighborhood which historically has similar driveways in length.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland to approve CPV-2016-09 and grant a variance from Section 27-442(c) Table II of the Zoning Ordinance not to exceed 590.4 square feet or 11.35% from the maximum allowable lot coverage to replace and widen an existing driveway.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 13th day of September 2016.

CITY OF COLLEGE PARK,

Janeen S. Miller, CMC
City Clerk

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

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Board of Election Supervisors Duties



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Janeen S. Miller
City Clerk

Meeting Date: September 6, 2016

Presented By: Janeen S. Miller

Proposed Consent Agenda: No

Originating Department: City Clerk's Office

Issue Before Council: Should the Board of Election Supervisors organize Candidates' Debates in City Elections

Strategic Plan Goal: Goal 6 – Excellent Services

Background/Justification:

Councilmember Nagle has requested a Worksession discussion on whether the Board of Election Supervisors (BOES) should conduct candidates' debates.

In 2015, prior to the November municipal election, the City received various requests regarding candidates' debates as documented on the attached email (Attachment 1) from the City Clerk dated October 27, 2015.

The duties of the Board of Election Supervisors are authorized in City Charter Section C4-3, "Supervisors of Elections", which states: **The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters of said city, not holding any office thereunder, as Supervisors of Elections, who shall act as Judges of Elections at any elections held during the two years succeeding their appointment and who shall perform such other duties as may be delegated to them under the College Park Code, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council, and such Supervisors of Elections are hereby authorized to administer oaths in the performance of their duties. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections.**

Chapter 34, Elections, of the College Park City Code further authorizes the Supervisors of Elections to do the following:

- Decide contests concerning voting or the validity of any ballot
- Conduct the official canvass after the election and report election results
- Prepare and provide forms to be used in the election
- Review and approve election filings; authorize candidacy
- Designate Polling Places
- Determine whether a voter qualifies for absentee voting

The City Charter and City Code do not address the issue of whether the BOES should be involved in candidates' debates.

A survey on the subject of candidates' debates was sent to area municipalities in July of 2016. Results are reported on Attachment 2.

Jack Robson, Chief, Board of Election Supervisors, will attend the September 6 Worksession to participate in the discussion. His report is provided as Attachment 3.

Fiscal Impact:

The fiscal impact will be determined once Council direction is received.

Council Options:

This is a discussion item.

Staff Recommendation:

N/A

Recommended Motion:

N/A

Attachments:

1. Email dated October 27 from the City Clerk
2. Survey of area municipalities in July 2016
3. Report from Jack Robson, Chief, Board of Election Supervisors

This is written in response to the concern raised by Suchitra Balachandran on behalf of the West College Park Civic Association about my decision to allow a candidates' debate sponsored by the Calvert Hills Civic Association that is being held at City Hall on October 28 to be broadcast live on our cable television channel.

I think it is helpful to recount the actual requests that have been received in the City Clerk's office regarding candidates' events and the thought behind the responses to each of them.

Request 1: Request via email from Mary Cook as follows: "would it be feasible to get the mayoral debate of Oct. 10 put on the website? We are holding it at the Branchville Fire Department and will be recording it." Contrary to what was stated, no request was made for broadcasting this event on the City's cable channel; the request was only to make a recording accessible on the City's website.

The City has a website policy that prohibits posting content from non-City sponsored events. This event was not City sponsored. In addition, we requested opinions from Jack Robson/BOES Chief and Ed Maginnis/Ethics Commission Chair and also consulted the City Manager and City Attorney. As a result, the response to this request was no, that a recording of this event could not be posted on our website.

Request 2: Request from Cory Sanders on behalf of the College Park Democratic Club to use City Hall for a debate-turned-forum-turned-open-house-to-meet-the-candidates. Response: Use of City Hall was authorized, and after discussion, the rental fee was waived because the event would be open to the public and would serve College Park residents. This is in keeping with our Facility Usage policies.

Request 3: Request from Calvert Hills Citizens Association representative about using City Hall for their District 3 and Mayoral candidates debate. They were told they could use City Hall at no charge, because the event would be open to the public and would serve College Park residents. The group later asked if the debate could be televised on the cable channel. They were informed that they could contact our independent A/V technician to make arrangements for broadcasting. He would be allowed to broadcast the event as long as there was no staff involvement.

Request 4: Request from Councilmember Brennan about advertising a debate: We discussed and agreed that it is OK to advertise these events as long as we're only providing information and not endorsing or using city resources to promote or oppose.

I did my best to respond to these four questions. This is the first time the Clerk's office has had to deal with requests of this type in the context of an election. In developing my responses, I reviewed our policies and consulted the Board of Elections, the Ethics Commission, the City Attorney, the City Manager, and my own staff, for input. In making these decisions, I tried to balance the policy that no City staff time should be used on campaign events, with the public interest in the election. Use of our cable channel to air a live telecast by an independent contractor did not involve use of staff time, and the use of the public cable access channel for this purpose is in keeping with the approved uses of the cable channel.

The cable channels and the City's website serve different purposes. The cable channels are provided to the City for public, educational and governmental (PEG) purposes. Broadcasting of matters of public interest such as candidate debates is a recognized and proper use for a PEG channel. The City's channel is available to civic associations for their candidate debates. The purpose of the City's website is to publish City-sponsored and approved content. Any claim that there was a reversal of the City's position is not accurate.

There is no reason to change any of the decisions that were made and no valid reason to disallow the Calvert Hills Citizens Association from airing their event on the City's cable channel.

I agree that a City policy on use of City communication resources during elections should be developed.

I hope this information is helpful.

Janeen S. Miller
City Clerk
October 27, 2015

**Survey of Maryland Municipalities
Re: "Candidates Debates"
July 2016**

Questions:

- Do you organize the debates (determining who, what, when, where)
- Do you provide space for debates at City buildings without charging a fee
- Do you televise debates on your public access cable channel
- Do you live stream/archive them
- Does the City pay for the camera operator, or any other person involved in broadcasting/streaming, or any other expense of the debate, or do the candidates pay?
- By "you" I mean the City Clerk or another City employee. If this function is handled by 1) your appointed Board of Elections, or 2) by a completely outside group like League of Women Voters, please explain who does what.

Responses in bold:

I. New Carrollton:

Do you provide space for debates at City buildings without charging a fee - **Yes - We have a Candidates Night at the City Municipal Center in our multipurpose Room**

Do you televise debates on your public access cable channel - **We tape the Candidates Night and show it on our channel at later times**

Do you live stream/archive them - **No**

Does the City pay for the camera operator, or any other person involved in broadcasting/streaming, or any other expense of the debate, or do the candidates pay? - **Yes - Paid by the City**

By "you" I mean the City Clerk or another City employee. If this function is handled by 1) your appointed Board of Elections, or 2) by a completely outside group like League of Women Voters, please explain who does what - **City Clerk works with the Prince George's League of Women Voter to handle Candidates Nights - Invitations, instructions, rules of the Candidate's Night are mailed to the candidate's by the League.**

II. Ocean City:

Candidate debates are traditionally arranged by private organizations, such as the Ocean City chapter of AARP, the Delmarva Condominium Manager's Association or the local lodge of the Fraternal Order of Police.

They have never been held on public property. AARP held the debate at the Ocean City Senior Center, a Worcester County owned facility on 41st Street. Others have been held at the VFW hall and Elks Lodge.

I have not been involved in organizing or assisting with any debate initiatives, and our city solicitor would advise against expending taxpayers dollars to participate do so.

III. Laurel:

The Laurel Board of Trade and/or the League of Women Voters organize the debates in Laurel. They are held in our Council Chambers and we don't charge a fee. The FOP usually holds a debate too at their lodge. The debate is televised using volunteers in the Cable Studio. Our Board of Election Supervisors are not involved with the debate.

IV. Greenbelt:

Do you organize the debates (determining who, what, when, where) - **No**

Do you provide space for debates at City buildings without charging a fee - **Yes**

Do you televise debates on your public access cable channel - **Yes we televise them on either the Public Access or the Government Access or Both.**

Do you live stream/archive them - **We also Live Stream them and they become part of the On Demand library.**

Does the City pay for the camera operator, or any other person involved in broadcasting/streaming, or any other expense of the debate, or do the candidates pay? - **I am paid as well as the camera operator that works with me that night. We do not pay any other expenses.**

By "you" I mean the City Clerk or another City employee. If this function is handled by 1) your appointed Board of Elections, or 2) by a completely outside group like League of Women Voters, please explain who does what. - **The Candidates Forums are sponsored by different citizen groups such as Greenbelt East, GHI, etc. The City staff is paid by the city if it is one that is being broadcast on the Municipal Access Channel. If it is being covered by the Public Access Channel, Greenbelt Access Television GATE is responsible for the compensation of the camera operators and director.**

V. Hyattsville:

Do you organize the debates (determining who, what, when, where) - **Hyattsville has an outside organization sponsor the debate, for the last 2 elections this has been the local newspaper but prior to that was a local nonprofit. The City does provide input in terms of when the debate is held because it requires staff time from our Cable TV station to broadcast events. The debate is publicized primary by the organization running the debate, that organization prepares & vetting questions and provides moderation. The City does send out a notification of the debate in its voter guide, with a disclaimer clearly stating who the debate is sponsored by. Our Election Board also does a voter information table outside of the debate room.**

Do you provide space for debates at City buildings without charging a fee - **Yes, no fee.**

Do you televise debates on your public access cable channel - **Yes**

Do you live stream/archive them - **Yes**

Does the City pay for the camera operator, or any other person involved in broadcasting/streaming, or any other expense of the debate, or do the candidates pay? **The City pays for our staff time**

VI. Bowie:

The City of Bowie is not involved in any of the debates, they are usually handled by the Bowie Chamber of Commerce and a couple of our large HOA's. We do let them use one of our meeting rooms without a fee but we clearly make them know that in their advertising of the debates, it has to state that the City has no involvement in them.

The debates have been recorded by our staff and we have shown them on the local government channels, the city covers these expenses.

The debates don't occur every election, this past election they held a debate for just the Mayoral candidates and the previous one was held in 2011.

VII. Takoma Park:

We think events like these are important for voter education and promotion of the election. As long as they are organized to be non-partisan, impartial and inclusive, we would offer space.

On some occasions, our Board of Elections has attended events like this to offer voter registration services.

Do you organize the debates (determining who, what, when, where)

For many years, the Takoma Voice (newspaper) has organized a city-wide forum that includes all candidates (at least, all candidates are invited). The forum is held here at city hall. We coordinate on selection of the date far in advance to ensure that the auditorium is available. The night of our nominating caucus, the Voice is invited to announce the date of the forum. We do not have anything to do with the format, questions, etc.

If the Voice was not going to organize a forum for some reason, we would reach out to the League of Women Voters or another organization to ensure that a forum takes place. We do promote the event and I include it on my public election calendar. Neighborhood associations, etc. will also plan forums or debates. I would also add these events to my calendar but would not do any particular promotion.

Do you provide space for debates at City buildings without charging a fee

Yes, we provide space for free for the city wide forum and would provide space for other smaller debates or forums, if needed.

Do you televise debates on your public access cable channel

Yes, usually only the city-wide but would consider televising others.

Do you live stream/archive them **Yes**

Does the City pay for the camera operator, or any other person involved in broadcasting/streaming, or any other expense of the debate, or do the candidates pay?

The city covers these expenses.

MEMORANDUM

TO: Mayor and Council

FROM: Jack Robson, Chief, Board of Election Supervisors

DATE: September 1, 2016

SUBJECT: Need for New Election-Related Procedures

The 2015 election exposed an area not covered by existing procedures. In the past candidate's debates were a one-time, in-person, event. This is no longer true. Using the City's current electronic technology a debate may be broadcast, and Internet streamed live. After the event they can be rebroadcast many ways. The City needs to establish procedures to ensure equitable access to City resources.

The BOES does not feel we should get involved with organizing or conducting candidate or issue debates. Things like establishing who would author the questions and the time limit per candidate for answering questions would expose the BOES to charges of favoritism.

However, the BOES recognizes that if City resources are required to provide a venue for the debates, to advertise the debates, to operate the video equipment, to provide live video on the City channel(s), stream video, video record, or rebroadcast the debates it should probably be involved in those processes.

The BOES recommends that a City workgroup be established that would consider the rules governing such usage. Members of the committee should include appropriate civic associations, past candidates, current office holders, a member of the BOES, and a representative of the City staff.

It is suggested that once the committee has arrived at its recommendations they meet with the Council to discuss its recommendations. The Council could then modify the recommendations and take whatever steps are required to place the procedures into effect. The committee would need to determine the cost to the City of providing some of the support items. The Council will need to determine whether the City will absorb the costs or require payment by the debate sponsor(s). Some items that the committee would need to consider:

- 1) Who could request debate support?
 - Recognized civic associations?
 - Qualified Candidates?
 - Public Interest Groups
 - Political Committee?
 - Others?

2) How would priority be assigned if more than one debate is requested on the same date and time?

- Number of candidates?
- Number of voters in a District?
- Mayoral (Citywide) versus District?
- Single Issue – (Referendum)?

3) If the City was requested to rebroadcast debates on our cable channel(s), how would time slots be determined?

4) If the only support requested is the broadcasting of a “local” video, made for instance at a civic association meeting, should we specify a required format?

5) What type of equipment/recording media do we need to specify to ensure the City provide streaming video as opposed to cable video?

6) Would all candidates running for the office covered by the debate need to approve its broadcast (before the debate of course)?

7) Our elections are non-partisan. Would a debate sponsored by a standard political group like the Democrats or Republicans be allowed?

8) How to handle perceived conflict of interest by support requestors? - For example: (Hypothetical) – Donald Rodham is the current President of the Calvert Hills Citizen's Association (CHCA). He is also running for Council. Let's say CHCA sets up a debate for the five people running for the seats. Do we need to get something that says that Rodham had nothing to do with preparing the questions or the format? Would a signoff be needed from all candidates in the District? Just the candidates participating in the debates?

The eight items above are far from a complete list of areas to be considered. The committee, with its diverse membership, will certainly be much more thorough in its recommendations.

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Homestead Tax Credit



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Leo Thomas
Deputy Director of Finance

Meeting Date: September 6, 2016

Presented By: Leo Thomas
Deputy Director of Finance

Proposed Consent Agenda: No

Originating Department: Finance

Issue Before Council: Discussion of FY 2018 Homestead Tax Credit Rate

Strategic Plan Goal: Goal 6: Excellent Services

Background/Justification:

Council has requested a review of the City's Homestead Tax Credit Rate for FY 2018. For many years in the past, the Council had reviewed the City's Homestead Tax Credit Rate, but has not done so since September 2012. The City's Homestead Tax Credit Rate has been 4% since FY 2009. The Homestead Tax Credit is a percentage rate limiting the increase in real property assessment from one fiscal year to the next, applicable only for owner-occupied properties. The State, County and City may have different rates.

Former Council Member Bob Catlin has been invited to this presentation to share his knowledge regarding the City's Homestead Tax Credit Rate.

Fiscal Impact:

To be determined

Council Options:

- #1: Council can propose changing the City's Homestead Tax Credit Rate for FY 2018.
- #2: Council can keep the City's Homestead Tax Credit Rate at the current rate of 4%.

Staff Recommendation:

Staff will take direction from the Council

Recommended Motion:

None

Attachments:

- 1. Background information for City Homestead Tax Credit review provided by Bob Catlin.
- 2. County and Municipal Homestead Credit Percentages effective July 1, 2016 provided by Maryland State Department of Assessments and Taxation.

Background Information for a City Homestead Tax Credit Review for FY2017

Since the State began the Homestead Tax Credit program in the 1980s, Maryland governments have been permitted to set Homestead tax credit levels at rates from 0 to 10 percent and adjust them annually. Most jurisdictions rarely, if ever, change their rate. Prince George's County is required, by TRIM, to review its rate annually, and to adjust it to best approximate the change in the consumer price index, with a cap of 5 percent, not 10 percent. Some of the smaller municipalities follow the County's lead and automatically adopt the same cap for themselves. Most municipalities in the County have always left their caps at the maximum level permitted, 10 percent. Exceptions are Bowie, which switched from following the County's rate last decade, to setting a rate of 5 percent and the Village of Upper Marlboro, which established a rate of 0 percent in the 1990s. College Park had always had its cap at 10 percent, until when in 2004, it changed its rate for 2005 (FY2006) to 1 percent. The action was taken after City residents experienced about a 30 percent increase in assessments in January 2004. The first one-third increase of about 10 percent did take effect for FY2005 City property taxes. But over the three-year cycle the increase was about 12 percent, or about 4 percent a year. The rate was left at 1 percent for an additional year until in 2007, the rate was increased to 4 percent for 2008 (FY2009). It has remained at 4 percent since that time.

Another City Program, the Homeowner's Tax Credit, compliments the City's Homestead Tax credit. The State operates the program to give property tax relief to lower income property owners who live in a property they own. In about 2010 the State began allowing municipalities to provide relief from municipal property taxes through this program. At the time only a few cities took advantage of the program. The cities of Greenbelt, Hyattsville and Rockville, come to mind. College Park piggybacked onto the program to allow an additional 15 percent credit to whatever credit amount the State calculated was proper. In the first few years, about 200 property owners received reduced City property bills through the program. The cost to the City was about \$40,000 a year, so the average tax savings was about \$200 per property. In the last few years, reflecting the drop in property assessments, the program's cost to the City has been just above \$30,000 a year.

**COUNTY AND MUNICIPAL HOMESTEAD CREDIT PERCENTAGES
EFFECTIVE JULY 1, 2016**

SUBDIVISION	PERCENTAGE LIMIT	DATE OF ACTION	RECEIVED BY DEPARTMENT
Allegany	104	8/20/2015	10/27/2008
Cumberland	104	8/20/2015	11/10/2008
Frostburg	106	9/18/2008	11/10/2008
Anne Arundel	102	10/25/2002	11/1/2002
Annapolis	110	12/10/1990	12/20/1990
Baltimore City	104	12/15/1992	12/23/1992
Baltimore	104	9/7/1993	9/13/1993
Calvert	110	10/19/1993	10/28/1993
Chesapeake Beach	110	12/20/1990	12/31/1990
Caroline	105	10/3/2006	10/6/2006
Denton	105	11/13/2006	12/5/2006
Federalsburg	110	11/6/2006	11/9/2006
Goldsboro	110	8/9/1993	8/12/1993
Greensboro	110	12/6/1990	12/10/1990
Marydel	110	12/4/1990	12/11/1990
Preston	110	12/5/1990	12/7/1990
Ridgely	105	9/13/1993	10/6/1993
Carroll	105	8/5/2010	8/13/2010
Hampstead	107	10/26/2004	11/10/2004
Mt. Airy	100	10/7/2013	10/6/2014
Sykesville	110	12/10/1990	1/7/1991
Taneytown	110	12/10/1990	6/10/1991
Westminster	107	11/14/2005	11/15/2005
Cecil	104	9/2/2014	11/1/2005
Cecilton	104	9/2/2014	11/23/2005
Charlestown	108	11/14/2006	11/16/2006
Chesapeake City	108	11/14/2005	11/23/2005
Elkton	108	11/19/2008	11/21/2008
North East	108	11/7/2005	11/23/2005
Perryville	110	5/7/2013	5/10/2013
Port Deposit	110	11/1/2005	11/18/2005
Charles	107	9/26/2006	11/1/2006
Indian Head	110	1/4/1993	1/20/1993
La Plata	107	11/24/2009	11/25/2009
Dorchester	105	9/27/2005	10/31/2005
Hurlock	110	12/17/1990	1/30/1991
Frederick	105	6/23/2005	7/5/2005
Brunswick	105	10/11/2005	2/19/2008
Frederick City	105	11/24/2004	11/24/2004
Mt. Airy	100	10/7/2013	10/6/2014
Walkersville	110	10/14/1992	10/19/1992
Garrett	105	10/31/2000	11/2/2000
Grantsville	110	12/17/1990	12/27/1990
Loch Lynn Heights	110	12/20/1990	1/10/1991
Harford	105	9/14/2009	7/22/2009
Aberdeen	110	12/10/1990	12/20/1990
Bel Air	110	12/17/1990	1/4/1991
Havre de Grace	105	11/4/2009	11/4/2009

Howard	105	12/8/1992	12/24/1992
Kent	105	11/2/1993	11/5/1993
Betterton	110	11/13/1990	12/10/1990
Chestertown	105	11/6/2006	11/13/2006
Galena	110	12/3/1990	12/17/1990
Millington	110	12/11/1990	1/3/1991
Rock Hall	110	12/6/1990	1/2/1991
Montgomery	110	12/1/1992	12/10/1992
Kensington	105	11/7/2005	11/10/2005
Rockville	110	11/26/1990	12/3/1990
Somerset	110	12/3/1990	12/17/1990
Takoma Park	110	10/22/1990	10/26/1990
Town of Chevy Chase	110	12/12/1990	12/17/1990
Prince George's	100	11/16/2015	10/20/2014
Berwyn Heights	110	11/15/1990	11/21/1990
Bladensburg	110	1/11/1993	1/12/1993
Bowie	105	6/7/2004	10/21/2004
Cheverly	110	1/28/1993	2/12/1993
College Park	104	10/9/2007	10/23/2009
Colmar Manor	105	1/6/1993	1/13/1993
Cottage City	110	9/8/1993	11/23/1993
District Heights	110	1/12/1993	1/21/1993
Forest Heights	108	10/17/2012	10/23/2012
Greenbelt	110	9/29/2003	11/21/2003
Hyattsville	110	1/19/1993	1/25/1993
Laurel	110	11/25/1991	12/9/1991
Morningside	110	12/10/1992	1/7/1993
Mount Rainier	110	11/15/1994	11/17/1994
New Carrollton	110	1/20/1993	1/25/1993
North Brentwood	110	12/17/1990	1/29/1991
Riverdale Park	110	12/7/1992	12/14/1992
University Park	110	1/21/1991	1/4/1993
Upper Marlboro	100	11/9/1993	11/17/1993
Queen Anne's	105	11/2/2012	11/10/2014
Centreville	110	12/20/1990	1/3/1991
Millington	110	12/11/1990	1/3/1991
St. Mary's	105	11/10/1998	11/16/1998
Leonardtown	110	11/8/1993	11/10/1993
Somerset	110	10/7/1992	10/9/1992
Talbot	100	10/13/1998	10/19/1998
Easton	110	1/4/1993	1/22/1993
Oxford	105	12/8/1992	12/21/1992
Washington	105	4/4/2006	4/5/2006
Hagerstown	105	10/24/2006	11/22/2006
Smithsburg	105	9/5/2006	9/15/2006
Wicomico	105	6/7/2011	11/15/2011
Fruitland	110	11/9/2011	11/17/2011
Salisbury	100	7/26/1993	8/2/1993
Worcester	103	11/15/2005	11/15/2005
Berlin	105	10/11/2005	10/17/2005
Ocean Ctiy	100	11/17/2014	11/18/2014
Pocomoke City	110	11/3/2003	11/12/2003

Note: Municipalities not listed receive county caps.

Bold indicates change or verification of percentage

SDAT: 12/24/2015

4

City-UMD Sustainability Project



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Steve Beavers
Community Development Coordinator

Meeting Date: September 6, 2016

Presented By: Andrew Fellows, Former Mayor
Janis Oppelt, CBE Chair

Proposed Consent Agenda: No

Originating Department: Planning, Community and Economic Development

Issue Before Council: Discussion of CBE-University of Maryland Sustainability Research Projects

Strategic Plan Goal: Goal 2: Environmental Sustainability

Background/Justification:

In the spring of 2016, the Environmental Finance Center (EFC) approached the City to offer assistance with sustainability initiatives. The University of Maryland has numerous academic departments with a wealth of research in environmental best practices. Their assistance would benefit the City and expand the capacity of staff to meet sustainability goals in the Strategic Plan. During the fiscal year 2017 budget process, the City Council allocated \$20,000 to the University for sustainability research purposes.

In July, EFC staff met with the Committee for a Better Environment (CBE) to help brainstorm potential areas of technical assistance. The CBE discussed a wide range of projects and decided to focus on three top categories of interest. As detailed in Attachment 1, the CBE has indicated 3 broad areas: Stormwater Management, Zero Waste, and Energy Efficiency/Carbon Footprint. The activities all relate to action items in the City's Sustainability Plan. The Council has previously indicated support for these areas through the adoption of the Sustainability Plan in October, 2015.

After input from the City Council, University staff will seek out academic departments on campus involved in the selected areas and attempt to match University strengths with useful research projects for the City. It is expected that the University will propose their ideas near the end of September, potentially in time for discussion at the CBE's September meeting. The specific recommended list could then be provided to the Council by early fall. Eventual deliverables (studies, reports, plans, etc) are expected to arrive by June, 2017.

Fiscal Impact:

Funding of \$20,000 has been allocated in the FY 2017 Budget by the Mayor and Council. Staff time needed will vary depending on the scope of the projects.

Council Options:

1. Accept the CBE recommendations as attached.
2. Provide alternative CBE-University projects.
3. Defer feedback at this time.

Staff Recommendation:

#1

Recommended Motion:

N/A

Attachments:

1. CBE Recommendations Dated July 29, 2016



July 29, 2016

Mayor Patrick Wojahn and College Park City Council
City Hall
4500 Knox Rd
College Park, MD 20740

RE: CBE Priorities for EFC's Contribution to College Park's Environmental Projects

Dear Mayor Wojahn and Council Members,

At its July 25, 2016, meeting, members of the City of College Park's Committee for a Better Environment (CBE) met with Andrew Fellows from the Environmental Finance Center (EFC). The Committee discussed project ideas that selected University departments and students could conduct that would contribute to the City's environmental sustainability and resilience.

In addition to CBE's priorities for EFC projects listed below, members want to emphasize the following criteria to ensure that the EFC's work will be relevant and meaningful:

- **Overall environmental impact:** Which project would have the highest impact for the money spent (highest return on investment)?
- **Benefits to residents:** How much benefit will the project bring to residents? For example, will it bring direct benefits residents can see in their own lives (e.g., reduced energy use/lower electric bills) or in the community (e.g., less flooding, less litter)? This could encourage residents to see themselves as part of the solution, rather than them seeing the project as something that is imposed on them.
- **Complement other projects currently underway:** Does the project build on or complement another successful effort underway?
- **Affordability:** Is the project affordable for the City after the EFC's assistance ends?

CBE Recommendations for Top Priorities for EFC

1. **STORMWATER MANAGEMENT:** On a *city-wide* basis, assess, identify and prioritize problem areas and develop an action plan for resolution. (**Note:** In 2015, EFC staff gathered information about problem areas in the City and submitted a report of the results to the City. The EFC has offered to present their findings to the Council and discuss potential follow-up actions.)

A frequent option chosen to reduce stormwater is the installation of rain gardens on public and private land. CBE emphasizes that if this is an option chosen, the action plan should include not only installation but also future maintenance. Rain gardens that are already in

place may need to be improved upon as well. Installation of rain barrels, check logs and bioswales are other common solutions to slowing runoff.

Other related projects would also benefit local food production, such as increasing the number of community gardens and expanding the permaculture garden on the Trolley Trail (including establishing a volunteer team to maintain it).

2. **ZERO WASTE:** Two primary projects have been considered this year: the litter-prevention program and a usage-based payment system for trash collection (generally called the Pay-as-You-Throw [PAYT] program or, alternately, the SMART program [for Save Money and Reduce Trash]). At the present time, a sub-committee of CBE members and City staff are working on researching and developing a SMART program for the College Park community.

CBE recommends that the EFC use the expertise of the University's communications and marketing departments to develop and implement a public relations (PR) campaign to educate and motivate change in both residents and the University community on the environmental and financial savings of reducing solid waste. For residents, this includes increased recycling and re-use as well as backyard composting (setup and maintenance).

There are several possible zero-waste projects, such as establishing a recycling co-op for businesses along Route 1 and exploring systems that separate recycling of paper, cans and bottles. (There is growing concern that the single-stream program is not as successful as hoped.)

3. **ENERGY EFFICIENCY / CARBON FOOTPRINT:** This is a broad topic that includes several possible avenues for change. For example:
 - Investigate the steps that need to be taken to convert all street lights in the City to LED and the funding needed for such a change (including the acquisition of PEPCO street lighting). The City currently pays a substantial flat-rate charge for all the energy and maintenance of PEPCO-owned streetlights in the City.
 - Evaluate the costs and benefits of a green fleet purchasing policy that considers efficiency and lifetime vehicle costs. Adopting a green fleet policy makes the City eligible for funding from the Maryland Energy Administration for green fleet purchases. A confident decision to replace existing fleet vehicles with green alternatives is possible with a detailed study of actual vehicle usage and suitability to work requirements.

Sincerely,

Janis Oppelt

Janis Oppelt, CBE Chair

5

Old Parish House:

- Repair Project
- 200th anniversary



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Miriam Bader
Senior Planner

Meeting Date: September 6, 2016

Presented By: Miriam Bader and
Thomas Taltavull, Architect

Proposed Consent Agenda: N/A

Originating Department: Planning, Community and Economic Development

Issue Before Council: Review of Historic Structures Report and Proposed Scope of Work for Old Parish House Improvements

Strategic Plan Goal: Goal 4: Quality Infrastructure

Background/Justification:

A historic structures report was prepared to evaluate the existing conditions of the Old Parish House and prioritize how best to use renovation funds. A Request for Proposals was sent out to five qualified firms recommended by the Prince George's County Historic Preservation Commission. Two responses were received and after evaluating both firms, Thomas Taltavull, Architect was chosen to do the report. The report was completed in July and is attached for your review (Attachment 2).

The report is divided into two sections. Part 1 describes the developmental history, including the historical background, the development and use of the property, the physical description of the house and property and a condition assessment. Part 2 discusses treatment and work recommendations.

During the assessment, the consulting structural engineer determined that the roof and ceiling framing in the main hall was not safe and that this portion of the building should not be occupied. The Old Parish House was subsequently closed. A roof framing repair plan was submitted to the City so that this work could be sent out to bid (Attachment 3). In addition, a work recommendation table was prepared in order to summarize and prioritize work needed (Attachment 1). The table prioritizes the repairs into four categories: Critical, Serious, Red Flag, and Routine. Staff is recommending a number of repairs be addressed at this time in order to re-open the building as soon as possible, while other items can be addressed later as funds become available.

As the ceiling needs to be removed to repair the roof framing, it will also need to be restored or replaced. The existing ceiling consists of white 12" by 12" acoustic ceiling tiles glued to wood paneling. Options for replacement include:

1. Salvage and reinstall existing wood ceiling to be more historically correct.
2. Salvage and reinstall existing ceiling with acoustical ceiling tiles.
3. Install a new ceiling with acoustical benefits.

Another critical repair is the floor framing below the sitting room. At the opening between the crawl space under the kitchen and the basement area under the sitting room, two joists have been undermined. These joists are not properly supported and will require repair or replacement.

Repairs categorized as serious include removing and replacing the crawl space insulation and the main hall ceiling insulation. Since it is recommended that repairs be done to the roof and floor, it would be a good opportunity to address the insulation needs also.

A final repair listed as serious is repairing and re-pointing the brick masonry walls. However, since the estimated cost is \$75-\$100,000 and the work will be quite extensive and time consuming, Staff is not recommending this be addressed at this time.

Installation of a sprinkler system has also been evaluated but is not required by code unless occupancy exceeds the 100-person maximum occupancy load for the Old Parish House. Due to the high cost of the sprinkler system, installation of a hard-wired smoke detection system is recommended instead (Attachment 4). A celebration is being planned for the 200th Anniversary of the Old Parish House from April 21-23, 2017. This

date should be kept in mind when determining the Scope of Work so that all work will be completed in time for the celebration.

Fiscal Impact:

Funding is available in the FY 2017 Capital Improvement Budget. There is \$53,000 remaining in the Old Parish House CIP Account 155001 and \$298,250 in the Facilities Capital Emergency Repairs CIP Account number 991013.

The cost estimate for the critical work items (roof, ceiling, and floor repair) is \$72,000. The cost estimate for the serious work items (removing and replacing insulation) is estimated at \$18,000. The total cost estimate of the critical and serious work items, not including the masonry wall repair, is \$90,000.

Council Options:

1. Obtain construction bids for the critical and serious work items listed (excluding the masonry wall repairs) and new smoke detector system.
2. Obtain bids for critical work only
3. Perform other work as desired.

Staff Recommendation:

#1

Recommended Motion:

N/A

Attachments:

1. Old Parish House Work Recommendations Table, August 16, 2016.
2. Old Parish House Historic Structures Report, July 4, 2016.
3. Roof Framing Repair Plan
4. Quote for hard-wire heat/smoke detection system

Old Parish House City of College Park

Work Recommendations

August 16, 2016

Work Description	Work Detail	Priority	Estimate Cost	Notes
Structural Framing	Reinforce Roof and Ceiling Framing Main Hall	Critical	50K	See Engineering Report and Drawings
Ceiling Finish	Restore or Replace Acoustic Tile with Wood	Critical	20K	Main Hall Ceiling
Structural Framing	Repair Floor Framing below Sitting Room	Critical	2K	
Masonry	Repair/ Repoint Brick Masonry Walls	Serious	75 -100K	See HSR for more detailed work description
Insulation	Remove and Replace Crawl Space Insulation	Serious	8-10K	Crawl spaces
Insulation	Remove and Replace Main Hall Ceiling Insulation	Serious	6-8K	Main Hall Ceiling
Stone Planters	Remove planters	Red Flag	2-4K	See HSR for more detailed work description
Flooring	Remove or Cover Asbestos Tile	Red Flag	5K	Replace or Cover Tile with wood laminate floor
Exterior Wood Trim	Repair and Repaint Exterior Wood Trim	Routine	20K	
Windows	Restore Windows	Routine	40K	See HSR for more detailed work description
Exterior Doors	Repair and Repaint Exterior Wood Doors	Routine	4K	
Roofing	Replace Roofing, Gutters and Downspouts	Routine	15 - 20K	Consider roofing material change.
Exterior ADA Ramp	Clean Ramp and Repair Handrail	Routine	2K	
Mechanical	Add Air Conditioning System	Routine	20-30K	Floor mounted Self Contained Units
Electrical	Inspect Existing System by Electrician	Routine	3-5K	Remove NM Wiring

Cost estimates presented in this chart should be considered as an opinion of costs for repair and replacement. They are based on our field

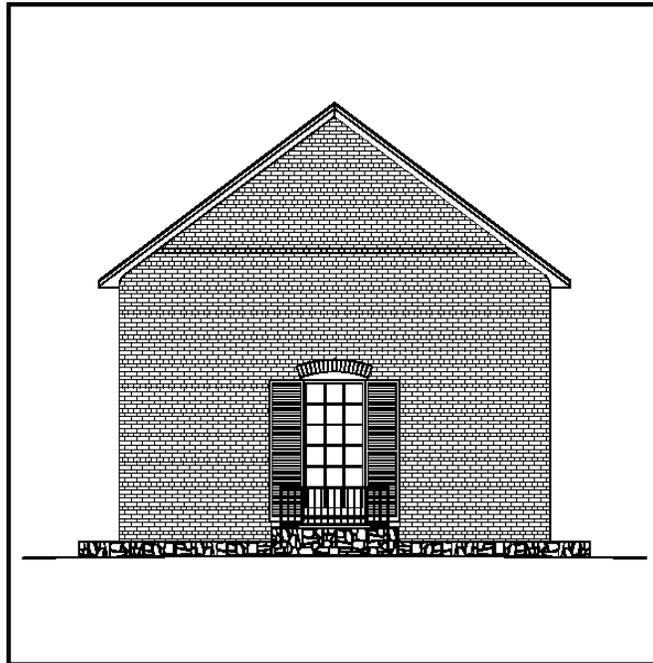
observations, published information and our experience. The opinions of cost are intended to be used as an aid in making economic comparisons and budget projections

and are not a bid to complete the work. Actual costs may vary due to seasonal constraints, number of bidders and available work force

CITY OF COLLEGE PARK

OLD PARISH HOUSE

July 4, 2016



HISTORIC STRUCTURES REPORT

OLD PARISH HOUSE

CITY OF COLLEGE PARK



THOMAS J. TALTAVULL, ARCHITECT
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THOMAS J. TALTAVULL AND CITY OF COLLEGE PARK

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INTRODUCTION

STUDY SUMMARY

The purpose of this historic structures report is a continuation of the stewardship and commitment of the City of College Park to the preservation of The Old Parish House and the Old Town College Park Historic District. The historic structures report will be a primary planning document for decision making about the preservation, rehabilitation and use of the building. It will provide a summary of information about its history, existing conditions and recommendations for work. The City of College Park, local and state preservationists will have a readily accessible document for working on the building. The methodology used in preparing this historic structures report is based on guidelines set by the National Park Service Preservation Brief 43 which includes the developmental history and treatment and work recommendations.

The original use of the building now called “The Old Parish House” located at 4711 Knox Road, College Park, Maryland is uncertain. What is certain is that the building is one of the oldest located in College Park. Previous research has indicated that the building was part of the Calvert Estate at Riversdale and used as an outbuilding, perhaps a dairy or tobacco barn. A historical sign located on the property puts the date of the construction of the building at 1817. The original building is the rectangular 26 foot wide by 50 foot long section. What is curious today is that visible signs in the building present more questions than answers. Why was a utilitarian barn constructed of handmade brick, with segmental arched openings for window and doors? If constructed in 1817, why do the rafters and collar ties exhibit clear signs of circular saw marks? Circular sawn lumber didn’t occur until the middle 19th century. Are these the original rafters? If the building was a barn, was the original floor wood or dirt? The current floor is a structural concrete slab with a crawl space underneath.

These questions are the important feature of this report as they are the beginning of the discovery of why, when and how this building was built. Further historical research, such as dendrochronology, mortar analysis, paint analysis, archeological investigations and destructive probes in predetermined areas could reveal clues to unanswered questions.

The periods of significance for the building are the early to middle nineteenth century when the original building, probably was a farm utilitarian brick structure for the Calvert estate period, then a church and parish house period dating from late 19th to early 20th centuries, next a Woman's club period from the 1930's to the 1998, and finally, the City of College Park Period, from 1998 to the present where the building is currently used as a community building.

PROJECT DATA

The Old Parish House is now owned by the City of College Park and is located at 4711 Knox Road. It is designated historic site number 09, located in planning area 66, in the Old Town College Park Historic District 042. Various documents have established the date of construction at circa 1817. Known today as the Old Parish House, a single building stands as a representative of the property's original use as part of the Stier-Calvert family plantation known as Riversdale. This one story structure, based on historical and physical evidence, appears to have been constructed in the early to middle part of the nineteenth century (circa 1817) as a farm outbuilding (possibly a barn). It was subsequently renovated probably several times between 1870's and 1930's to serve the community of College Park as a church. The last major renovation was done by the Woman's Club of College Park after they took ownership in 1957. It was purchased by the City of College Park in 1998 and is now used for community meetings and social events.



Old Parish House CITY OF COLLEGE PARK



Photos courtesy College Park Woman's Club

This photo shows the building's interior during the time that it served as St. Andrew's Church. The altar is decked with fresh evergreens for Christmas.



Built in 1817, the Old Parish House originally served the Calvert Mansion as a dairy barn and is one of only two surviving outbuildings from the Riversdale Estate. It is one-story high with a gable roof, segmentally arched windows and side walls supported by brick buttresses. From 1894 to 1930, the building housed the congregation of St. Andrew's Episcopal Church and once a new church was constructed, became its parish house. After 1957, the building was the headquarters of the College Park Woman's Club until the City of College Park became owner in 1998. It is now used as a public meeting place and rented for special events.



ATHA
ANACOSTIA TRAILS
HERITAGE AREA

Historical Plaque located at site along Knox Road

PART 1 DEVELOPMENTAL HISTORY

HISTORICAL BACKGROUND AND CONTEXT

Establishing the chronological order of development for the Old Parish House is a key to conveying its historical narrative. The original portion of the building stands as a twenty six foot wide and fifty foot long rectangular brick masonry structure. The structure is elongated in the long dimension on an east to west axis. The building is historically attributed to the Calvert estate at Riversdale, with a date of construction ca. 1817. In a letter to her father, Rosalie Stier Calvert (1778 – 1821) wrote on May 12, 1817 that her husband George Calvert was building a brick barn, on their plantation Buck Lodge, land adjacent to Riversdale.¹ If accurate the building was most likely commissioned by George Calvert (1768 – 1838).

If, after further research, the date of construction is established to the middle of the nineteenth century, the building's commission could be attributed to George Calvert's son, Charles Benedict Calvert (1808 –1864).

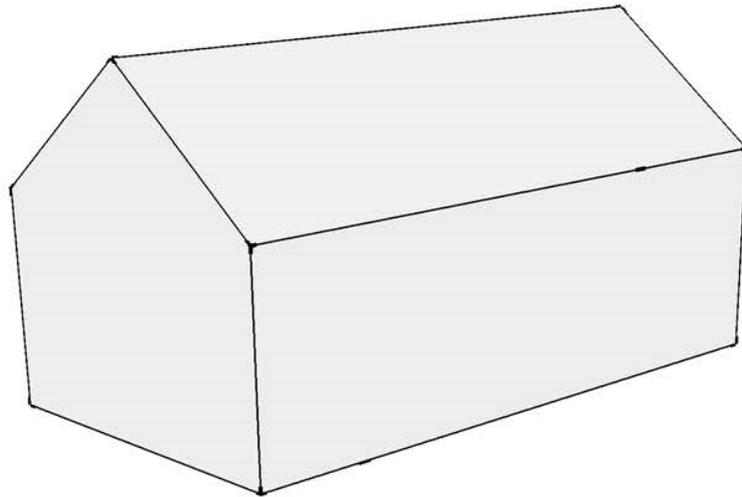
Upon Charles Calvert's death, the land upon which the Old Parish House sits was inherited by his daughter, Ella Calvert Campbell (1840 – 1902). Eugene Stier Calvert (1846–1894), Ella Campbell's younger brother, attempted to subdivide and develop on a portion on this property in 1872 called the community of College Lawn. The brick structure was already designated a church on this plan.² In 1889, Ella C. Campbell deeded 129 acres of her inheritance to real estate developers John O. Johnson and Samuel W. Curriden who platted and developed the subdivision College Park. In 1897, Johnson deeded the brick building to the Bishop of the Protestant Episcopal Church and it became a mission chapel of St. John's Church in Beltsville. The subsequent late 19th century change of use from a farm utility structure to a chapel, a one room brick addition to the north elevation and a chancel addition to the west elevation have clouded the original door and window locations, interior finishes, roof framing and roofing material. The building was used after 1930 as the Parish Hall of St. Andrew's Episcopal Church, located on College Avenue. A wood frame shed roof one-story addition and brick masonry wall buttresses were added by the church prior to the sale of the building to the Progress Club, later known as the College Park Woman's Club in 1957.

The Progress Club completed a number of renovations that changed the character of the building. Significantly, the group removed the wood floor in the original building and installed a structural concrete slab floor creating a crawl space underneath. They removed the doors in the east gable end and installed a window and an entry door on the north wall with a covered porch. The stained glass windows associated with the church were removed and replaced with 6/6 wood sash double hung windows. The salvage wrought iron fence that encircles the lot was installed in the early 1960's, a number of bricks were replaced and the entire building was painted in 1974. The club changed its name to the College Park Woman's Club in 1964.

The building was acquired by the City of College Park in 1998. The City has completed several renovations including adding an exterior ramp and accessible bathroom, stone walkways, painting the exterior, replacing the boiler and hot water heater, insulating the crawl space, new lighting and plumbing upgrades. An asphalt shingle roof, gutters and downspouts were installed just prior to the City taking ownership.

CHRONOLOGY OF DEVELOPMENT AND USE

The first period of development ca. 1817 mostly likely saw the building used as a plantation outbuilding. The precise use is undetermined, but possible uses could have been a tobacco warehouse, stable or cattle barn. Many details of the original construction with the exception of the brick walls have been obscured over the course of two hundred years of modifications to the building. The building may not have had window openings on the north and south facades. The current opening on the east elevation is a window and was at one period a door. The east and west elevations may not have had an opening at all in its original design as a barn. Further study could determine and confirm the original design.

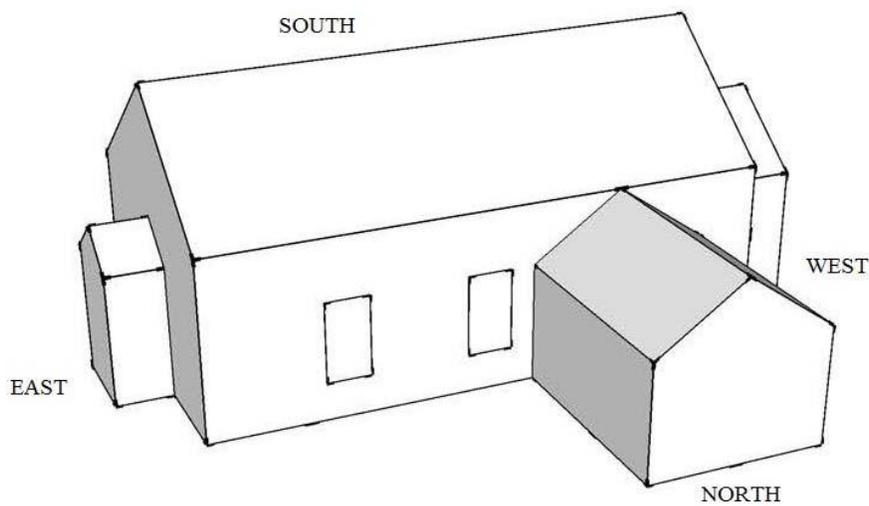


CALVERT ESTATE PERIOD ca. 1817

Plantation Outbuilding

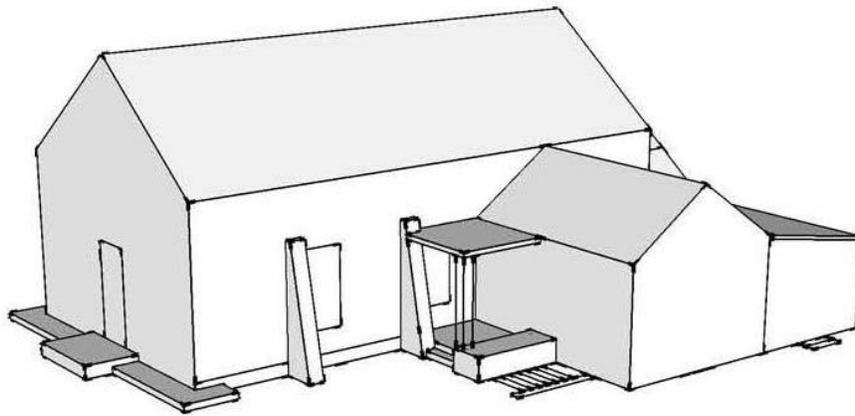
This illustration indicates the form of the original building without speculation of any window and door locations during the Calvert estate period.

The second period of significance saw the use of the building dramatically altered from plantation outbuilding to a chapel. It was during this period, a vestibule frame addition with entry doors and wooden steps appeared on the east elevation, three stained glass windows were located on the south and north elevations. Prior to 1912, a brick chancel addition was added to the west elevation and a brick kitchen addition to the north elevation. See the Church period illustration below.



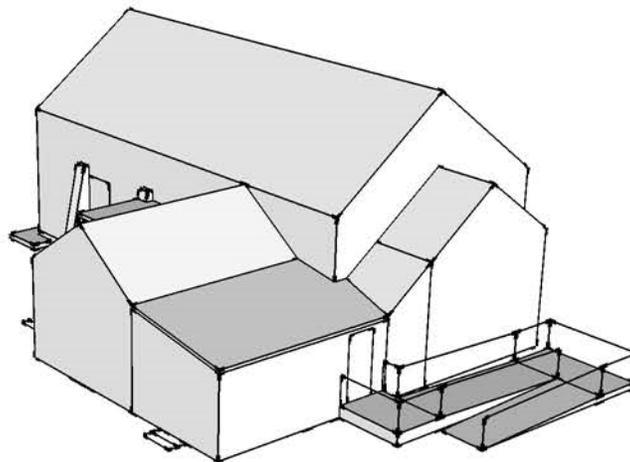
CHURCH PERIOD ca. 1897 - 1930

The use of the building changed again in the 1930's to a parish hall. The major changes to the building during this period added a shed roof frame addition to the north wing and masonry buttresses were added to the south and north elevations. The Progress Club, later called the College Park Woman's Club completed significant interior and exterior changes after purchasing the property in 1957. These alterations included removing the wooden floor framing and installing a structural concrete slab in the main hall, converting the entry door on the east elevation to a window with small brick and stone patio with stone planters across the east elevation. The central window on the north elevation was converted to a door and a flat roof porch with stone planter accents and steps were added.



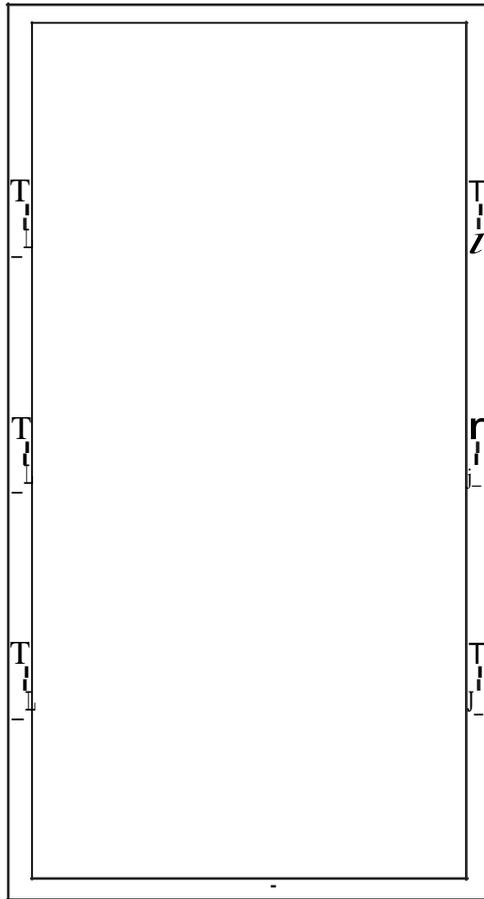
WOMAN'S CLUB PERIOD ca. 1930 to 1998

The City of College Park, made alterations to an existing restroom and added an exterior ramp and paving to improve accessibility for the disabled. See the figure below of the City of College Park Period 1998 to Present.

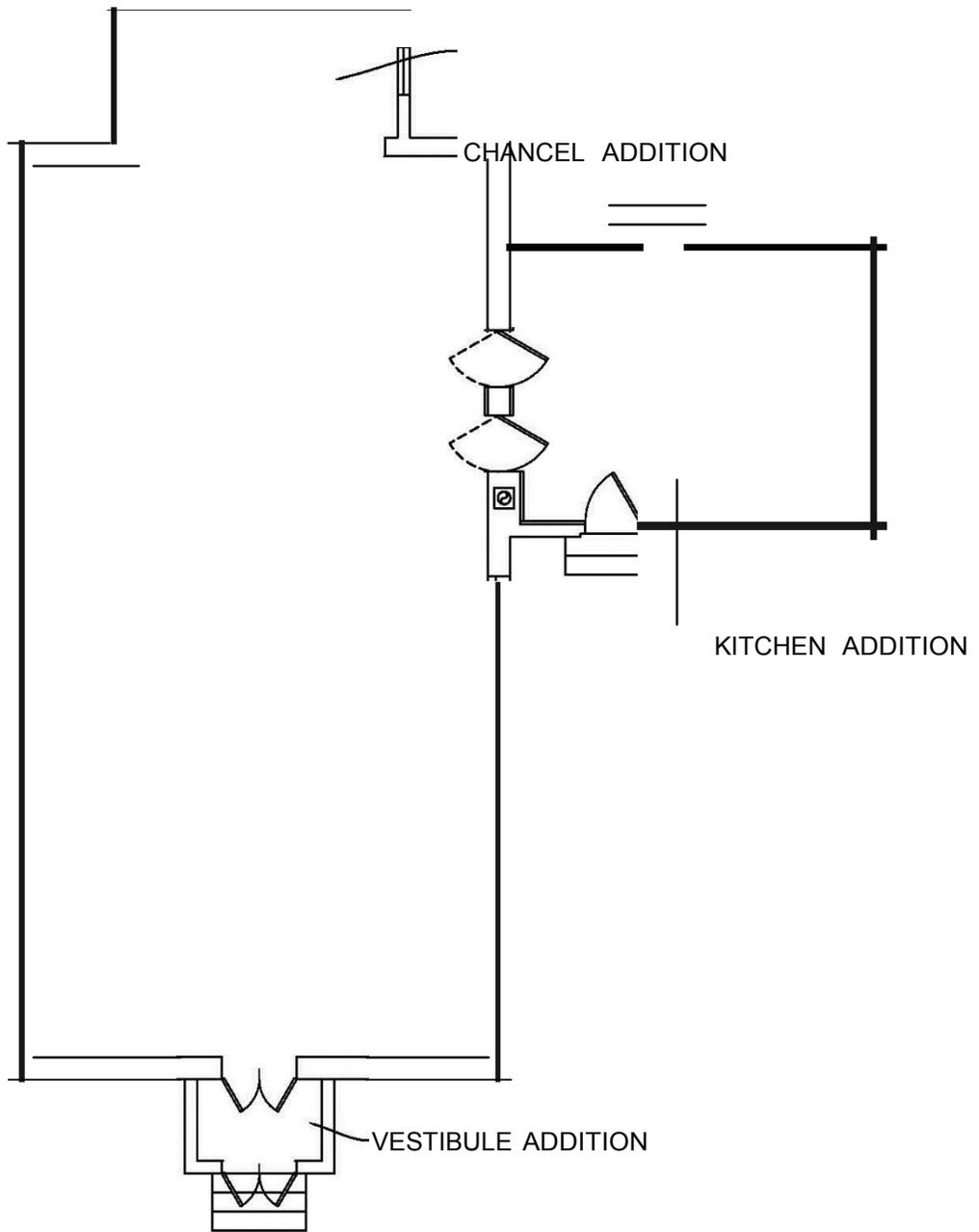


CITY OF COLLEGE PARK PERIOD ca. 1998 to PRESENT

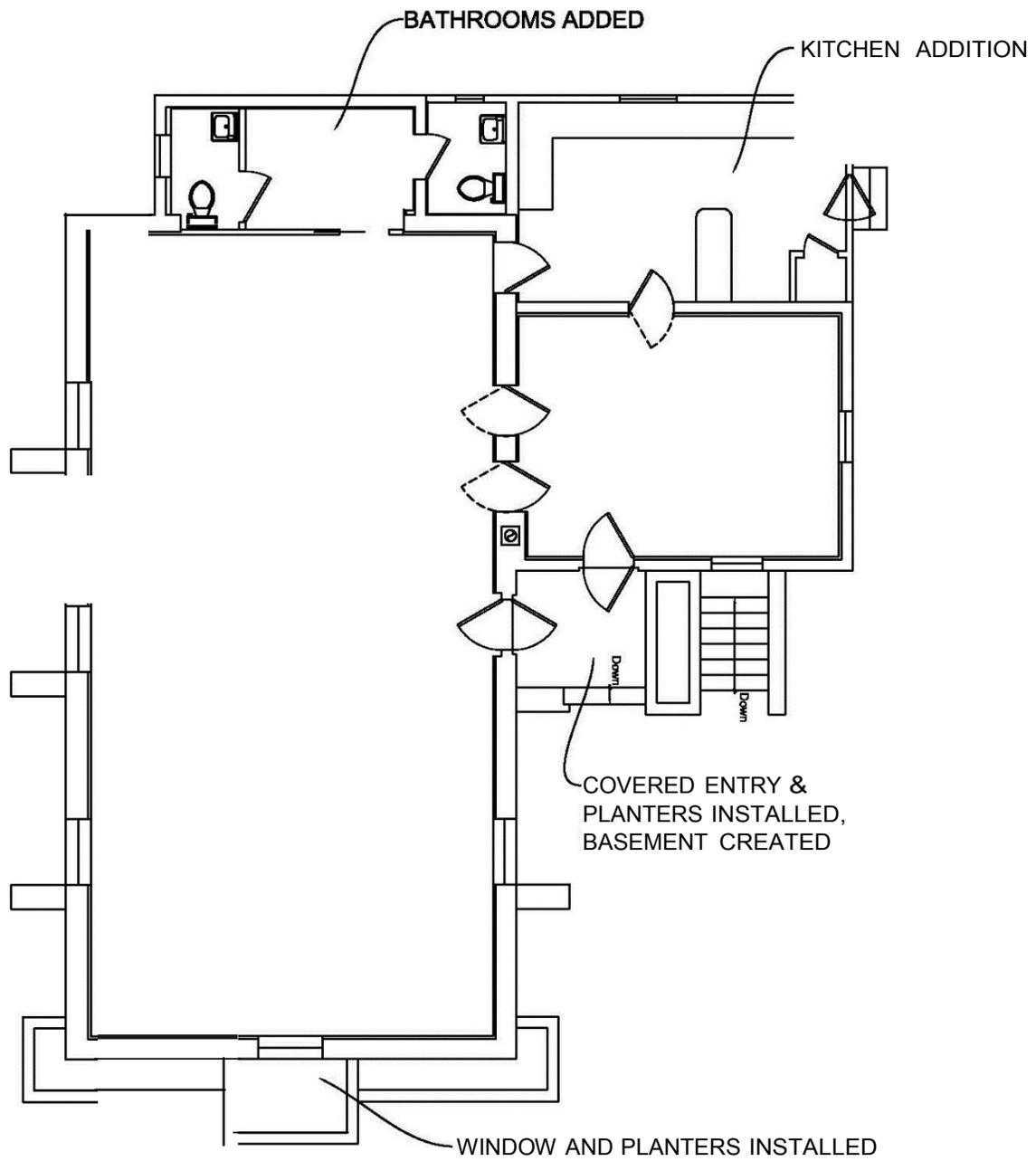
The figures below are floor plans showing the floor plan development over the four significant periods.



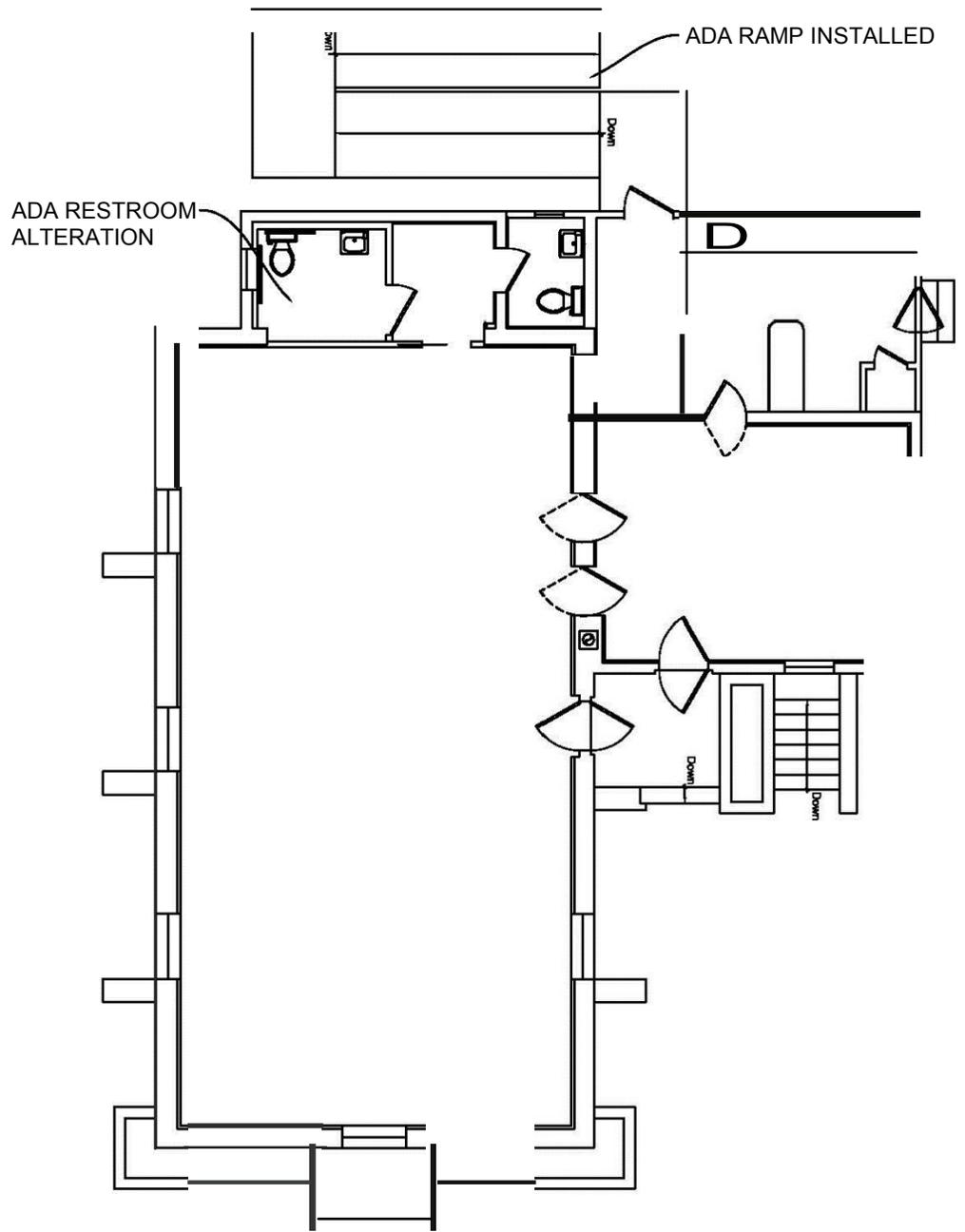
CALVERT ESTATE PERIOD- ca. 1817



CLIRCH PERIOD- 1897- 1930



WOMAN'S CLUB PERIOD- ca. 1930 -1998



CITY OF COLLEGE PARK PERIOD- ca. 1998 to PRESENT

PHYSICAL DESCRIPTION

EXTERIOR

The Old Parish House is located at the south west corner of Knox Road and Dartmouth Avenue, College Park, Maryland. The original building is a one-story gable roof rectangular structure measuring twenty-five foot wide by fifty-foot long. A low one-story gable roof north wing is located perpendicular to the original building giving the building an “L” shaped plan. The body of the main portions of the building are brick with a frame addition at the northwest corner. The gable roofs are covered with brown asphalt shingles and the shed roofs are covered with asphalt impregnated roll roofing. Ogee shaped gutters are located at most fascia boards with rectangular downspouts. A brick chimney flue, forty courses in height is located inside the northeast “L”. The site is level with a grass lawn with perimeter mature trees on the south and west sides. The site is surrounded with iron fencing and a recently installed flagstone walkways leading to the building.



East and North Elevation Views of Old Parish House – March 2016

East Elevation

The one bay east façade fronting Dartmouth Avenue consists of the original brick gable end with fieldstone planters flanking a small brick porch that has a thirty inch high wrought iron fence. The gable end contains a projecting brick header course locate 18 ½ feet above grade. The brick, painted white, is laid in common bond coursing with a header course every sixth course. A large fixed single glazed eighteen light window is centered on the façade with a brick segmental arch, flanked with full height wood shutters. Simple wood rake trim with a foot overhang, painted an earth tone green, terminates with a curve at the fascia board and boxed soffit. Set back on the north side of the main block is the east façade of the brick north wing addition. It is two bays wide, with a wood entry door, sheltered by a flat roof porch with a field stone planter. The second bay contains a two-over-two wood sash window with a segmented brick arch and wood shutters. Beneath this bay are concrete steps that lead to a wood door and partial full basement.

South Elevation

There are three six-over-six wood sash windows with segmental arches on the main block south wall. West of the second window is the remains of a segmental arch that suggests that there may once have been a central door on the south façade. A brick buttress has been constructed immediately to the east jamb of each window on the south wall. They measure 1'– 5" wide by 3'- 8" deep at the base and taper as they rise 12' to the top. The one bay wide west addition is constructed of brick similar to the north wing addition. The roof covering at the main block and the west addition is brown asphalt shingle. There is not a gutter on the west addition façade. A small wood fixed four-sash window is centered on this bay with a plywood panel located in the top sash. A brick vent is located below this window at grade. A self-contained air conditioning unit is located in the center window lower sash.



Old Parish House South and West Elevation – March 2016

West Elevation

A small brick gabled addition with no windows is located behind the original main block on the west elevation. A wood sided frame shed roof kitchen addition is located in line and to the north of this addition. An accessible wood ramp with iron railing is directly behind this elevation. The frame kitchen wing is an asymmetrical three bay design that has a sliding window located in the kitchen, a screened foundation vent is located below. Next is a six-panel entry door from the ramp and a four-over-four wood sash bathroom window. The bathroom window has brick mould trim while the sliding window and door have 1 x 4 wood flat panel trim. Two small wall-mounted light fixtures illuminate the ramp. A metal exhaust fan louver is adjacent to the kitchen window. A wood fenced trash enclosure is located at the end of this elevation. The rafters are exposed on the frame addition without a wood fascia board or soffit. A small aluminum gutter is directly attached to the ends of the rafters.



Old Parish House West Elevation. March 2016

North Elevation

The three bay north elevation fronts on Knox Road. The first bay consist of a wood double hung six over six sash window and then a center bay wood four-over-four half-light entry door, which has a concrete porch with a flat roof cover supported by a metal trellis post. To the east of the window and door again is a triangulated corbelled brick buttress. The original third bay is covered by a one bay brick gabled addition. This addition, constructed prior to 1912, projects from the main block at the northwest corner. It contains an entry room with the frame kitchen addition to the west. The one-bay gabled elevation has a two over two wood sash double hung window centered on the gable. The window is flanked with wood louver shutters. Centered under this window is a wood three light sash awning window with a segmental brick arch lintel. A similar basement window is located to the west. This window is covered with a painted plywood panel. A wood four light over stacked three panel entry door with a wood screen door is located in the frame addition bay. The door has a concrete two step entry, with a foundation vent located in the last riser. The foundation of the frame addition is

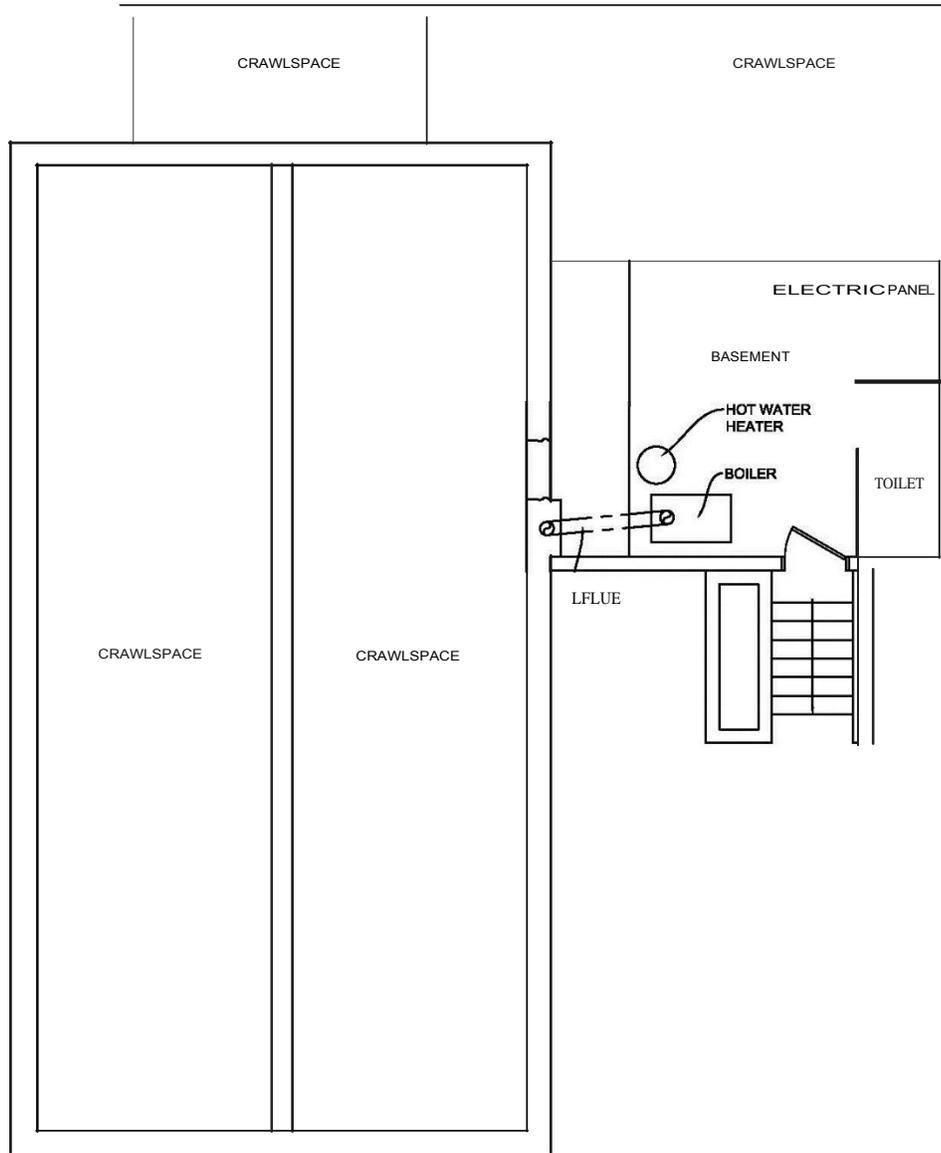
painted concrete masonry unit construction. The overhead electric service is located on this elevation with the electrical meter and service entrance.



Old Parish House North Wing Elevation. March 2016

INTERIOR

BASEMENT AND CRAWL SPACE



OLD PARISH HOUSE - BASEMENT PLAN

The below grade areas of Old Parish House are made up of crawl spaces and a full basement area. The area under the main original block area currently is a crawl space with a dirt floor. Although access was limited a concrete masonry unit wall appears to run lengthwise down the middle of the space and is supporting a structural concrete floor. The exterior foundation walls were observed as being the original brick. Batt insulation was attached to the underside of the concrete floor. Electrical wiring and radiator piping were also present. The area under the west brick addition was not accessible but was observed to have similar conditions to the main block. There was a partial full basement under the brick entry wing. Originally, this area was built as a crawl space with brick foundation walls and exposed wood floor framing. The brick walls were underpinned with a concrete foundation wall to create a partial full basement when the frame kitchen addition was constructed. A concrete slab was poured and a bathroom was roughed in at the north east corner. Batt insulation is present between the floor joists. A gas fueled boiler, hot water heater and electrical panel are located in this basement area. A single light and switch are located in the basement. A floor drain is located near the wood basement door. The ceiling height in the basement area is six feet. The area under the frame addition is a low crawl space with an uncovered dirt floor. The foundation is concrete masonry unit construction with vents located in the framing. Batt insulation is present between the floor joists. Abandoned cast iron sewer piping and new PVC sewer piping were observed under the wood floor joists.

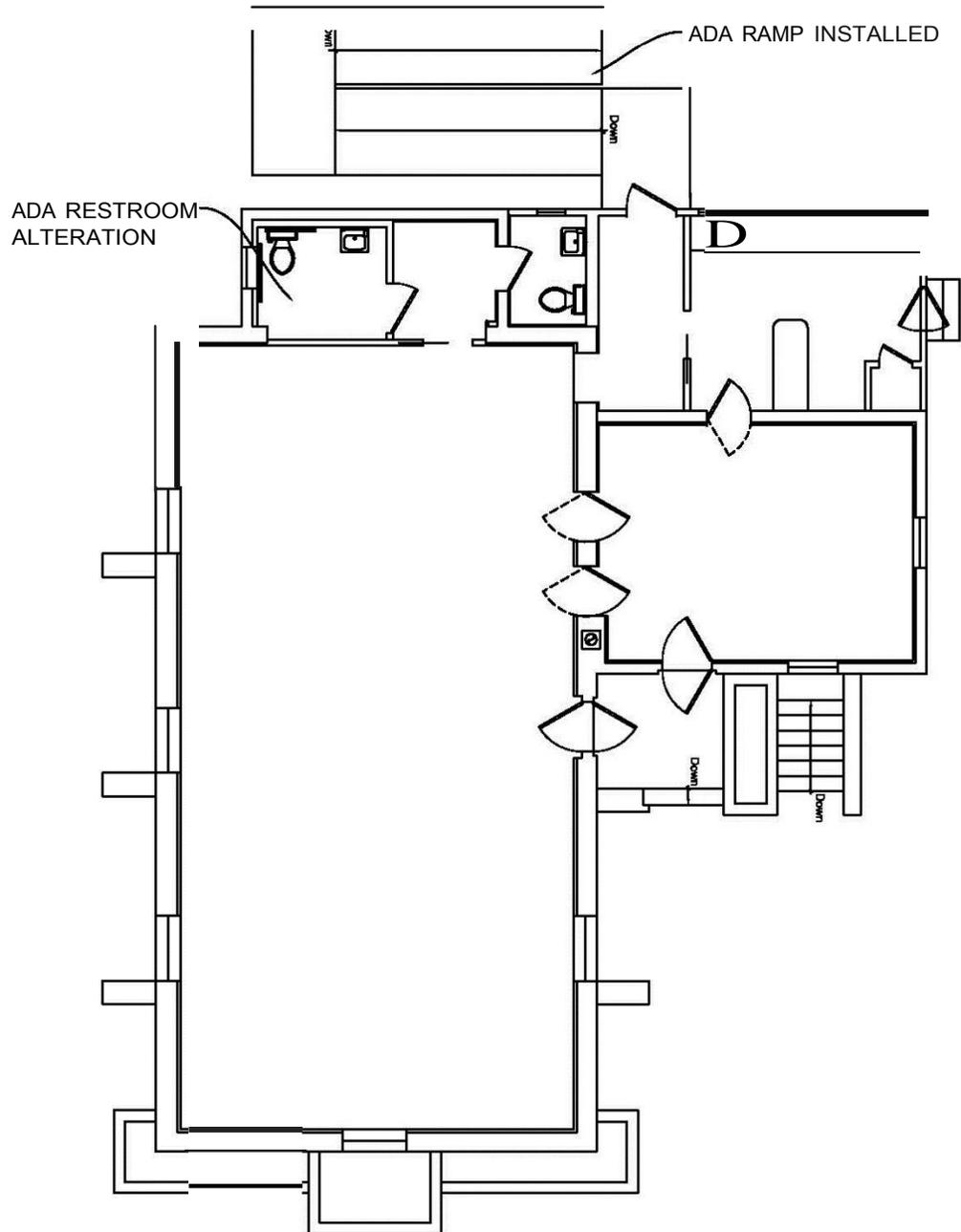


Old Parish House, Crawl Space under Main Hall. March 2016



Old Parish House, Basement Door. March 2016

FIRST FLOOR



CITY OF COLLEGE PARK PERIOD- ca. 1998 to PRESENT

The first floor of the Old Parish House has a simple plan. The original main block is currently a meeting room for various community uses. This room can be entered in three ways, directly from the north covered porch, from the entry room located in the north wing, or from the ramp and west vestibule. Windows on three sides provide natural light to the space but not ventilation as most are painted shut. A pocket door located in the west wall leads to a vestibule for the two restrooms located in the west addition. An opening in the northwest corner leads to another vestibule that provides access to an exterior door and ramp and to the kitchen addition.

The current first floor plan is the product of renovations to the original rectangular building. The first occurred sometime between 1897 and 1930 that added the west and north brick wings. The second occurred between 1930 and present with the addition of the frame wing.

ROOM 100 CLUB ROOM

- Floor: Concrete floor covered with 9" x 9" floor tile. Black and white double diamond pattern.
- Ceiling: White 12" x 12" acoustic ceiling tiles glued to wood panel ceiling.
- Walls: Wood triple beaded paneling wainscot, gypsum drywall above, wood paneling in gable at east end similar to wainscot. All walls painted white. The west wall has a triangular large pointed arch opening that was infilled with a drywall partition and circular wood rod lattice above. A circular Woman's club sign is centered on the arch.
- Baseboard: Wood 1 x 6 with ogee cap, no shoe mould, painted white.
- Cornice: Wood crown at top of wall, and wood bed mould at gables.
- Doors: The north elevation two doors that open into room 101 are solid wood stile and rail, 5 flat panel double action doors, with heavy banded casing with bull's eye corner blocks, no plinths. A third

opening to the east is a wood four-light half panel stile and rail door with a wood screen door, painted dark green. The west elevation has a pocket door located in the partition.

Windows: At the east wall a large fixed single glazed eighteen light window is centered on the wall. The sill is located just above the floor line. The window has operable wood louvered shutters on each side. The south wall has three wood single glazed six-over-six double hung windows. The windows have louvered shutters on each side. The casing is similar to the doors. A single similar window is located on the north east wall. The west wall is unfenestrated.

Mechanical: The room is heated with hot water baseboard units which are located along the north, east and south walls. A single self-contained window air conditioning unit provides cooling.

Electrical: Ceiling mounted pendant lighting with glass globe and wall switch.

ROOM 101 ENTRY ROOM

Floor: Wood Oak 2 ¼" strip flooring.

Ceiling: Wood panel ceiling, painted.

Walls: Wood single beaded paneling wainscot, gypsum drywall above. All walls painted white.

Baseboard: Wood 1 x 6 with ogee cap, oak quarter round shoe mould.

Cornice: Wood Crown at top of wall.

Doors: The south elevation two doors that open into room 100 are solid wood stile and rail, five flat panel double action doors, with heavy banded casing with bull's eye corner blocks, no plinths. A third opening on the east is a wood four light half panel stile and rail door with a wood screen door, painted dark green. The west elevation has a wood six panel double action door opening into the kitchen.

- Windows: At the east and north walls are large two-over-two single glazed wood windows with casing similar to the doors. The windows have operable half height wood louvered shutters on each side. The west wall is unfenestrated.
- Mechanical: The room is heated with two hot water radiator units which are located under the windows and the east and north walls.
- Electrical: Ceiling mounted surface mounted light fixture with glass globe and wall switch.

ROOM 102 KITCHEN

- Floor: Vinyl flooring.
- Ceiling: Slope drywall, painted.
- Walls: Gypsum drywall at the north, west and south walls. The east wall is a former exterior painted brick wall. A closet located in the north east corner has beaded wood panel walls and door.
- Baseboard: Wood 1 x 6 with ogee cap, no shoe mould.
- Cornice: Wood Crown at top of wall.
- Doors: The north elevation exterior door is a solid wood four light over stacked three panel door with a wood screen door. The door casing is the same as the doors in Entry Room 100. The west wall has no doors. The south wall has a six panel Masonite pocket door, with the similar typical wood casing.
- Windows: The only window in the room is located over the sink located on the west wall. The window is a wood awning style late 20th century window with simple colonial style wood picture frame casing.

Mechanical: The room is unheated. There is a stainless steel single bowl sink located in the base cabinetry along the west wall. A through wall exhaust fan is located over an electric range.

Electrical: Ceiling surface mounted 2 x 4 fluorescent lighting with and wall switch.

ROOM 103 VESTIBULE

Floor: Rubber anti-skid flooring.

Ceiling: Gypsum drywall, painted.

Walls: Gypsum drywall at the north, west and south walls, the east wall is a former exterior painted brick wall.

Baseboard: Wood 1 x 6 with ogee cap, no shoe mould.

Cornice: Wood crown at top of wall.

Doors: The west elevation exterior door installed in 2007 as an exit door is a six panel fiberglass door, with panic hardware and closer. The door trim is modern colonial wood casing. The north wall contains the pocket door as described earlier.

Windows: None.

Mechanical: The room is has a large hot water radiator located at the east brick wall.

Electrical: Ceiling surface mounted incandescent light with and wall switch.

ROOM 104 RESTROOM

Floor: Wood framed floor and plywood covered with 12" x 12" floor tile. Black and white double diamond pattern.

- Ceiling: Sloped gypsum drywall painted.
- Walls: Gypsum drywall, painted white.
- Baseboard: Wood 1 x 6 with ogee cap, quarter round shoe mould, painted white.
- Cornice: Wood Crown at top of wall, painted.
- Doors: The door to this room is a painted solid wood stile and rail stacked five panel door with porcelain knob hardware and similar heavy banded casing with bull's eye corner blocks, no plinths.
- Windows: At the west wall is located a small four-over-four single glazed wood double hung window. The window has a single operable wood louvered shutter on the left side. The casing is similar to the door.
- Mechanical: The room is heated with hot water baseboard unit located along the west exterior wall. A single porcelain water closet and wall hung sink are the plumbing fixtures.
- Electrical: Ceiling mounted lighting with glass globe and wall switch.

ROOM 105 VESTIBULE

- Floor: Concrete floor covered with 12" x 12" floor tile. Black and white double diamond pattern.
- Ceiling: Sloped wood panel ceiling, painted.
- Walls: Wood triple beaded paneling, painted white.
- Baseboard: Wood 1 x 6 with ogee cap, quarter round shoe mould, painted white.
- Cornice: Wood Crown at top of wall, painted.

Doors: The door to room 104 is a painted solid wood stile and rail stacked five panel door with porcelain knob hardware and similar heavy banded casing with bull's eye corner blocks, no plinths. The door to room 100 is the pocket door as described earlier. The door to the Restroom 106 is a recently installed six panel Masonite door with wood trim to match the trim of Restroom 104.

Windows: None.

Mechanical: The room is heated with hot water baseboard unit located along the west exterior wall.

Electrical: Wall mounted lighting with glass globe and wall switch.

ROOM 106 RESTROOM

Floor: Concrete floor covered with 12" x 12" floor tile. Black and white double diamond pattern.

Ceiling: Flat gypsum drywall painted.

Walls: Fiberglass reinforced panels over gypsum drywall.

Baseboard: Wood 1 x 6 with ogee cap, quarter round shoe mould, painted white.

Cornice: Wood Crown at top of wall, painted.

Doors: The door to the Restroom 106 is a recently installed six panel Masonite door with wood trim to match the trim of Restroom 104.

Windows: A small wood fixed four sash window with a plywood panel located in the top sash is located on the south wall.

Mechanical: The room is heated with hot water baseboard unit located along the south exterior wall. A single porcelain water closet and wall hung sink are the plumbing fixtures.

Electrical: Ceiling mounted lighting with glass globe and wall switch.

ATTICS

The attic area located over the main hall is accessible through a ceiling access panel located in Entry 101 and through a rough hole cut in the original masonry exterior wall. Access was very limited. Portions of the wood rafter and ceiling framing, 1 x 6 pine roof sheathing were observed. Batt insulation was installed in the ceiling framing. Portions of the original brick wall and gable end walls were observed. The brick was unpainted and in original condition. A brick gable end vent was observed at the apex of the west wall. No lighting fixtures were observed.

The attic area over Entry 101 was observed to be conventionally framed, with plank roof sheathing and recent plywood sheathing repairs. Batt insulation was located between the ceiling joists throughout.

The condition assessment of the roof and ceiling framing is described in the structural engineer field report located in Appendix C.

EVALUATION OF SIGNIFICANCE

The evaluation and identification of premiere, important, significant and non-significant features attributed to the building will determine and focus the preservation of these historic materials and retain the property's form as it has evolved over the building's two hundred plus years of history.

EXTERIOR

ROOFING

The roofing type for the original farm building is unknown, but was probably wood shake. Currently there are two types of roofing on the building, asphalt shingles and asphalt roll roofing on the shed roof addition. Neither material is significant and is a non-contributing feature to the building.

WALLS

The most significant material of the Old Parish House are the brick walls of the original main block. These handmade brick were probably purchased by the Calvert's in the spring of 1817. This brick is a premier feature.

The brick used in the west and north additions constructed prior to 1912 are an important contributing resource to the period when the building was converted from a farm utility building to a church. The brick of the wall buttresses dating from the between 1930 and 1957 is a contributing resource to this period.

The wood lap siding on the shed roof kitchen addition is original and a contributing resource to the late Church Period.

WINDOWS AND DOORS

The window and door openings currently located in the main block are not original to the building. The stain glass windows installed in the church time period were removed and the current double hung windows were installed in the late 1950's. These windows are contributing resources to the Woman's Club Period. The windows in the north entry wing are original and an important contributing feature to the Church Period and date to the turn of the 20th century. The original door to this addition was removed and replaced

in the late 1950's along with the central window in the main block. These doors are contributing features to the Woman's Club Period.

BRICK CHIMNEY

The brick chimney was constructed during the early Church Period prior to 1912 when heat was probably introduced to the building. It is a contributing resource. It is currently in use as a flue for the hot water boiler and domestic water heater.

PORCHES, STONE PLANTERS, IRON FENCING

The covered concrete porch steps, stone planters, the iron fencing, flat porch roof are alterations done by the Woman's Club after 1957 and are non-contributing features.

STONE WALKWAYS, WOOD RAMP, WEST ENTRY DOOR, KITCHEN WINDOW

These features were constructed in 2007 by the City of College as part of alterations to provide accessibility to the building. These features are important but are non-contributing.

INTERIOR

The interior of the Old Parish House has seen many significant alterations in the last one hundred years. Most notably when the building was converted from a farm building to a mission church in the late 19th century. Original exterior openings were covered over and new door and window openings were created in the original brick exterior walls. Brick additions to the north and west were built before 1912 and a kitchen wing was added prior to 1930. These alterations and additions dramatically changed the original interior features.

ROOM 100 CLUB ROOM

Floor: Concrete floor covered with 9" x 9" floor tile. Black and white double diamond pattern. Non Contributing feature to the Woman's Club Period 1957 - 1998

Ceiling: White 12" x 12" acoustic ceiling tiles glued to wood panel ceiling is non-contributing feature to the Woman's Club Period. The wood

panel ceiling, if present under the acoustic tile, is a contributing feature to the Church Period.

- Walls: The wood triple beaded paneling wainscot and paneling is a contributing feature to the Church Period.
- Baseboard: Wood 1 x 6 with ogee cap, no shoe mould, painted white.
- Cornice: Wood Crown at top of wall, and Wood bed mould at gables.
- Doors: The doors are contributing features to the Woman's Club Period.
- Windows: The windows are a contributing feature to the Woman's Club Period.
- Mechanical: The baseboard units and the single self-contained window air conditioning units are non-contributing features
- Electrical: Ceiling mounted pendant lighting with glass globe are non-contributing.

ROOM 101 ENTRY ROOM

- Floor: Wood Oak flooring was recently installed and is a non-contributing feature.
- Ceiling: Wood panel ceiling is original and is a contributing feature.
- Walls: Wood single beaded paneling wainscot and gypsum drywall are contributing feature to the Church Period.
- Baseboard: Wood 1 x 6 with ogee cap, oak quarter round shoe mould.
- Cornice: Wood crown at top of wall.
- Doors: The south elevation doors that open into room 100 are contributing resources to the late Church Period. A third door on the east wall is a contributing resource to the Woman's Club Period. The west

elevation has a wood door opening into the kitchen is a contributing feature to the late Church Period.

Windows: The two-over-two single glazed wood windows in Room 101 are important contributing features to the Church Period.

Mechanical: The two hot water radiator units are contributing features to the Church Period.

Electrical: Ceiling mounted surface mounted light fixture age is undetermined.

ROOM 102 KITCHEN

Floor: Vinyl flooring is a non-contributing feature.

Ceiling: Slope drywall is a non-contributing feature

Walls: Gypsum drywall at the north, west and south wall are a non-contributing feature. The east wall, a former exterior painted brick wall is an important feature. A closet located in the north east corner has beaded wood panel walls and door is a contributing feature.

Baseboard: Wood 1 x 6 with ogee cap, no shoe mould.

Cornice: Wood Crown at top of wall.

Doors: The north elevation exterior door is a contributing feature. The south wall 6 panel Masonite pocket door is a non-contributing feature

Windows: The wood awning style late 20th century window is a non-contributing feature

Mechanical: None present

Electrical: Ceiling surface mounted 2 x 4 fluorescent lighting a non-contributing feature

ROOM 103 VESTIBULE

Floor: Rubber anti-skid flooring is a non-contributing feature

Ceiling: Gypsum drywall is a non-contributing feature

Walls: Gypsum drywall at the north, west and south walls are non-contributing features, the east wall brick wall is an important contributing feature

Baseboard: Wood 1 x 6 with ogee cap, no shoe mould.

Cornice: Wood crown at top of wall.

Doors: The west elevation exterior door installed in 2007 is a non-contributing feature.

Windows: None.

Mechanical: The hot water radiator in room is a non-contributing feature.

Electrical: Ceiling surface mounted incandescent light a non-contributing feature.

ROOM 104 RESTROOM

Floor: The 12" x 12" floor tile is a non-contributing feature.

Ceiling: Sloped gypsum is a non-contributing feature.

Walls: Gypsum drywall is a non-contributing feature.

Baseboard: Wood 1 x 6 with ogee cap, quarter round shoe mould, painted white.

- Cornice: Wood Crown at top of wall, painted.
- Doors: The door and trim to this room is an important contributing feature to the Church Period.
- Windows: The four-over-four wood double hung window is a contributing feature to the late Church Period.
- Mechanical: The hot water baseboard unit, single porcelain water closet and wall hung sink are non-contributing features.
- Electrical: Ceiling mounted lighting with glass globe and wall switch.

ROOM 105 VESTIBULE

- Floor: 12" x 12" floor tile is a non-contributing feature.
- Ceiling: Sloped wood panel ceiling is an important contributing feature of the Church Period.
- Walls: Wood triple beaded paneling is an important contributing feature of the Church Period.
- Baseboard: Wood 1 x 6 with ogee cap, quarter round shoe mould, painted white.
- Cornice: Wood Crown at top of wall, painted.
- Doors: The pocket door to room 100 and the door to the Restroom 106 are non-contributing features.
- Windows: None.
- Mechanical: The hot water baseboard unit is a non-contributing feature.
- Electrical: Wall mounted lighting with glass globe and wall switch.

ROOM 106 RESTROOM

- Floor: 12" x 12" floor tile is a non- contributing feature.
- Ceiling: Flat gypsum drywall is a non- contributing feature.
- Walls: Fiberglass reinforced panels are a non- contributing feature.
- Baseboard: Wood base is a non- contributing feature
- Cornice: Wood Crown is a non- contributing feature.
- Doors: Masonite door to Restroom 104 is a non- contributing feature.
- Windows: Wood fixed four sash window is an important contributing feature to the Church Period.
- Mechanical: The hot water baseboard unit, single porcelain water closet and wall hung sink are a non- contributing features.
- Electrical: Ceiling mounted light fixture is a non- contributing feature.

CONDITION ASSESSMENT

The Old Parish House has survived in relatively good condition. Until the late twentieth century, little or no attention was given to building conservation or preservation issues. Repairs and maintenance were provided to meet the needs of a plantation owner, a church, a Woman's club and a city government.

The following condition assessment criteria were used for the architectural elements: excellent, good, fair, and poor.

Excellent is defined as elements that perform their original function and require no renewal or repair.

Good is defined as elements that perform their original function and require only limited repair or renewal.

Fair is defined as elements with only minor or limited areas of failure. Elements would require some repair or corrective action.

Poor is defined as elements that only marginally function as originally intended. Deterioration or loss is more significant and significant repair work, partial replacement, or full replacement is required.

EXTERIOR

ROOFING

The current asphalt shingle roofing was installed just prior to the City of College Park taking ownership of the building in 1998. The shingles from visual observation from the ground appear to be in good condition and if they carry a 30 year warranty are approximately two thirds into their usefulness. A continuous shingle over style vent covers both ridges on the building. All metal drip edge, chimney and wall step and cap flashings appear in place and in good condition. The gutters and downspouts are 5" seamless aluminum ogee type and most likely were installed just prior to 1998. They appear in good condition.

WOOD

The wood rake, fascia and soffit boards appear to be from the Church Period 1897 – 1930. Generally the wood appears in good condition but shows some areas of cracking and decay. The paint and sealant are in fair condition.

WALLS

The historic brick masonry on the original portion of the building is in fair to poor condition in several areas. The brick has signs of deterioration in many areas due to age, weather and improper treatments. The age and location of the bricks in the wall has contributed to varying causes and severity of the deterioration. Bricks located close to the ground show more severe signs of blistering, spalling and mortar joint loss. These conditions are usually caused by moisture intrusion and freeze thaw conditions. There are several cracks in the walls in locations over windows on the south elevation due to outward forces on the walls from improper roof framing conditions. Also, the walls may have been weakened when the window openings were constructed when the building was converted to a church. The brick walls of the original main block have been painted at least two times. Visual observation in the attic area revealed a grey first coat. The second coat of white paint over the grey is currently on the exterior. The painting of the brick was possibly a first attempted preservation treatment as a protective coating to the soft porous masonry to keep out moisture or it may have been a purely decorative treatment. Another treatment of cement parging onto the outer surface of the brick on the east and south elevations were an attempt to halt the spalling brick in several locations.

The brick used in the west and north additions constructed prior to 1912 are in fair to good condition with limited areas of mortar joint loss. The brick of the wall buttresses dating from the between 1930 and 1957 also in fair to good condition. The buttresses are not integral with the existing original brick walls and have a separation crack due to movement of the original wall.

The wood lap siding on the shed roof kitchen addition has been maintained and is in good condition.

WINDOWS AND DOORS

The window and door openings currently located in the main block, not original to the building are in fair condition. The windows in the north entry and west chancel wing and are original and in good condition. The wood entry and screen doors are in good condition

BRICK CHIMNEY

The brick chimney is in good condition.

PORCHES, STONE PLANTERS, IRON FENCING

The covered concrete porch steps are in good condition. The stone planters are in fair condition. The iron fencing at the site perimeter appears is good condition. The flat porch roof and the low slope shed addition roofing are in good condition.

STONE WALKWAYS, WOOD RAMP, WEST ENTRY DOOR, KITCHEN WINDOW

The stone walkways are in good condition. The wood ramp framing is in good condition with some organic growth showing on the trim boards and decking due to lack of sunlight. The ramp metal railing is in good condition with some areas needed rework due to damage.

EXTERIOR PHOTOGRAPHS



Old Parish House, North East Elevation



Old Parish House, Exterior Trim Detail
Note Flaking Paint



Old Parish House East Elevation Detail
Brick Condition



Old Parish House East Elevation of North Wing
Window Detail

INTERIOR

The interior condition of the Old Parish House has been in continual use for most of the building's existence. This fact and the continual maintenance have kept the interior in good condition. Some moisture penetration along the south east wall have caused some damage to the wall paneling.

ROOM 100 CLUB ROOM

- Floor: Concrete floor is in good condition. The 9" x 9" floor tiles are in fair condition and contain asbestos.
- Ceiling: White 12" x 12" acoustic ceiling tiles are in good condition.
- Walls: The wood triple beaded paneling wainscot and paneling is good condition.
- Baseboard: Wood 1 x 6 with ogee cap, no shoe mould, painted white is in good condition.
- Cornice: Wood Crown at top of wall, and Wood bed mould at gables are in good condition.
- Doors: The doors are good condition
- Windows: The windows are fair condition.
- Mechanical: The baseboard units are in fair condition. The single self-contained window air conditioning units are in good condition.
- Electrical: Ceiling mounted pendant lighting with glass globe are in good condition.

ROOM 101 ENTRY ROOM

- Floor: Wood Oak flooring is in good condition.

Ceiling: Wood panel ceiling is in good condition

Walls: Wood single beaded paneling wainscot and plaster walls are in good condition.

Baseboard: Wood 1 x 6 base with ogee cap, oak quarter round shoe mould is in good condition.

Cornice: Wood Crown at top of wall is in good condition.

Doors: The south elevation doors that open into room 100 are in good condition. A third door on the east wall is in good condition. The west elevation wood door opening into the kitchen is in good condition.

Windows: The 2-over-2 single glazed wood windows in Room 101 are in fair condition.

Mechanical: The two hot water radiator units are in fair condition.

Electrical: Ceiling mounted surface mounted light fixture good condition.

ROOM 102 KITCHEN

Floor: Vinyl flooring is in good condition.

Ceiling: Slope drywall is in good condition.

Walls: Gypsum drywall at the north, west and south wall are in good condition. The east wall, a former exterior painted brick wall is good condition. The closet located in the north east corner has beaded wood panel walls and door is good condition.

Baseboard: Wood 1 x 6 base with ogee cap, no shoe mould is in good condition.

Cornice: Wood Crown at top of wall is good condition.

Doors: The north elevation exterior door and the south wall 6 panel Masonite pocket door are in good condition.

Windows: The wood awning style late 20th century window is in good condition.

Mechanical: None present

Electrical: Ceiling surface mounted 2 x 4 fluorescent lighting in good condition.

ROOM 103 VESTIBULE

Floor: Rubber anti-skid flooring is in good condition

Ceiling: Gypsum drywall is in good condition.

Walls: Gypsum drywall at the north, west and south walls and the east wall brick wall are in good condition.

Baseboard: Wood 1 x 6 base with ogee cap, no shoe mould is in good condition.

Cornice: Wood crown at top of wall is good condition.

Doors: The west elevation exterior door installed in 2007 is in good condition.

Windows: None.

Mechanical: The hot water radiator in room is in good condition.

Electrical: Ceiling surface mounted incandescent light is in good condition.

ROOM 104 RESTROOM

Floor: The 12" x 12" floor tile is in good condition.

Ceiling: Sloped gypsum is in good condition.

Walls: Gypsum drywall is in good condition.

Baseboard: Wood 1 x 6 base with ogee cap, quarter round shoe mould, painted white is in good condition.

Cornice: Wood Crown at top of wall, painted is in good condition.

Doors: The door and trim to this room is in good condition.

Windows: The 4 over 4 wood double hung window is good condition.

Mechanical: The hot water baseboard unit, single porcelain water closet and wall hung sink are in good condition.

Electrical: Ceiling mounted lighting with glass globe and wall switch are in good condition.

ROOM 105 VESTIBULE

Floor: 12" x 12" floor tile is in good condition. Ceiling:
Sloped wood panel ceiling is in good condition.

Walls: Wood triple beaded paneling is in good condition.

Baseboard: Wood 1 x 6 base with ogee cap, quarter round shoe mould, painted white is in good condition.

Cornice: Wood Crown at top of wall, painted is good condition.

Doors: The pocket door to room 100 and the door to the Restroom 106 are in good condition.

Windows: None.

Mechanical: The hot water baseboard unit is fair condition.

Electrical: Wall mounted lighting with glass globe and wall switch is good condition.

ROOM 106 RESTROOM

Floor: 12" x 12" floor tile is in good condition.

Ceiling: Flat gypsum drywall is in good condition.

Walls: Fiberglass reinforced panels are in good condition.

Baseboard: Wood base is in good condition.

Cornice: Wood Crown is in good condition.

Doors: Masonite door to Restroom 104 is in good condition.

Windows: Wood fixed four sash window is in fair condition.

Mechanical: The hot water baseboard unit, single porcelain water closet and wall hung sink are in good condition.

Electrical: Ceiling mounted light fixture is in good condition.

INTERIOR PHOTOGRAPHS



Old Parish House, Club Room,



Old Parish House, Club Room,
East wall Detail.



Old Parish House, Kitchen



Old Parish House, Entry Room

STRUCTURAL

FOUNDATION

Although footings are not visible there was no evidence noted above grade that indicated signs of excessive settlement. It appears that the foundations are on firm ground. Some areas of the foundation walls do show excessive weathering of brick.

EXTERIOR MASONRY WALLS

The masonry walls appear to be in good condition except the North and South walls of the main building. These walls are approximately 16 foot tall as measured from the grade on the outside. These brick walls are leaning / bulging outward in the magnitude of about 4" to 5" at the top of the wall in the center of the length of the building. Masonry buttresses are not original and have been added at some time in the past. There is some slippage between the buttresses and the walls. This slippage indicates some movement may still be occurring. These walls have been pushed outward. The cause of the movement appears to be that the roof structure is not properly tied to the wall.

The exterior wood framed walls at the kitchen wing based on visual observation, appear plumb and in good condition.

FLOOR FRAMING

The floor framing below the sitting room is composed of 2x10 joists at 16 inches on center running East/West. These joists span about 14'-3". The northernmost joist adjacent to the north wall showed some termite damage. A termite inspection is recommended if this issue has not been previously addressed.

Under the kitchen the joists appear to be 2x8 at 24 inches on center running East-West spanning approximately 11'-9" (only a few joists could be seen). At the opening between the crawl space under the kitchen and the basement area under the sitting room two joists have been undermined. Evidently when some plumbing work was done a portion of the masonry wall was removed. These joists are not properly supported and will require repair or replacement. The first floor of the large main room is a concrete slab. This slab spans to a center masonry wall running east/west. There were no signs noted of the slab being distressed and appears to be in sound condition. The thickness of slab, quality of concrete, and amount of reinforcing are unknown. The capacity of this slab is unknown and not easily determined.

ROOF FRAMING

The roof framing in the main space is composed of 2x6 rafters at 28" +/- on center. These rafters are severely sagged indicating an overstressed condition. The ties tying them together may have slipped over time allowing the roof framing to push the masonry walls outward. Upon visual review of the attic space it appears that the roof framing, collar ties, ceiling framing, and hangers supporting the ceiling framing are all questionable with regard to their adequacy. Further

investigation and reinforcing of roof and ceiling structures should be done as soon as possible because they do not appear to be presently safe.



Old Parish House, Masonry Crack over South Window, 2016



Old Parish House, Attic View, 2016

PART 2 TREATMENT AND WORK RECOMMENDATIONS

HISTORIC PRESERVATION OBJECTIVES

This historic structure report summarizes the findings of a physical and archival investigation of The Old Parish House. Archival sources have been consulted with regard to original construction records, alterations, development and maintenance, and the history of building. A visual survey of existing building conditions has been completed and an assessment of problems has been prepared. Investigatory probes have been recommended to further uncover hidden conditions and help to corroborate archival evidence. The collected information established a benchmark for current and future preservation efforts. The historic structure report should be used to ensure the integrity of the structure and of the remaining historic building fabric, while accommodating changes required for modern needs.

The building's original use and configuration have been transformed with additions and alterations over the course of two hundred years from a farm building to a community use building. In order for a continued use as a community use building, a number of treatment and work items are recommended. This will allow for the continued use of the facility well into the future while fulfilling the programmatic needs of the City of College Park and the community.

Continued use of any historic structure is crucial to its preservation. Observation on a regular basis, and concurrent correction and maintenance, are effective deterrents of catastrophic failures. Recommendations offered herein for the rehabilitation of the Old Parish House abide by the period of significance and with the *Secretary of the Interior's Standards for the Treatment of Historic Properties with guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*. The greatest impacts on the Old Parish House have already occurred. Therefore the preferred treatments and work recommendation is Preservation.

Treatments and work recommendations fall into the following categories: preservation, architectural, accessibility, structural, and systems. Most work recommendations can be characterized as serious in order to comply with life safety and building codes and accessibility. Critical recommendations include those that stop the degradation of existing building components by the conservation of the historic building fabric. Accurate restoration work is not easy and often requires trained professionals and craftsmen who have a sensitivity to historic materials and the way they were used. Restoration specialists understand that inappropriate, expedient solutions often cause irreparable damage.

Preservation objectives should be extended to all original building fabric and to the cumulative history of the structure. The windows, doors, hardware, and decorative finishes should be conserved and maintained.

WORK RECOMMENDATIONS AND ALTERNATIVES

While a historic structure report provides a concise summary of available information, new methods of investigation, new research, and additional evidence remain to be discovered. The historic structure report presents a process of collecting and organizing information. This should be an ongoing process, not a stagnant end product. Additional above-ground and subterranean archaeology should be undertaken. Evidence of the original roof framing remains to be uncovered. The extent of early changes to the original structure remains to be revealed. Selected destructive probes to determine the openings in original building remain to be examined, and future changes remain to be recorded. The historic structure report should continue to be the repository of history and change. Specific recommendations for physical improvements and continued investigations follow below.

EXTERIOR

ROOFING

The current asphalt shingle roofing has about another ten years of use before it should be replaced. At the time of replacement a wood shingle roofing should be considered as a replacement. The wood shingle roof would be a more appropriate roof covering and most likely would have been the original roofing type. The existing aluminum ogee style gutters and rectangular downspouts should be removed and replaced with half round gutters and round downspouts.

MASONRY

Because the exterior brick masonry has been painted, for either preservation and or cosmetic purposes, a laboratory brick, mortar and paint analysis should be done. The results of the testing will determine the appropriate treatment method for the following work:

1. Clean the brick masonry, removing dirt, biological growth, and repaint.
2. Removal of existing paint if desired or determined to be detrimental to the life of the brick and mortar joints.
3. Remove previous cement parging repairs, to allow for reconstruction of deteriorated brick with new brick to match the color, size, and quality of the early brick construction m
4. Replace broken and spalled brick, and reconstruct areas of brick masonry where previous reconstruction efforts have failed and where previous repairs do not match the color, size, and quality of the early brick construction.
5. Repoint the masonry with lime-rich mortar matching the color, profile, and composition of the early mortars.

WOOD WORK

Chemically strip built-up paint coatings on the exterior woodwork. Apply prime and finish coats of paint. If a paint analysis of wood work is done, match the appearance of the original paint.

WINDOWS AND DOORS

1. Restore the windows. Chemically strip the paint and remove the glazing putty (see lead based paint report). Replace any cracked and broken glass and install new glazing putty. Replace rotted wood, using traditional Dutchman repairs to the greatest extent possible. Prime and paint the sash and trim. Service the windows, re-hanging the sash to ensure proper operation and to reduce excessive air infiltration. Option to install custom fabricated interior storm windows. Retain early moldings and stops to the greatest extent possible.
2. Remove the window air-conditioning units and install a new self-contained floor mounted unit.
3. Re-hang and restore the interior and exterior window shutters. Reconstruct missing shutters.
4. Repaint exterior doors and screen doors. Replace any damaged screens at the doors.

STONE PLANTERS

1. Consider removal of stone planters at the east elevation of the building. These planters are trapping moisture against the brick walls and creating a rising damp situation that is deteriorating the soft brick and mortar. If the planters are to remain, then the brick below grade should be parged and waterproofed.

RAMP

1. The ramp at the west elevation should be cleaned and the metal handrail repaired.

ARCHEOLOGICAL INVESTIGATION

It may be possible to team with the University of Maryland and their students or the Maryland Historic Trust to provide guidance for an archeological investigation at the site and area around the building perimeter.

INTERIOR

The Old Parish House today serves as a government owned community use building. The building plan functions well for various daily uses, from educational space, to club meetings and social events.

The kitchen and restrooms have been upgraded and adequately provide service to the occupants. The vestibule between the restrooms has evidence of the wood wall and ceiling paneling from the late 19th century church period that should remain. Screening the sanitary vent piping above the ceiling in the accessible bathroom should be considered.

The north entry room has the original windows, trim and wall paneling. It serves as an entry and small meeting room. This room should remain in its current configuration and be maintained as is.

The main hall is an area of concern for several reasons. The tile flooring has been tested and contains asbestos. The structure of the floor prior to the current structural concrete slab was a wood framed floor with wood finish flooring. If it is decided to remove the existing floor tiles, the replacement floor is recommended to be a wood floor over the concrete to connect the north entry wing and the main hall.

The structural wood roof and ceiling framing has been determined to be inadequate and will require strengthening. To complete the structural repairs the existing acoustic ceiling tile and wood ceiling underneath will need to be removed. The wood ceiling which is similar to the restroom vestibule ceiling should be salvaged as much as possible and reinstalled. The remaining finishes such as the drywall, wood wainscot paneling, crown moulding, window, door and base trim should remain and be maintained as is.

The basement and crawl spaces are areas of concern in terms of thermal and moisture control. The crawl space insulation has failed and should be removed. The crawls spaces should be cleaned of all debris and a moisture barrier should be installed on the dirt throughout. Insulation should be installed along all exterior outside walls. The basement area should be cleaned and a sump pump system should be installed to direct any storm water intrusion outside. A drain should be installed outside at the bottom of the concrete stair should be tied into the sump pump system. A threshold to seal the bottom of the basement door should be installed.

BUILDING SYSTEMS

The current heating system, hot water baseboard heating with gas fired boiler is functioning properly. The existing linear baseboard heating units appear to be in good working order and should be inspected periodically along with the crawl space piping. The baseboard units currently in the main hall have predominantly replaced the wood base in the main hall. Consideration at the time of replacement should be giving to replace system with floor mounted high efficiency heating and air conditioning units that resemble radiators and reinstall a wood base to match the existing. This would eliminate the need for the window air conditioning unit. The window ac unit condensation has contributed to the deterioration of the brick on the south elevation. If this unit is used the condensation should be directed away from the brick.

All of the disconnected and abandoned sanity sewer and water piping in the basement and crawl spaces should be removed and capped off. The brick wall openings that provide access to the crawl and attic spaces should be repaired to prevent further structural damage to the existing original brick.

The existing electrical system is served by an overhead service entrance located at the north wall at the kitchen. The two hundred amp service panel is located in the basement. The age of the service panel could not be determined. The majority of wiring from the panel is electric metal tubing (EMT) with some non-metallic (NM) wiring. The NM wiring is not code compliant and should be removed and replaced. It is recommended that the existing electrical system should be inspected by a licensed electrician to identify any code or safety issues. If any issues are identified they should be removed and replaced. These could include a defective electrical service panel, circuit breakers, wiring, and devices throughout the building. All electrical system devices should comply with the current version of the National Electrical Code. It is recommended that all surface mounted electrical conduit should be removed and concealed with precautions to preserve historic building fabric.

APPENDICES

APPENDIX A - ASBESTOS INSPECTION REPORT

March 9, 2016

Thomas J. Taltavull Architects
Thomas J. Taltavull
20650 Plum Creek Court
Gaithersburg, Maryland 20882

RE: "COLLEGE PARK WOMENS CLUB"
47111 KNOX ROAD, COLLEGE PARK, MARYLAND

AAA JOB# 16139

LIMITED VISUAL INSPECTION; BULK SAMPLING & LABORATORY "PLM" ANALYSIS OF MATERIALS SUSPECT TO CONTAIN ASBESTOS

Dear Mr. Taltavull:

On March 2, 2016, pursuant to your request, Advanced Air Analysis, Inc. (AAA), performed a visual inspection, bulk sampling and laboratory Polarized Light Microscopy (PLM) analysis of materials suspect to contain asbestos and observed in Owner selected locations in the College Park Womens Club located at 4711 Knox Road in College Park, Maryland. Mr. Leon Fridman and Mr. Timothy Brice, both Industrial Hygienists (IH) with AAA, and accredited asbestos inspectors, met with Mr. Thomas Taltavull and Brenda Alexander on-site who directed AAA to the sampling area. AAA collected bulk samples from accessible materials that would not disrupt daily activities only.

INSPECTION

The inspection was conducted following the requirements of OSHA 29 CFR "Asbestos in Construction" standard and EPA AHERA regulations. During the visual inspection no friable materials such as spray on fireproofing were observed. The following materials suspect to contain asbestos and may be disturbed during the upcoming renovation project were observed and sampled:

- 9" x 9" black with white floor tiles
- 9" x 9" white with black floor tiles
- 12" x 12" black with white floor tiles
- 12" x 12" white with black floor tiles
- Black floor tile mastic
- Linoleum flooring
- 1' x 1' ceiling tiles with pinholes
- Glue dots behind 1' x 1' ceiling tiles (not accessible. not sampled)
- Drywall
- Joint Compound
- Window caulking
- Window glazing
- Black paper under hardwood flooring (not accessible. Not sampled)
- Mastic under rubber floor (not accessible. Not sampled)
- Baseboard mastic (not accessible. Not sampled)

BULK SAMPLING & LABORATORY "PLM" ANALYSIS

Samples of suspect ACM were collected with a core borer, metal spatula, or x-acto knife, which was driven through the suspect material to the substrate so as to obtain a sample containing all discrete layers. The samples were then placed in "zip lock" bags and assigned unique identifiers, which were recorded on the bag and the bulk survey sampling sheets. Samples were submitted to EMSL Analytical Services, Inc. of Beltsville, Maryland. EMSL Analytical, Inc. participates in the U.S. Department of Commerce, National Institute of Standards and Technology through the National Voluntary Laboratory Accreditation Program (NVLAP) for Bulk Asbestos Analysis and accredited by the American Industrial Hygiene Association. Samples of bulk material were analyzed using polarized light microscopy (PLM) following the EPA Method 600/R-93/116. PLM is an optical microscopic technique used to distinguish the different types of asbestos fibers by their shape and unique optical properties. The technique is based on observing the refraction of light from the various crystalline asbestos structures and identifying the corresponding color changes through the microscope. PLM analysis of bulk samples which indicate results of greater than 1% asbestos classify the material as asbestos containing according to the EPA.

Three (3) samples per homogeneous area (type of materials) from all suspect ACM were collected for a total of thirty (30) samples. All bulk samples were submitted for laboratory Polarized Light Microscopy (PLM) analysis to EMSL Analytical, Inc. of Beltsville, MD, a laboratory accredited by the National Voluntary Accreditation Program (NVLAP) for identification of asbestos in bulk materials. In multi layers samples (such as floor tiles and mastic) each layer was analyzed and result reported separately. "Positive" stop procedures were implemented during the analysis. A total of thirty-five (35) samples were analyzed by PLM microscopy. For samples results and locations please see the following table:

"PLM" ASBESTOS BULK SAMPLES RESULTS"
 "COLLEGE PARK WOMENS CLUB"
 4711 KNOX ROAD, COLLEGE PARK, MARYLAND

SAMPLE#	MATERIAL/LOCATION	ASBESTOS%, TYPE
16139-0302-01	9" x 9" black with white floor tiles-Room 3 -Hallway	6% Chrysotile
16139-0302-01A	Black mastic-Room 3 -Hallway	3% Chrysotile
16139-0302-02	9" x 9" black with white floor tiles -Room 1 -Club Room	Stop Positive (Not Analyzed)
16139-0302-02A	Black mastic-Room 1 - Club Room	Stop Positive (Not Analyzed)
16139-0302-03	9" x 9" black with white floor tiles -Room 1 -Club Room	Stop Positive (Not Analyzed)
16139-0302-03A	Black mastic-Room 1 -Club Room	Stop Positive (Not Analyzed)
16139-0302-04	9" x 9" white with black floor tiles -Room 1-Club Room	6% Chrysotile
16139-0302-04A	Black mastic -Room 1-Club Room	5% Chrysotile
16139-0302-05	9" x 9" white with black floor tiles - Room 1 -Club Room	Stop Positive (Not Analyzed)
16139-0302-05A	Black mastic-Room 1 - Club Room	Stop Positive (Not Analyzed)
16139-0302-06	9" x 9" white with black floor tiles -Room 1 -Club Room	Stop Positive (Not Analyzed)
16139-0302-06A	Black mastic- Room 1 -Club Room	Stop Positive (Not Analyzed)
16139-0302-07	12" x 12" black with white floor tiles- Room 2- Hallway	None Detected
16139-0302-07A	Yellow mastic-Room 2 -Hallway	None Detected
16139-0302-08	12" x 12" black with white floor tiles- Room 3 -Bathroom	None Detected
16139-0302-08A	Yellow mastic -Room 3 -Bathroom	None Detected
16139-0302-09	12" x 12" black with white floor tiles- Room 4- Bathroom	None Detected
16139-0302-09A	Yellow mastic-Room 4 -Bathroom	None Detected
16139-0302-10	12" x 12" white with black floor tiles- Room 2- Hallway	None Detected
16139-0302-10A	Yellow mastic - Room 2 - Hallway	None Detected
16139-0302-11	12" x 12" white with black floor tiles- Room 3- Bathroom	None Detected
16139-0302-11A	Yellow mastic - Room 3 - Bathroom	None Detected

SAMPLE#	MATERIAL/LOCATION	ASBESTOS %, TYPE
16139-0302-12	12" x 12" white with black floor tiles – Room 4- Bathroom	None Detected
16139-0302-12A	Yellow mastic – Room 4 – Bathroom	None Detected
16139-0302-13	Linoleum floor- Room 6 -Kitchen	None Detected
16139-0302-13A	Yellow mastic- Room 6 -Kitchen	None Detected
16139-0302-14	Linoleum floor- Room 6 -Kitchen	None Detected
16139-0302-14A	Yellow mastic -Room 6 – Kitchen	None Detected
16139-0302-15	Linoleum floor- Room 6 -Kitchen	None Detected
16139-0302-15A	Yellow mastic- Room 6 -Kitchen	None Detected
16139-0302-16	1' x 1' ceiling tiles with pinholes – Room 1 – Club Room	None Detected
16139-0302-17	1' x 1' ceiling tiles with pinholes – Room 1 – Club Room	None Detected
16139-0302-18	1' x 1' ceiling tiles with pinholes- Room 1 – Club Room	None Detected
16139-0302-19	Drywall – Room 2 – Hallway	None Detected
16139-0302-20	Drywall – Room 5 – Entry Room	None Detected
16139-0302-21	Drywall – Room 6 – Kitchen	None Detected
16139-0302-22	Joint Compound- Room 2 - Hallway	None Detected
16139-0302-23	Joint Compound- Room 2 – Hallway	None Detected
16139-0302-24	Joint Compound- Room 6 – Kitchen	None Detected
16139-0302-25	Window caulking – Exterior	None Detected
16139-0302-26	Window caulking- Exterior	None Detected
16139-0302-27	Window caulking- Exterior	None Detected
16139-0302-28	Window Glazing- Exterior	15% Chrysotile
16139-0302-29	Window Glazing- Exterior	Stop Positive (Not Analyzed)
16139-0302-30	Window Glazing- Exterior	Stop Positive (Not Analyzed)

Based on PLM laboratory analysis results, the following materials contain greater than 1% Chrysotile asbestos and therefore are asbestos containing materials.

- 9" x 9" black with white floor tiles
- 9" x 9" white with black floor tiles
- Black floor tile mastic
- Window glazing
- Glue dots behind 1' x 1' ceiling tiles (Assumed ACM)
- Black paper under hardwood flooring (Assumed ACM)
- Mastic under rubber floor (Assumed ACM)
- Baseboard mastic (Assumed ACM)

**Please refer to the attached "Room by Room" table for quantity and approximate location of ACBM*

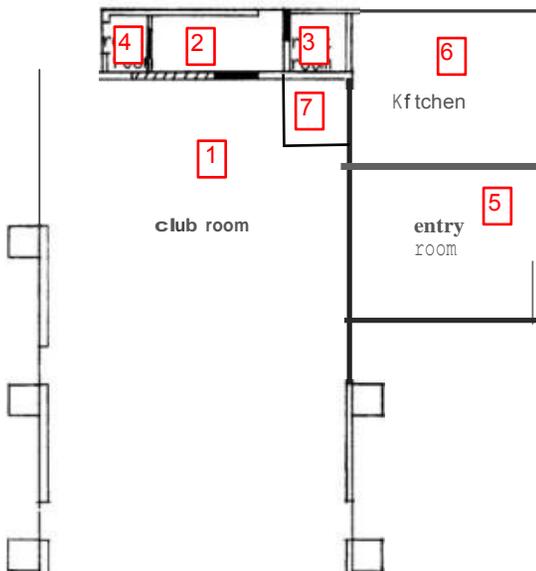
In addition, asbestos pipe/elbows may exist in inaccessible areas of the building structures, such as above fixed plaster ceiling and in hidden wall, ceiling, behind the think, walls in restrooms, and other areas. As these building structures are made accessible for renovation purposes, hidden asbestos containing materials (ACM) may be discovered. Before opening, drilling, sawing, demolishing, or otherwise accessing any of these building structures, the Contractor shall seal all access doors to the room or erect poly barriers at entrance to each restroom to isolate work area in the event of unforeseen discovery of friable ACM when the concealed building structure is accessed. AAA recommends performing demolition of such structures by a licensed asbestos abatement contractor with independent IH firm representative who can recognize potential disturbance of ACM.

Enclosed with this letter report please find copies of daily log, bulk sampling forms, pictures, chain of custody and laboratory analysis result for this project. If you have any questions regarding results or contents of this report, please contact me at (410) 653-7676.

Sincerely

Leon Fridman
Project Manager

College Park Woman's Club
February 1988
Drawing not to scale



-----, North

ADVANCED' AIR ANALYSIS, IINC.

DAILY LOG

CLIENT -----

CLIENT # _____

JOB SITE: C-1-1-1 L fu.vj.. LvuiiVii 111' C/'''

JOB# /61)'f

ADDRESS: t1 bVI y AC Cc ("9J.. frv)

CONTRACTOR =-----

IH: L s>ll (' J >>> 1-1111 0. t.

STATE: .) -)o(

TIME

ACTIVITY/DESCRIPTION

0730 THIS on-site. we met w/ Thomas Paltavall and Brenda Alexander. who provided access to the areas and a ladder.

4c th Request of Thomas & Brenda materials were not sampled to avoid visible damage as much as possible.

- black paper under mud
- C.C.U. j:st f<< h, u / (-t, G, Vtr :', r)
- music under rubber floor
- baseboard music

Calibrated xRF and began analysis of lead inspection - all info will be put in computer

Finished inspection calibrated xRF

THIS off-site

SUSPECT ACM ROOM INVENTORY TABLE
 COLLEGE PARK WOMENS CLUB
 4711 KNOX ROAD, COLLEGE PARK, MARYLAND

Material Description	Location	Sample Number	Laboratory Results	Estimated Quantity	Condition/comments
AAA Area # 1	Club Room			48 x 24	
1' x 1' ceiling tiles with pinholes		16139-0302-16--- -18	None Detected	1,300 s. f.	Contaminated by glue dots
Glue dots behind ceiling tiles		Assumed	Assumed	1,300 s. f.	
Window caulking		16139-0302-25--- -27	None Detected	5 ea	
Window glazing		16139-0302-28--- -30	15% Chrysotile Asbestos	5 ea	
Drywall		16139-0302-19--- -21	None Detected	1,440 s. f.	
Joint compound		16139-0302-22--- -24	None Detected	1,440 s. f.	
9" x 9" black with white floor tiles		16139-0302-01--- -03	6% Chrysotile	576 s. f.	
Black floor tile mastic		16139-0302-01--- -03	3% Chrysotile	1,152 s. f.	
9" x 9" white with black floor tiles		16139-0302-04--- -06	6% Chrysotile	576 s. f.	
Black floor tile mastic		16139-0302-04--- -06	5% Chrysotile	1,152 s. f.	
AAA Area # 2	Hallway			8 x 7	
12" x 12" black with white floor tiles		16139-0302-07--- -09	None Detected	28 s. f.	Contaminated by 9" x 9" floor tile below
Yellow floor tile mastic		16139-0302-07--- -09	None Detected	28 s. f.	Contaminated by 9" x 9" floor tile below
12" x 12" white with black floor tiles		16139-0302-10--- -12	None Detected	28 s. f.	Contaminated by 9" x 9" floor tile below

Material Description	Location	Sample Number	Laboratory Results	Estimated Quantity	Condition/comments
Yellow floor tile mastic		16139-0302-10--- -12	None Detected	28 s. f.	Contaminated by 9" x 9" floor tile below
9" x 9" black with white floor tiles		16139-0302-01--- -03	6% Chrysotile	28 s. f.	
Black floor tile mastic		16139-0302-01--- -03	3% Chrysotile	1,152 s. f.	
9" x 9" white with black floor tiles		16139-0302-04--- -06	6% Chrysotile	28 s. f.	
Black floor tile mastic		16139-0302-04--- -06	5% Chrysotile	1,152 s. f.	
Drywall		16139-0302-19--- -21	None Detected	80 s. f.	
Joint compound		16139-0302-22--- -24	None Detected	80 s. f.	
AAA Area # 3	Bathroom			8 x 7	
12" x 12" black with white floor tiles		16139-0302-07--- -09	None Detected	28 s. f.	
Yellow floor tile mastic		16139-0302-07--- -09	None Detected	56 s. f.	
12" x 12" white with black floor tiles		16139-0302-10--- -12	None Detected	28 s. f.	
Yellow floor tile mastic		16139-0302-10--- -12	None Detected	56 s. f.	
Drywall		16139-0302-19--- -21	None Detected	356 s. f.	
Joint compound		16139-0302-22--- -24	None Detected	356 s. f.	
Window caulking		16139-0302-25--- -27	None Detected	1 ea	
Window glazing		16139-0302-28--- -30	15% Chrysotile Asbestos	1 ea	
AAA Area # 4	Bathroom			7 x 5	

Material Description	Location	Sample Number	Laboratory Results	Estimated Quantity	Condition/comments
12" x 12" black with white floor tiles		16139-0302-07--- -09	None Detected	18 s. f.	
Yellow floor tile mastic		16139-0302-07--- -09	None Detected	35 s. f.	
12" x 12" white with black floor tiles		16139-0302-10--- -12	None Detected	17 s. f.	
Yellow floor tile mastic		16139-0302-10--- -12	None Detected	35 s. f.	
Drywall		16139-0302-19--- -21	None Detected	35 s. f.	
Joint compound		16139-0302-22--- -24	None Detected	35 s. f.	
Window caulking		16139-0302-25--- -27	None Detected	1 ea	
Window glazing		16139-0302-28--- -30	15% Chrysotile Asbestos	1 ea	
AAA Area # 5	Entry Room			15 x 19	
Black paper under hardwood		Assumed	Assumed	285 s. f.	
Drywall		16139-0302-19--- -21	None Detected	680 s. f.	
Joint compound		16139-0302-22--- -24	None Detected	680 s. f.	
Window caulking		16139-0302-25--- -27	None Detected	2 ea	
Window glazing		16139-0302-28--- -30	15% Chrysotile Asbestos	2 ea	
AAA Area # 6	Kitchen			14 x 12	
Linoleum flooring		16139-0302-13--- -15	None Detected	168 s. f.	
Yellow mastic		16139-0302-13--- -15	None Detected	168 s. f.	
2 nd layer of flooring		Assumed	Assumed	168 s. f.	Under plywood

Material Description	Location	Sample Number	Laboratory Results	Estimated Quantity	Condition/comments
Drywall		16139-0302-19--- -21	None Detected	728 s. f.	
Joint compound		16139-0302-22--- -24	None Detected	728 s. f.	
Window caulking		16139-0302-25--- -27	None Detected	1 ea	
Window glazing		16139-0302-28--- -30	15% Chrysotile Asbestos	1 ea	
AAA Area # 7	Hallway			12 x 6	
Rubber Floor		Assumed	Assumed	72 s. f.	
Glue under rubber floor		Assumed	Assumed	72 s. f.	
Baseboard mastic		Assumed	Assumed	4 l. f.	
Drywall		16139-0302-19--- -21	None Detected	432 s. f.	
Joint compound		16139-0302-22--- -24	None Detected	432 s. f.	

Asbestos Chain of Custody

EMSL Order Num U.b u.,. Only'

Beltsville, MD 20705

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FAX: (301) 937-5701



...VTICAL, IIIIC...

191602

Name : <u>Advanced /W Analysis, Inc.</u>		EMSL Customer <u>10-</u>	
street: <u>P. O. Box 525</u>		City: <u>Owings Mills</u>	State/Province: <u>MD</u>
Zip/Postal Code: <u>21117</u> Country: <u>United States</u>		Telephone: <u>1-410-563-7676</u> Fax: <u>410-4 5200</u>	
Report To (Name): <u>alex fridman</u>		Please Provide Results: <input checked="" type="checkbox"/> Fax <input type="checkbox"/> Email	
Email Address: <u>afridman@adva cedairanatysis.com</u>		Purchase Order:	
Project Name/Number: <u>76139/CJ II <-7f. /q via.</u>		EMSL Project ID (Internal Use OnM):	
U.S. State: <u>MD</u> Taken: <u>VCWI<.lots C-lut</u>		CT: <input checked="" type="checkbox"/> Commercial/Taxable <input type="checkbox"/> Residential/Tax ExemDt	

EMSL-Bill to: Same Different • W81M Is I: illell'a nate Instructions In Comments-
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Turnaround Time tTATI - - Please Check
 13 Hour 16 Hour 1r124Hour 1M.CS Hour TIT72Hour J t6 Hour f1 Week TTJ 2Week

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 an - - hm for ftis aena In aa: adanoe with EMSL's Terms and Condlloos loct JI8d In the Ana Price Guide

PCM - Air <input type="checkbox"/> Check if samples are from NY <input checked="" type="checkbox"/> NIOSH7400 <input type="checkbox"/> w/ OSHA 8hr. TWA PLM • Bulk (reortina limit) <input checked="" type="checkbox"/> PIMEPA 600rR-931116 (<1%) PIMEPA NOB (<1%) Pan Coull <input type="checkbox"/> O.C00 (.2s%) 01000 (<0.1%) Pan Count w/Gr.Mmetric <input type="checkbox"/> O.C00 (.25%) 01000 (<0.1%) <input type="checkbox"/> O NYS 198.1 (friable in NY) <input checked="" type="checkbox"/> g NYS 198.6 NOB (noo-friable..NY) <input type="checkbox"/> NYS 198.8 SOF-V <input type="checkbox"/> NIOSH 9002 (<1%)	IEM - Air: 04-4.5hr TAT CN&RAonly) <input checked="" type="checkbox"/> DAHERA 40 CFR, Part 763 <input checked="" type="checkbox"/> D NIOSH7402 <input checked="" type="checkbox"/> DEPAleYelll <input checked="" type="checkbox"/> D ISO 10312 TEM- <input type="checkbox"/> TEMEPANOB <input type="checkbox"/> ONYS NOB 198.4 (non-friabi&.NY) <input checked="" type="checkbox"/> D Chatfield SOP <input type="checkbox"/> nTEM Mass • . -nA 600 sec.2.5 TEM-Water. EPA 1002 Fcbers > 1 m <input type="checkbox"/> Waste <input type="checkbox"/> Drinking <input checked="" type="checkbox"/> Jfj Fiber Sizes <input checked="" type="checkbox"/> D waste <input type="checkbox"/> O Drinking	TEM-Dust <input type="checkbox"/> OMicrovac- ASTM O 5755 <input checked="" type="checkbox"/> OW -ASTM 06480 <input checked="" type="checkbox"/> Oearpet.Sonication CEPA 600/J-931167) <input checked="" type="checkbox"/> SojJRoclc/Vermiculite• <input checked="" type="checkbox"/> OPI.M CARB 435 - A (0.25% sensitivity) <input checked="" type="checkbox"/> DPL.M CARB 435-B (0.1% sensitMty) <input checked="" type="checkbox"/> OTEM CARS 435 - B (0.1% sensitivity) <input checked="" type="checkbox"/> OTEM CARS 435- C (0.01% sensitivity) <input checked="" type="checkbox"/> OTBA Qua. via Filtration Tedwliqe <input checked="" type="checkbox"/> QTBA Qual. via Orup-Moooot Technque . 1101 MowY Cift Slo6e . EL S
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Samplers Name: L ffJII\ f v i Wltln | Samplers Signature: _____

Sample /	Sample Description	Volume/Area (Air) HAitBuOd

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Sample#		Material	Location
16139-0302-01 16139-0302-02 16139-0302-03	1	9" x 9" black with white floor tiles	Room 3 - hallway Room 1 - club room Room 1 - club room
16139-0302-04 16139-0302-05 16139-0302-06	2	9" x 9" white with black floor tiles	Room 1-club room Room 1-club room Room 1 - club room
16139-0302-07 16139-0302-08 16139-0302-09	3	12" x 12" black with white floor tiles	Room 2 -hallway Room 3 - bathroom Room 4 - bathroom
16139-0302-10 16139-0302-11 16139-0302-12	4	12" x 12" white with black floor tiles	Room 2 -hallway Room 3 - bathroom Room 4 - bathroom
16139-0302-13 16139-0302-14 16139-0302-15	5	Linoleum floor	Room 6 - kitchen Room 6 - kitchen Room 6 - kitchen
16139-0302-16 16139-0302-17 16139-0302-18	6	1' x 1' ceiling tiles with pinholes	Room 1-club room Room 1-club room Room 1-club room
16139-0302-19 16139-0302-20 16139-0302-21	7	Drywall	Room 2 - Hallway Room 5 Entry Room Room 6 - Kitchen
16139-0302-22 16139-0302-23 16139-0302-24	8	Joint compound	Room # 2 - Hallway Room # 2- Hallway Room # 6 Kitchen
16139-0302-25 16139-0302-26 16139-0302-27	9	Window caulking	Exterior-
16139-0302-28 16139-0302-29 16139-0302-30	10	Window glazing	Exterior -

**EMSL Analytical, Inc.**

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ProjectID:

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Phone: (410) 653-7676
 Fax:
 Received: 03/03/16 2:50 PM
 Analysis Date: 3/4/2016
 Collected: 3/2/2016

Project: **16139/ COLLEGE PARK WOMEN'S CLUB**

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16139-0302-01- Floor Tile <i>191602014-0001</i>	9X9 BLK. W/WHT. FLOOR TILES - RM 3 HALLWAY	Black Non-Fibrous Homogeneous		45% Ca Carbonate 49% Non-fibrous (other)	6% Chrysotile
16139-0302-01- Mastic <i>191602014-0001A</i>	9X9 BLK. W/WHT. FLOOR TILES - RM 3 HALLWAY	Black Non-Fibrous Homogeneous		97% Non-fibrous (other)	3% Chrysotile
16139-0302-02- Floor Tile <i>191602014-0002</i>	9X9 BLK. W/WHT. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-02- Mastic <i>191602014-0002A</i>	9X9 BLK. W/WHT. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-03- Floor Tile <i>191602014-0003</i>	9X9 BLK. W/WHT. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-03- Mastic <i>191602014-0003A</i>	9X9 BLK. W/WHT. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-04- Floor Tile <i>191602014-0004</i>	9X9 WHT. W/BLK. FLOOR TILES - RM 1 CLUB RM	White Non-Fibrous Homogeneous		45% Ca Carbonate 49% Non-fibrous (other)	6% Chrysotile
16139-0302-04- Mastic <i>191602014-0004A</i>	9X9 WHT. W/BLK. FLOOR TILES - RM 1 CLUB RM	Black Non-Fibrous Homogeneous		95% Non-fibrous (other)	5% Chrysotile

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Samples analyzed by EMSL Analytical, Inc. Beltsville, MD NVLAP Lab Code 200293-0

Initial report from 03/07/2016 11:23:56

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Project: **16139/ COLLEGE PARK WOMEN'S CLUB**

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16139-0302-05- Floor Tile <i>191602014-0005</i>	9X9 WHT. W/BLK. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-05- Mastic <i>191602014-0005A</i>	9X9 WHT. W/BLK. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-06- Floor Tile <i>191602014-0006</i>	9X9 WHT. W/BLK. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-06- Mastic <i>191602014-0006A</i>	9X9 WHT. W/BLK. FLOOR TILES - RM 1 CLUB RM				Stop Positive (Not Analyzed)
16139-0302-07- Floor Tile <i>191602014-0007</i>	12X12 BLK. W/WHT. FLOOR TILES - RM 2 HALLWAY	Black Non-Fibrous Homogeneous		45% Ca Carbonate 55% Non-fibrous (other)	None Detected
16139-0302-07- Mastic <i>191602014-0007A</i>	12X12 BLK. W/WHT. FLOOR TILES - RM 2 HALLWAY	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
16139-0302-08- Floor Tile <i>191602014-0008</i>	12X12 BLK. W/WHT. FLOOR TILES - RM 3 BATHRM	Black Non-Fibrous Homogeneous		45% Ca Carbonate 55% Non-fibrous (other)	None Detected
16139-0302-08- Mastic <i>191602014-0008A</i>	12X12 BLK. W/WHT. FLOOR TILES - RM 3 BATHRM	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

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Initial report from 03/07/2016 11:23:56

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 Received: 03/03/16 2:50 PM
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 Collected: 3/2/2016

Project: **16139/ COLLEGE PARK WOMEN'S CLUB**

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16139-0302-09-Floor Tile <i>191602014-0009</i>	12X12 BLK. W/WHT. FLOOR TILES - RM 4 BATHRM	Black Non-Fibrous Homogeneous		45% Ca Carbonate 55% Non-fibrous (other)	None Detected
16139-0302-09-Mastic <i>191602014-0009A</i>	12X12 BLK. W/WHT. FLOOR TILES - RM 4 BATHRM	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
16139-0302-10-Floor Tile <i>191602014-0010</i>	12X12 WHT. W/BLK. FLOOR TILES - RM 2 HALLWAY	White Non-Fibrous Homogeneous		45% Ca Carbonate 55% Non-fibrous (other)	None Detected
16139-0302-10-Mastic <i>191602014-0010A</i>	12X12 WHT. W/BLK. FLOOR TILES - RM 2 HALLWAY	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
16139-0302-11-Floor Tile <i>191602014-0011</i>	12X12 WHT. W/BLK. FLOOR TILES - RM 3 BATHRM	White Non-Fibrous Homogeneous		45% Ca Carbonate 55% Non-fibrous (other)	None Detected
16139-0302-11-Mastic <i>191602014-0011A</i>	12X12 WHT. W/BLK. FLOOR TILES - RM 3 BATHRM	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
16139-0302-12-Floor Tile <i>191602014-0012</i>	12X12 WHT. W/BLK. FLOOR TILES - RM 4 BATHRM	White Non-Fibrous Homogeneous		45% Ca Carbonate 55% Non-fibrous (other)	None Detected
16139-0302-12-Mastic <i>191602014-0012A</i>	12X12 WHT. W/BLK. FLOOR TILES - RM 4 BATHRM	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

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Project: **16139/ COLLEGE PARK WOMEN'S CLUB**

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16139-0302-13- Floor Tile <i>191602014-0013</i>	LINOLEUM FLOOR - RM 6 KITCHEN	White/Various Fibrous Heterogeneous	30%	Cellulose 40% Ca Carbonate 30% Non-fibrous (other)	None Detected
16139-0302-13- Mastic <i>191602014-0013A</i>	LINOLEUM FLOOR - RM 6 KITCHEN	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
16139-0302-14- Floor Tile <i>191602014-0014</i>	LINOLEUM FLOOR - RM 6 KITCHEN	White/Various Fibrous Heterogeneous	30%	Cellulose 40% Ca Carbonate 30% Non-fibrous (other)	None Detected
16139-0302-14- Mastic <i>191602014-0014A</i>	LINOLEUM FLOOR - RM 6 KITCHEN	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
16139-0302-15- Floor Tile <i>191602014-0015</i>	LINOLEUM FLOOR - RM 6 KITCHEN	White/Various Fibrous Heterogeneous	30%	Cellulose 40% Ca Carbonate 30% Non-fibrous (other)	None Detected
16139-0302-15- Mastic <i>191602014-0015A</i>	LINOLEUM FLOOR - RM 6 KITCHEN	Brown/Yellow Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
16139-0302-16 <i>191602014-0016</i>	1X1 CEILING TILES W/PINHOLES - RM 1 CLUB RM	Brown/White Fibrous Heterogeneous	90%	Cellulose 10% Non-fibrous (other)	None Detected
16139-0302-17 <i>191602014-0017</i>	1X1 CEILING TILES W/PINHOLES - RM 1 CLUB RM	Brown/White Fibrous Heterogeneous	90%	Cellulose 10% Non-fibrous (other)	None Detected

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Project: **16139/ COLLEGE PARK WOMEN'S CLUB**

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16139-0302-18 <i>191602014-0018</i>	1X1 CEILING TILES W/PINHOLES - RM 1 CLUB RM	Brown/White Fibrous Heterogeneous	90% Cellulose	10% Non-fibrous (other)	None Detected
16139-0302-19 <i>191602014-0019</i>	DRYWALL - RM 2 HALLWAY	Brown/White Fibrous Heterogeneous	10% Cellulose	65% Gypsum 25% Non-fibrous (other)	None Detected
16139-0302-20 <i>191602014-0020</i>	DRYWALL - RM 5 ENTRY RM	Brown/White Fibrous Heterogeneous	10% Cellulose	65% Gypsum 25% Non-fibrous (other)	None Detected
16139-0302-21 <i>191602014-0021</i>	DRYWALL - RM 6 KITCHEN	Brown/White Fibrous Heterogeneous	10% Cellulose	65% Gypsum 25% Non-fibrous (other)	None Detected
16139-0302-22 <i>191602014-0022</i>	JOINT COMPOUND - RM 2 HALLWAY	White Non-Fibrous Homogeneous		10% Mica 45% Ca Carbonate 45% Non-fibrous (other)	None Detected
16139-0302-23 <i>191602014-0023</i>	JOINT COMPOUND - RM 2 HALLWAY	White Non-Fibrous Homogeneous		10% Mica 45% Ca Carbonate 45% Non-fibrous (other)	None Detected
16139-0302-24 <i>191602014-0024</i>	JOINT COMPOUND - RM 6 KITCHEN	White Non-Fibrous Homogeneous		10% Mica 45% Ca Carbonate 45% Non-fibrous (other)	None Detected
16139-0302-25 <i>191602014-0025</i>	WINDOW CAULKING - EXT.	Gray/White Non-Fibrous Homogeneous		10% Mica 45% Ca Carbonate 45% Non-fibrous (other)	None Detected

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Project: **16139/ COLLEGE PARK WOMEN'S CLUB**

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
16139-0302-26 <i>191602014-0026</i>	WINDOW CAULKING - EXT.	Gray/White Non-Fibrous Homogeneous		10% Mica 45% Ca Carbonate 45% Non-fibrous (other)	None Detected
16139-0302-27 <i>191602014-0027</i>	WINDOW CAULKING - EXT.	Gray/White Non-Fibrous Homogeneous		10% Mica 45% Ca Carbonate 45% Non-fibrous (other)	None Detected
16139-0302-28 <i>191602014-0028</i>	WINDOW GLAZING - EXT.	Gray/Tan/White Fibrous Heterogeneous		10% Mica 45% Ca Carbonate 30% Non-fibrous (other)	15% Chrysotile
16139-0302-29 <i>191602014-0029</i>	WINDOW GLAZING - EXT.				Stop Positive (Not Analyzed)
16139-0302-30 <i>191602014-0030</i>	WINDOW GLAZING - EXT.				Stop Positive (Not Analyzed)

EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Samples received in good condition unless otherwise noted. Estimated accuracy, precision and uncertainty data available upon request. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Reporting limit is 1%
 Samples analyzed by EMSL Analytical, Inc. Beltsville, MD NVLAP Lab Code 200293-0

Initial report from 03/07/2016 11:23:56



EMSL Analytical, Inc.

10768 Baltimore Avenue, Beltsville, MD 20705

Phone/Fax: (301) 937-5700 / (301) 937-5701

<http://www.EMSL.com>

beltsvillelab@emsl.com

EMSL Order:	191602014
CustomerID:	ADVA51
CustomerPO:	
ProjectID:	

Attn: Alex Fridman Advanced Air Analysis, Inc P.O. Box 525 Owings Mills, MD 21117	Phone: (410) 653-7676 Fax: Received: 03/03/16 2:50 PM Analysis Date: 3/4/2016 Collected: 3/2/2016
Project: 16139/ COLLEGE PARK WOMEN'S CLUB	

The samples in this report were submitted to EMSL for analysis by Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy. The reference number for these samples is the EMSL Order ID above. Please use this reference number when calling about these samples.

Report Comments:

Sample Receipt Date::	3/3/2016	Sample Receipt Time:	2:50 PM
Analysis Completed Date:	3/4/2016	Analysis Completed Time:	6:42 PM

Analyst(s):

William Chrobak PLM (35)

Samples reviewed and approved by:

Joe Centifonti, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. Beltsville, MD NVLAP Lab Code 200293-0

Initial report from 03/07/2016 11:23:56

APPENDIX B -LEAD BASED PAINT INSPECTION REPORT



March 9, 2016

Thomas J. Taltavull Architects
Thomas J. Taltavull
20650 Plum Creek Court
Gaithersburg, Maryland 20882

**RE: "COLLEGE PARK WOMENS CLUB"
4711 KNOX ROAD, COLLEGE PARK, MARYLAND**

AAA JOB# 16139

LEAD BASED PAINT SCREENING INSPECTION (XRF)

Dear **Mr.** Taltavull:

Pursuant to your request, on March 2, 2015, Advanced Air Analysis, Inc. (MD Lead Accreditation# 4185) performed a lead testing (screening) in the College Park Womens Club located at 4711 Knox Road, in College Park, Maryland. Mr. Leon Fridman (#9861), a State of Maryland accredited Lead Paint Risk Assessors was on-site to conduct the inspection and testing.

METHODOLOGY

The surfaces were tested in accordance with the protocol established by HUD (Housing and Urban Development) and recognized industrial hygiene guidelines.

LBP testing was conducted using a Niton model XLp 300A X-ray Fluorescence Spectrum Analyzer (XRF). The XRF contains a small radioactive source (Cadmium 109), which produces X-rays. The instrument emits radiation when placed against a surface when the trigger is depressed. If the painted surface contains lead, the radiation will stimulate the lead atoms to emit a fluorescence field, which is sensed by a detector inside the unit. The XRF then converts these signals to a direct reading in milligrams per square centimeter (mg/cm²) for a result of negative, positive or inconclusive.

Calibration of Niton XLp 300A was conducted in accordance with manufacturer's instructions. Calibration readings were checked on calibration test block and recorded. The manufacturer calibration block contains six blocks with known concentration of lead and an acceptable tolerance for each.

An XRF measurement of more than 0.7 mg/cm² would indicate a lead containing substance by the State of Maryland. Please refer to the attached XRF results form for component location, color, substrate, result & classification.

For the purpose of this report, the door to all rooms is located on side A. Starting at the A side, the rest of the area is lettered consecutively (B, C, D) going clockwise around each room.

CONCLUSION

Total of one hundred thirty-nine (139) XRF readings were taken during the testing (please refer to detailed report page for testing locations). The following materials were found to contain greater than 0.7 mg/cm² and therefore LBP.

- Green Wood Door Cases
- Green Wood Door
- White Wood Window Sills
- White Wood Door Cases
- White Wood Doors
- White Metal Radiators
- Green Wood Ceiling (exterior)
- Green Wood Door Frames (exterior)
- Green Wood Door (exterior)
- White Wood Window Cases (exterior)
- White Wood Window Sashes (exterior)
- Green Wood Window Well (exterior)
- Green Wood Shutters (exterior)
- Black Metal Rail (exterior)
- Green Wood Window Sills (exterior)
- White Brick Walls (exterior)
- Green Wood Beam (Exterior near Roof)
- Green Wood Door Cases (exterior)
- Green Wood Doors (exterior)

RECOMMENDATIONS

Renovation activities or disturbance of Lead Based Paint (LBP) or lead containing surfaces must be handled in accordance with the requirements of the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), Maryland OSHA regulations and COMAR 26.16.01-03. The abatement and Full Risk Reduction activities should be performed only by a State of Maryland licensed lead abatement contractor.

Regulations of OSHA Lead in Construction standard (29 CFR 1926.62) with Maryland amendments must be adhered to during demolition or renovation activity of the LBP components and lead-containing surfaces. This regulations required employers to use engineering controls, and special work practices to reduce worker exposure to lead. It also triggers requirements regarding exposure monitoring, biological monitoring, and employee training when a worker is exposed to airborne lead levels at or above the action level. Independent Industrial Hygiene firm should perform oversight inspection during the LBP removal, dust wipe test at the completion of the removal project.

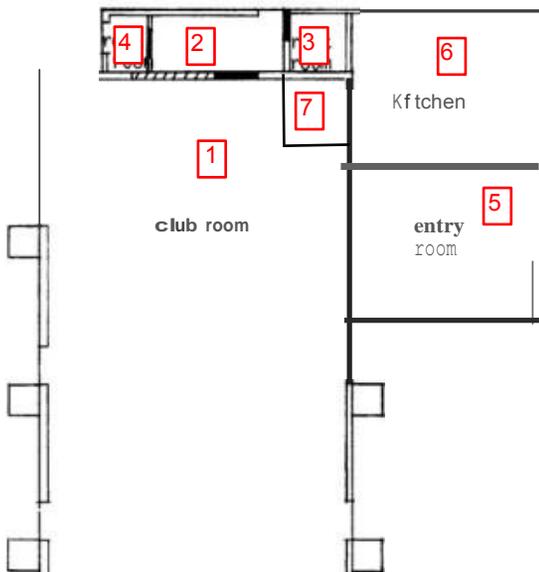
If LBP components are to be removed and disposed of, Toxic Characteristic Leachate Procedures (TCLP) testing are required under Resource Conservation and Recovery Act (RCRA) to determine if the material must be disposed of as a lead hazardous waste.

Advanced Air Analysis, Inc. appreciates the opportunity to provide you environmental consulting service. If you have any questions regarding this report, please do not hesitate to contact me at (410) 653-7676.

Sin

Leon Fridman,
Project Manager
Lead Paint Risk Assessor # 9861
Advanced Air Analysis, Inc. accreditation # 4185

College Park Woman's Club
February 1988
Drawing not to scale



-----, North

ADVANCED' AIR ANALYSIS, IINC.

DAILY LOG

CLIENT -----

CLIENT # _____

JOB SITE: C-1-1-1 L fu.vj.. LvuiiVii 111' C/'''

JOB# /61)'f

ADDRESS: t1 bVI y AC Cc ("9J.. frv)

CONTRACTOR =-----

IH: L s>111 (' J >>> 1-1111 0. t.

STATE: .). -)o(

TIME

ACTIVITY/DESCRIPTION

0730 THIS on-site. we met w/ Thomas Paltavala and Brenda Alexander, who provided access to the areas and a ladder.

4c th Request of Thomas & Brenda (CCTV) materials were not sampled to avoid visible damage as much as possible.

- blue paper under mudwax
- C.C.U. (j:tl f<< h, u / (-t, G, Vtr :', r)
- music under rubber floor
- baseboard music

Calibrated XRF and began analysis of lead inspection - all info will be put in computer

Finished inspection calibrated XRF

TH'S off-site

DETAILED REPORT OF LEAD INSPECTION FOR:

AAA Job # 16139

Inspection Date: 3/2/16
 Report Date: 3/9/16
 Abatement Level: 0.8
 Total Readings: 139

Property Address:

College Park Womens Club
 4711 Knox Road
 College Park, MD

Inspector Name: Leon Fridman
 License # 9861
 XRF Model Niton XLp 300A
 XRF : 96443

Reading Number	Room #	Room	Component	Substrate	Color	XRF Result	Classification	Comment
1			Calibration	8:30	white	0.00	Negative	Range <0.01
			Calibration		red			1.04 Range +- 0.06
			Calibration		gold			0.71 range +- 0.08
2			Calibration	8:30	yellow	3.62	Positive	3.58 range +- 0.39
3			Calibration	8:30	orange	1.61	Positive	1.53 range +- 0.09
			Calibration		green			0.31 range +- 0.02
4	1	Club Room	door frame	wood	white	0.00	Negative	
5	1	Club Room	door case	wood	white	0.00	Negative	
6	1	Club Room	door	wood	white	0.00	Negative	
7	1	Club Room	door frame	wood	white	0.00	Negative	
8	1	Club Room	door case	wood	green	1.3	Negative	at Storm door
9	1	Club Room	door case	wood	white	0.00	Negative	
10	1	Club Room	door	wood	green	1.5	Positive	
11	1	Club Room	window frame	wood	white	0.00	Negative	
12	1	Club Room	window case	wood	white	0.00	Negative	
13	1	Club Room	window sill	wood	white	1.0	Positive	
14	1	Club Room	window sash	wood	white	0.00	Negative	
15	1	Club Room	window apron	wood	white	0.00	Negative	
16	1	Club Room	window shutter	wood	white	0.00	Negative	
17	1	Club Room	chairmolding B	wood	white	0.00	Negative	
18	1	Club Room	crownmolding B	wood	white	0.00	Negative	
19	1	Club Room	wall B	drywall	white	0.00	Negative	
20	1	Club Room	wall B	wainscoting	white	0.00	Negative	
21	1	Club Room	wall C	wainscoting	white	0.00	Negative	high
22	1	Club Room	heater	metal	white	0.00	Negative	
23	2	Hallway	door frame	wood	white	0.00	Negative	
24	2	Hallway	door case	wood	white	0.00	Negative	
25	2	Hallway	door	wood	white	0.00	Negative	
26	2	Hallway	baseboard B	wood	white	0.00	Negative	
27	2	Hallway	wall B	drywall	white	0.00	Negative	
28	2	Hallway	wall C	wainscoting	white	0.00	Negative	
29	2	Hallway	base heater	metal	white	0.00	Negative	
30	3	Bathroom	door case	wood	white	8.3	Positive	
31	3	Bathroom	door	wood	white	3.6	Positive	
32	3	Bathroom	window frame	wood	white	0.00	Negative	
33	3	Bathroom	window case	wood	white	0.00	Negative	
34	3	Bathroom	window sill	wood	white	0.00	Negative	
35	3	Bathroom	window sash	wood	white	0.00	Negative	
36	3	Bathroom	window apron	wood	white	0.00	Negative	
37	3	Bathroom	window shutter	wood	white	0.00	Negative	
38	3	Bathroom	baseboard C	wood	white	0.00	Negative	
39	3	Bathroom	wall C	drywall	white	0.00	Negative	

40	3	Bathroom	ceiling	drywall	white	0.00	Negative	
41	3	Bathroom	toilet	ceramic	white	0.00	Negative	
42	3	Bathroom	sink	ceramic	white	0.00	Negative	
43	3	Bathroom	base heater	metal	white	0.00	Negative	
44	4	Bathroom	door frame	wood	white	0.00	Negative	
45	4	Bathroom	door case	wood	white	0.00	Negative	
46	4	Bathroom	door	wood	white	0.00	Negative	
47	4	Bathroom	window frame	wood	white	0.00	Negative	
48	4	Bathroom	window case	wood	white	0.00	Negative	
49	4	Bathroom	window sash	wood	white	0.00	Negative	
50	4	Bathroom	baseboard D	wood	white	0.00	Negative	
51	4	Bathroom	wall D	plastic	white	0.00	Negative	
52	4	Bathroom	ceiling	drywall	white	0.00	Negative	
53	4	Bathroom	sink	ceramic	white	0.00	Negative	
54	4	Bathroom	toilet	ceramic	white	0.00	Negative	
55	5	Entry Room	door frame	wood	white	0.00	Negative	exterior
56	5	Entry Room	door case	wood	white	1.3	Positive	exterior
57	5	Entry Room	door	wood	white	1.9	Positive	exterior
58	5	Entry Room	storm door	wood	white	0.00	Positive	exterior
59	5	Entry Room	window frame	wood	white	0.00	Negative	
60	5	Entry Room	window case	wood	white	0.00	Negative	
61	5	Entry Room	window sill	wood	white	1.4	Positive	
62	5	Entry Room	window sash	wood	white	0.00	Negative	
63	5	Entry Room	window apron	wood	white	0.00	Negative	
64	5	Entry Room	baseboard D	wood	white	0.00	Negative	
65	5	Entry Room	chair molding D	wood	white	0.00	Negative	
66	5	Entry Room	crown molding D	wood	white	0.00	Negative	
67	5	Entry Room	wall D	drywall	white	0.00	Negative	
68	5	Entry Room	wall D	wainscoting	white	0.00	Negative	
69	5	Entry Room	ceiling	wainscoting	white	0.00	Negative	
70	5	Entry Room	radiator	metal	white	3.5	Positive	
71	6	Kitchen	door case	wood	white	0.1	Negative	entry door
72	6	Kitchen	door	wood	white	0.3	Negative	entry door
73	6	Kitchen	door frame	wood	white	0.00	Negative	exterior
74	6	Kitchen	door	wood	white	2.0	Positive	exterior
75	6	Kitchen	window frame	wood	white	0.00	Negative	
76	6	Kitchen	baseboard B	wood	white	0.00	Negative	
77	6	Kitchen	wall A	brick	white	0.04	Negative	
78	6	Kitchen	wall B	drywall	white	0.00	Negative	
79	6	Kitchen	ceiling	drywall	white	0.00	Negative	
80	6	Kitchen	cabinet	wood	white	0.02	Negative	
81	7	Hallway	door frame	wood	white	0.00	Negative	
82	7	Hallway	door case	wood	white	0.00	Negative	
83	7	Hallway	door	metal	white	0.00	Negative	
84	7	Hallway	baseboard B	wood	white	0.00	Negative	
85	7	Hallway	wall B	drywall	white	0.00	Negative	
86	7	Hallway	wall C	brick	white	0.00	Negative	
87	7	Hallway	ceiling	drywall	white	0.00	Negative	
88	7	Hallway	radiator	metal	white	5.1	Positive	
89	none	Exterior Front (North)	door frame	wood	green	2.0	Positive	
90	none	Exterior Front (North)	door	wood	green	2.1	Positive	
91	none	Exterior Front (North)	wall	brick	white	0.02	Negative	

92	none	Exterior Front (North)	ceiling	wood	green	2.8	Positive	
93	none	Exterior Front (North)	box beam	wood	green	0.04	Negative	
94	none	Exterior Front (North)	column	metal	black	0.11	Negative	
95	none	Exterior Front (North)	rail	metal	black	0.02	Negative	
96	none	Exterior Front (North)	window case	wood	white	1.7	Positive	
97	none	Exterior Front (North)	window sash	wood	white	13.6	Positive	
98	none	Exterior Front (North)	window well	wood	white	0.30	Negative	
99	none	Exterior Front (North)	window well	wood	green	2.1	Positive	
100	none	Exterior Front (North)	shutter	wood	green	1.5	Positive	
101	none	Exterior Side (East)	window case	wood	white	1.5	Positive	
102	none	Exterior Side (East)	window sill	wood	white	0.00	Negative	
103	none	Exterior Side (East)	window sash	wood	white	1.2	Positive	
104	none	Exterior Side (East)	window shutter	wood	green	1.3	Positive	
105	none	Exterior Side (East)	wall	brick	white	0.00	Negative	
106	none	Exterior Side (East)	rail	metal	black	1.3	Positive	
107	none	Exterior Side (East)	window sill	cement	white	0.00	Negative	
108	none	Exterior Rear (South Side)	window case	wood	white	3.3	Positive	
109	none	Exterior Rear (South Side)	window sill	wood	white	0.30	Negative	
110	none	Exterior Rear (South Side)	window sill	wood	green	3.5	Positive	
111	none	Exterior Rear (South Side)	window sash	wood	white	1.6	Positive	
112	none	Exterior Rear (South Side)	wall	brick	white	2.6	Positive	
113	none	Exterior Side (West)	door frame	wood	white	0.00	Negative	
114	none	Exterior Side (West)	door	metal	white	0.00	Negative	
115	none	Exterior Side (West)	window frame	wood	white	0.4	Negative	
116	none	Exterior Side (West)	window case	wood	white	1.2	Positive	

117	none	Exterior Side (West)	window sill	wood	white	0.23	Negative	
118	none	Exterior Side (West)	window sash	wood	white	0.12	Negative	
119	none	Exterior Side (West)	wall	wood	green	0.20	Negative	
120	none	Exterior Side (West)	wall	brick	white	0.1	Negative	
121	none	Exterior Side (West)	rail	metal	black	0.3	Negative	
122	none	Exterior Side (West)	beam @ roof	wood	green	13.1	Positive	
123	none	Basement - Main Room	door case	wood	green	14.2	Positive	poor
124	none	Basement - Main Room	door	wood	green	20.0	Positive	poor
125	none	Basement - Main Room	wall A	cement	white	0.03	Negative	poor
126	none	Basement - Main Room	wall D	wood	yellow	0.08	Negative	poor
127	none	Basement - Main Room	wall A	brick	gray	0.06	Negative	poor
128	none	Basement - Main Room	pipe	metal	white	0.16	Negative	poor
129	none	Basement - Bathroom	door frame	wood	white	0.01	Negative	poor
130	none	Basement - Bathroom	wall A	wood	white	0.13	Negative	poor
131	none	Basement - Bathroom	wall C	cement	white	0.01	Negative	poor
132	none	Basement - Bathroom	sink	metal	white	0.17	Negative	poor
133	none	Basement - Bathroom	pipe	metal	white	0.01	Negative	poor
134	none	Basement - Bathroom	wall C	brick	gray	0.01	Negative	poor
135	none	Basement - Bathroom	wall B	wood	yellow	0.04	Negative	poor
136	none	Basement - Bathroom	window sash	wood	white	0.20	Negative	poor
137			Calibration	12:15	white	0.00	Negative	Range <0.01
			Calibration		red			1.04 Range +- 0.06
			Calibration		gold			0.71 range +- 0.08
138			Calibration	12:15	yellow	3.62	Positive	3.58 range +- 0.39
139			Calibration	12:15	orange	1.61	Positive	1.53 range +- 0.09
			Calibration		green			0.31 range +- 0.02

APPENDIX C- STRUCTURAL ENGINEER FIELD REPORT



JAMES M. GROSS, INC.

STRUCTURAL ENGINEERING

10208 EASTERDAY COURT, HAGERSTOWN, MD 21742

301-824-7450

jimgrosspe@gmail.com

FIELD REPORT

Date: March 15, 2016

To: Thomas J. Taltavull, Architect

Re: Old Parish House, 4711 Knox Road

Present at site: JMG, Thomas J. Taltavull

Remarks: The following issues/concerns were noted during my visit:

1. **Foundations** - Although footings are not visible there was no evidence noted above grade that indicated signs of excessive settlement. It appears that the foundations are on firm ground. Some areas of the foundation walls do show excessive weathering of brick.
2. **Floor framing** - the floor framing below the sitting room is composed of 2X10 joists at 16 inches on center running East/West. These joists span about 14'-3". The northernmost joist adjacent to the north wall showed some termite damage. A termite inspection needs to be done if this issue has not been previously addressed. SEE PHOTO #1
Under the Kitchen the joists appear to be 2X8 at 24 inches on Center running East-West spanning approximately 11'-9" (only a few joists could be seen). At the opening between the crawl space under the kitchen and the basement area under the sitting room 2 joists have been undermined. Evidently when some plumbing work was done a portion of the masonry wall was removed. These joists are not properly supported. This should be repaired, and should not be too difficult to fix. SEE PHOTO #1
The first floor of the large main room is a concrete slab. This slab spans to a center masonry wall running east/west. There were no signs noted of the slab being distressed and appears to be in sound condition. The thickness of slab, quality of concrete, and amount of reinforcing are unknown. The capacity of this slab is unknown and not easily determined.
3. **Exterior Masonry walls** -. The masonry walls appear to be in decent condition except the North and South walls of the main building. These walls are approximately 16 foot tall as measured from the grade on the outside. These brick walls are leaning / bulging outward in the magnitude of about 4"

to 5" at the top of the wall in the center of the length of the building. Masonry buttresses had been added at sometime in the past. There is some slippage between the buttresses and the walls . SEE PHOTO #3

This slippage indicates some movement may still be occurring. These walls have been pushed outward. The cause of the movement appears to be that the roof structure is not properly tied as well as it should be.

4. **Roof Structure** - of the main space is composed of 2X6 rafters at 28" +/- on center. These rafters are severely sagged indicating an overstressed condition. The ties tying them together may have slipped over time allowing the roof framing to push the masonry walls outward. Upon visual review of the attic space it appears that the roof framing, collar ties, ceiling framing, and hangers supporting the ceiling framing are all questionable with regard to their adequacy. Further investigation and reinforcing of roof and ceiling structures should be done ASAP because they do not appear to be presently safe. SEE PHOTO #4



PHOTO #1 TERMITE DAMAGE



PHOTO #2 UNSUPPORTED JOISTS



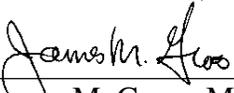
PHOTO #3 BUTTRESS SLIPPAGE



PHOTO #4 SAGGING RAFTERS

Please let me know if I can be of further service for remedial work.

For: James M. Gross, Inc.


By: James M. Gross, MD P.E. #17267

APPENDIX D- MAINTENANCE

MAINTENANCE

SUMMARY

Maintenance helps preserve the integrity of historic structures. If existing materials are regularly maintained and deterioration is significantly reduced or prevented, the integrity of materials and workmanship of the building is protected. Proper maintenance is the most cost effective method of extending the life of a building. As soon as a building is constructed, restored, or rehabilitated, physical care is needed to slow the natural process of deterioration. An older building has already experienced years of normal weathering and may have suffered from neglect or inappropriate work as well.

Decay is inevitable but deterioration can accelerate when the building envelope is not maintained on a regular basis. Surfaces and parts that were seamlessly joined when the building was constructed may gradually become loose or disconnected; materials that were once sound begin to show signs of weathering. If maintenance is deferred, a typical response is to rush in to fix what has been ignored, creating additional problems. Work done on a crisis level can favor inappropriate treatments that alter or damage historic material.

There are rewards for undertaking certain repetitive tasks consistently according to a set schedule. Routine and preventive care of building materials is the most effective way of slowing the natural process of deterioration. The survival of historic buildings in good condition is primarily due to regular upkeep and the preservation of historic materials.

Well-maintained properties tend to suffer less damage from storms, high winds, and even small earthquakes. Keeping the roof sound, armatures and attachments such as shutters tightened and secured, and having joints and connections functioning well, strengthens the ability of older buildings to withstand natural occurrences.

Over time, the cost of maintenance is substantially less than the replacement of deteriorated historic features and involves considerably less disruption. Stopping decay before it is widespread helps keep the scale and complexity of work manageable for the owner.¹

As such, the goal of any conservation maintenance plan is to maintain, rather than replace, historic building features. Replacement of original fabric should be made using “in-kind” materials and only take place as a last resort for selected building elements damaged beyond repair. Regular inspection and cleaning of both interior and exterior building components is the cornerstone of any successful maintenance agenda. In general, visual inspections of the building should be carried out at regular intervals so that gradual deterioration and future maintenance needs can be recorded. As shown in the attached building component lists, inspection intervals may be weekly, monthly, quarterly, semi- annually, annually, or following a major weather

¹ *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Preservation Brief 47, Washington, D.C.: U.S. Department of the Interior, National Park Service.

event. To support such regular inspections, the following activities also should be carried out in order to ensure successful conservation maintenance planning.

The following background information should be assembled and filed together:

- Plans showing building elements, easements and construction details.
- Original date(s) of construction.
- Local, state, and national listings in historic registers.
- Local council/commission review requirements.
- Review requirements for any letter of agreement, covenant or easement holder.
- Details of previous conservation work.
- Create a separate file for all maintenance information.
- Designate a location for all maintenance manuals, manufacturer's instructions and service representative contact information for mechanical equipment such as boilers, water heaters,
- Inventory building components and their associated maintenance tasks (see outline). Record all services and repairs in a log book.
- Use a camera to record visual information/conditions.
- Prioritize a list of long-term preservation activities for major building components, such as roof replacement or exterior painting. Tie this list to yearly operating budgets.
- Keep a list of emergency phone numbers for contacts such as gas and electric company, boiler/furnace repair, fire department, insurance provider.

BUILDING COMPONENTS

Listed below is an outline list of exterior and interior building components for maintenance and inspections.

SITE:

1. Site utilities,
 - a. Water and sanitary sewer lines, water meter
 - b. Gas lines, meter
 - c. Electric Overhead Service, meter and service entrance.
 - d. Communication services
2. Paving
3. Fencing
 - a. Ornamental fence and gates.
4. Landscaping
 - a. Plantings, Trees, Grass, Benches, Signage

b. Storm Drainage

CONCRETE:

1. Poured in place concrete entry porch, steps and pad at ramp.

MASONRY:

1. Natural stone planters
2. Brick
3. Concrete masonry foundation units
4. Mortar and grout

METALS

1. Metal ornamental railings at steps, ramp and patio

WOOD

1. Rough framing – floor joists, ceiling joists and rafters. Ramp framing.
2. Roof sheathing
3. Interior finish trim
4. Exterior finish trim
5. Exterior and Interior shutters
6. Ramp decking
7. Wood interior paneling, wainscot

THERMAL AND MOISTURE PROTECTION

1. Foundation waterproofing
2. Crawl space vapor barriers
3. Crawl space wall insulation
4. Attic insulation
5. Roof Shingles
6. Modified bituminous roll roofing.
7. Flashing and Sheet Metal
8. Gutters and Downspouts
9. Roof accessories – ridge vent, soffit vents, snow guards
10. Joint Sealants – Exterior silicone, Interior Silicon and Sanitary Silicone.

DOORS AND WINDOWS

1. Interior stile and rail doors

2. Exterior stile and rail doors
3. Wood screen doors
4. Wood door frames, trim and thresholds
5. Door weather stripping
6. Door glass
7. Door hardware
8. Fiberglass exterior door and frame
9. Wood windows
10. Window glass and glazing
11. Window hardware

FINISHES

1. Plaster assemblies
2. Gypsum board assemblies
3. Acoustic Ceiling Tile
4. Wood Ceiling
5. Wood Flooring
6. Rubber Flooring
7. Vinyl Composition Tile
8. Paints – Exterior - doors, windows, trim, metal railings, brick, wood siding
Interior - ceilings, walls, trim, doors, windows.
Interior – wood floor finishes – oil or water based finishes.

SPECIALTIES

1. Toilet accessories, soap, toilet paper and paper towel dispensers, grab bars
2. Fire extinguishers
3. Signage

EQUIPMENT

1. Kitchen appliances – range, microwave, refrigerator, garbage disposal.

FURNISHINGS

1. Kitchen cabinets and countertops
2. Storage shelving and cabinets
3. Metal chairs and tables
4. Furniture

MECHANICAL

1. Plumbing
 - a. Sanitary sewer piping
 - b. Domestic water piping
 - c. Piping insulation
 - d. Fixtures – water closets, hand sinks
 - e. Hot water heater
2. Heating
 - a. Gas fired hot water boiler and pump
 - b. Hot water piping and insulation
 - c. Hot water baseboard and radiator heating units.
3. Air Conditioning – self-contained window units
4. Ventilation
 - a. Bathroom exhaust fans
 - b. Kitchen exhaust fan
 - c. Natural – Doors and windows

ELECTRICAL

1. Interior and exterior light fixtures
2. Emergency lighting
3. Exit signs
4. Wiring, conduit, grounding
5. Devices – outlets, switches
6. Service entrance equipment
7. Panelboard

INSPECTION FREQUENCY CHART

Feature	Minimum Inspection Frequency	Season
EXTERIOR		
Roof	Annually	Spring or fall; every 5 years by roofer
Chimneys	Annually	Fall, prior to heating season; every 5 years by mason
Roof Drainage	6 months; more frequently as needed	Before and after wet season, during heavy rain
Exterior Walls and Porches	Annually	Spring, prior to summer/fall painting season
Windows	Annually	Spring, prior to summer/fall painting season
Foundation and Grade	Annually	Spring or during wet season
Building Perimeter	Annually	Winter, after leaves have dropped off trees
Entryways	Annually; heavily used entries may merit greater frequency	Spring, prior to summer/fall painting season
Doors	6 months; heavily used entry doors may merit greater frequency	Spring and fall; prior to heating/cooling seasons
Attic	4 months, or after a major storm	Spring after wet season
Electrical	Annually	Fall
Termite Inspection	Annually	
INTERIOR		
Basement/Crawlspace	4 months, or after a major storm	Spring after wet season
Ceiling, wall and Floor Finishes	Annually	Spring

Attics	4 months, or after a major storm	Spring after wet season
Painted Surfaces	Annually	Spring after wet season
Toilet Accessories	6 months; heavily used may merit greater frequency	Spring and fall; prior to heating/cooling seasons
Life Safety Equipment	Annually	Fall
Equipment	Annually	Fall
Furnishings	Annually	Fall
Mechanical	6 months	Spring and fall; prior to heating/cooling seasons

APPENDIX

Secretary of Interior’s Standards for the Treatment of Historic Properties found at http://www.cr.nps.gov/hps/tps/standards_guidelines.htm:

The Secretary of Interior’s Standards promote consistent preservation practices and are in non-technical, common sense language. In addition to outlining the standards for the four treatment approaches (Preservation, Rehabilitation, Restoration, and Reconstruction), this website provides information on how to choose a treatment type, as well as illustrated guidelines on applying the Standards. As a conceptual framework, the Standards cannot direct the decisions regarding what features of a historic property should be retained or changed, but they can help to maintain a consistent philosophy towards a project once those decisions are made. The four treatment approaches are thus summarized:

Preservation: focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

Rehabilitation: acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

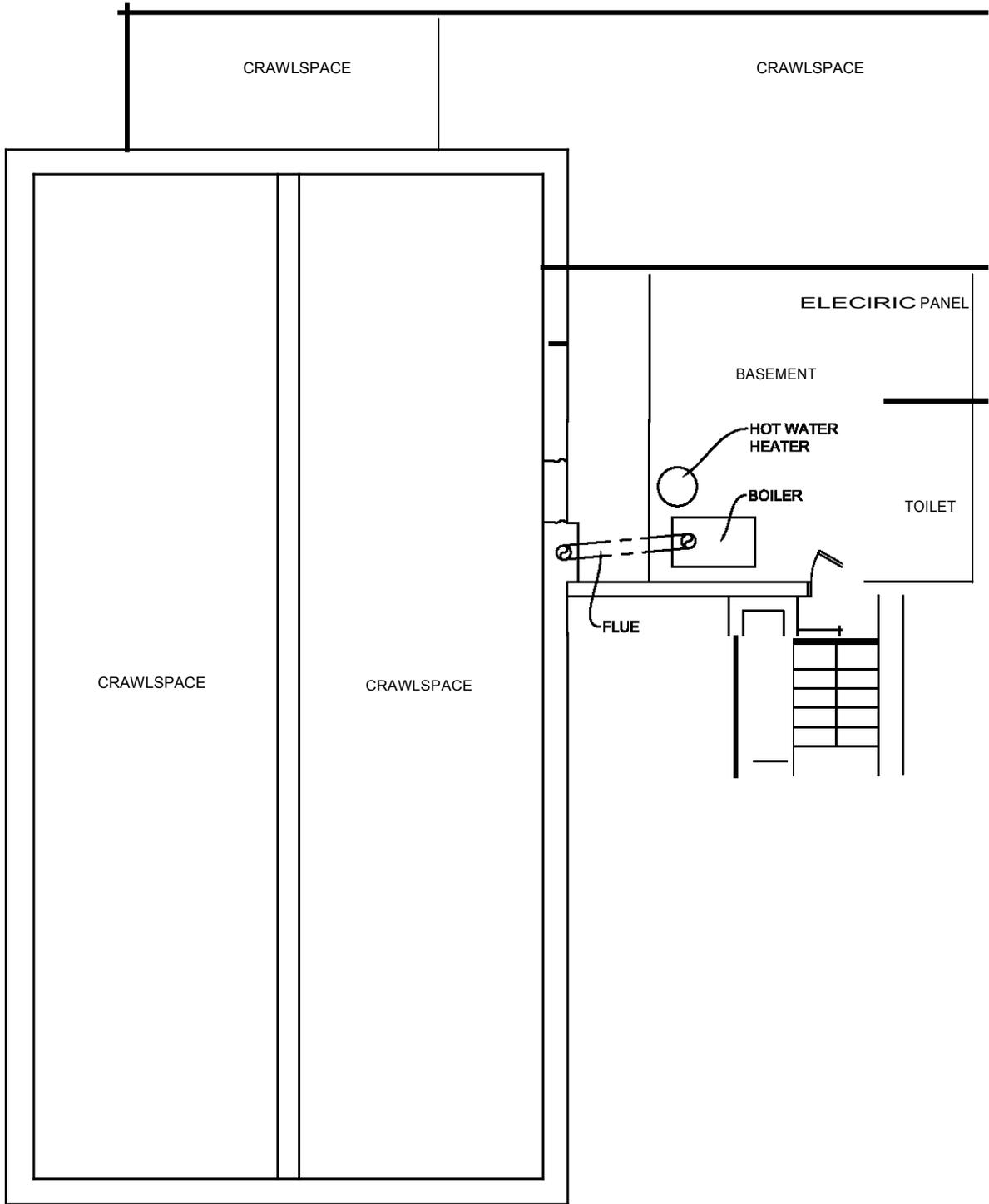
Restoration: depicts a property at a particular period of time in its history, while removing evidence of other periods.

Reconstruction: re-creates vanished or non-surviving portions of a property for interpretive purposes.

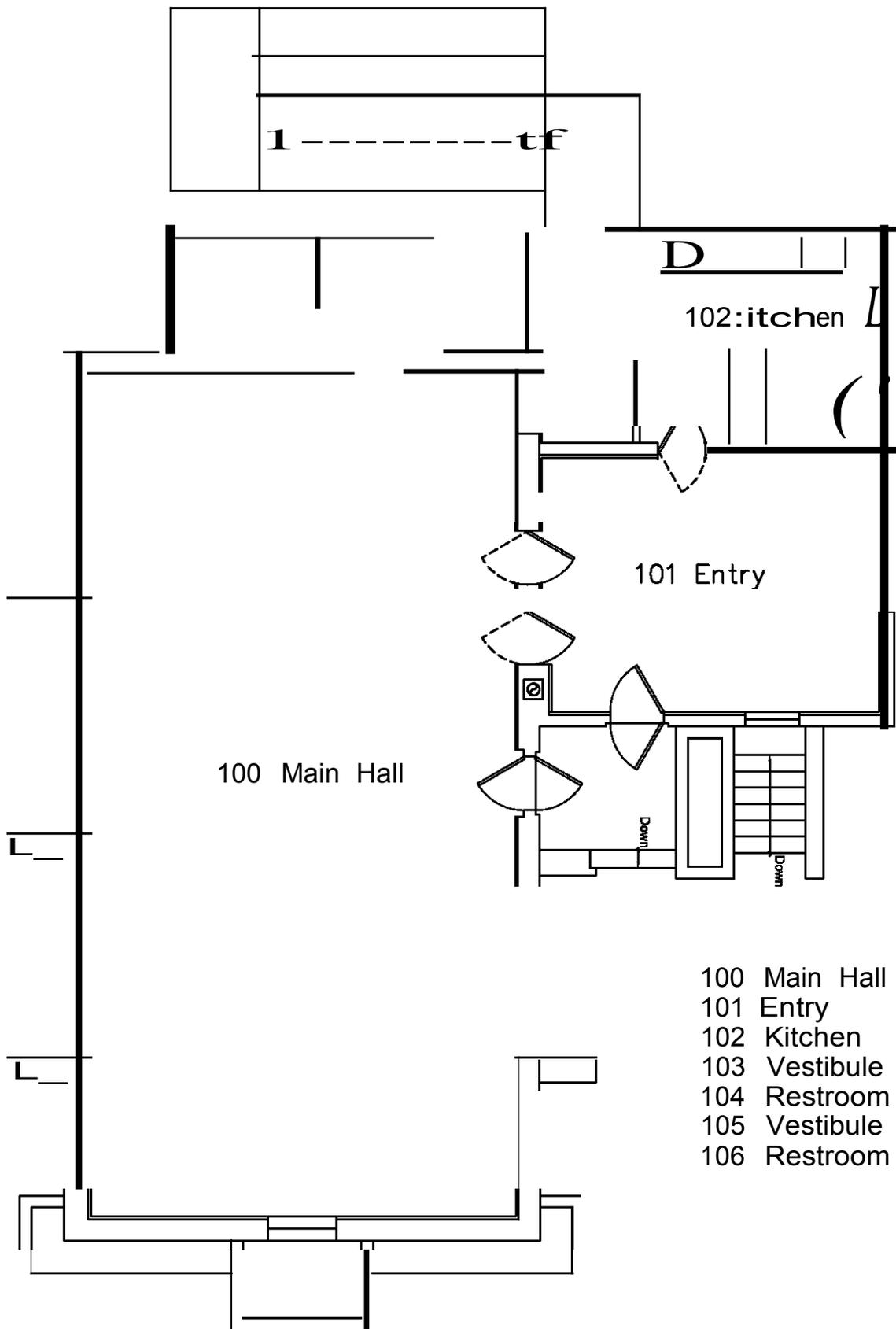
The National Park Service Preservation Briefs provide guidance on **preserving, rehabilitating, and restoring** historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work.

Preservation Briefs found at:
<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

APPENDIX E-FLOOR PLANS



OLD PARISH HOUSE - BASEMENT PLAN



OLD PARISH HOUSE- FIRST FLOOR PLAN

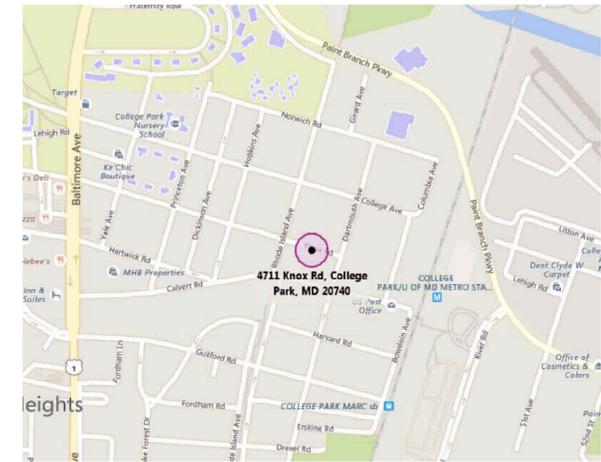
BIBLIOGRAPHY

1. King, Marina, and Susan Pearl, "Woman's Club of College Park," Maryland Historic Trust State Historic Sites Inventory Form, # P.G. 66-9, June 1988.
2. King, Marina, "College Park Historic Survey," Maryland Historic Trust State Historic Sites Inventory Form, # P.G. 66-21, September 1986.
3. Calvert, Rosalie Stier, and Margaret Law. Callcott. *Mistress of Riversdale: The Plantation Letters of Rosalie Stier Calvert, 1795-1821*. Baltimore: Johns Hopkins UP, 1991.

REFERENCES

1. Preservation Briefs, Technical Preservation Services for Historic Buildings. Washington, D.C., Department of the Interior, The National Park Service. www.nps.gov
 - #1: The Cleaning and Waterproof Coating of Masonry Buildings
 - #2: Repointing Mortar Joints in Historic Masonry Buildings
 - #3: Conserving Energy in Historic Buildings
 - #4: Roofing for Historic Buildings
 - #6: Dangers of Abrasive Cleaning to Historic Buildings
 - #9: The Repair of Historic Wooden Windows
 - #10: Exterior Paint Problems on Historic Woodwork
 - #17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
 - #18: Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements
 - #24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
 - #28: Painting Historic Interiors
 - #35: Understanding Old Buildings: The Process of Architectural Investigation
 - #36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
 - #37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
 - #39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings

Roof Framing Repairs To: OLD PARISH HOUSE 4711 Knox Road College Park, Maryland 20740



THOMAS J. TALTAVULL
ARCHITECT
2060 PLUM CREEK COURT
GATHERSBURG, MARYLAND 20882
301.840.1847

Professional Certification:
I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, License No.9083, Expiration Date: 6-13-2016.

Professional Seal

PROJECT TITLE
NO SCALE

5

VINCINITY MAP
NO SCALE

6

General Notes

- These drawings were from information made available to the Architect and Engineers. At existing areas, the drawings show the general location of various building components and equipment which were shown on original drawings.
- All work shall be done in strict accordance with all applicable codes, ordinances, regulations and any additional requirements so stated by any law, ordinance or regulation pertaining to construction within the said limits of the authority (City, County, State or Federal) having jurisdiction.
- The Contractor is responsible for examining all conditions and becoming thoroughly acquainted with the existing conditions prior to preparing bids for the work.
- All construction shall be accomplished in compliance with Occupational Safety and Health Act and all other applicable rules and regulations. It shall be the contractor(s) responsibility to comply with all such laws and regulations.. Contractor shall check with MISS UTILITY before starting work.
- The Contractor shall make all shut-offs and cap all utility lines required to complete the work.
- The contractor shall provide all necessary covers, barricades, fire rated temporary partitions, railings, fencing to protect the building from weather, damage to materials, and to provide public safety. Provide all necessary cover to prevent the spread of dust and dirt.
- It shall be the Contractor's responsibility to provide all bracing, and shoring to protect the structure until all materials and construction can be put in place.
- The Contractor is responsible for staking and laying out all work and for the coordination of all installations allowing adequate space for other equipment, piping, wiring, hvac equipment, etc.
- Where applicable, details and notes shown in any section apply to all similar sections unless noted otherwise.
- All materials, components, systems and interior and exterior finishes shall be installed, assembled, operated and or applied in strict accordance with the drawings and specifications and the manufacturers' printed specifications, recommendations and or instructions for intended purposes as recommended by the manufacturer. Failure to comply with the manufacturer's recommendations or to report any conflicts between the drawings and the manufacturer's recommendations prior to the start of work shall act as a waiver to any claim by the Contractor(s) for any additional expense made necessary by the work.
- The drawings of various disciplines in the Construction Documents are complimentary to one another. All drawings shall be utilized and referred to prior to starting and doing the performance of work in any space.
- The Contractor shall verify and field check all dimensions including material thickness and clearances, structural conditions, mechanical, plumbing and electrical installations and make such modifications, relocation and or re-routing necessary, including required temporary utilities, to complete installations conforming to the Contract Documents.
- The Contractor shall review all drawings and specifications for any conditions that may affect the work and shall report to the Architect any conditions or discrepancies, or request clarification, prior to the start of any work. Failure to report such conditions or discrepancies, or to request clarification prior to the start of any work, is a waiver to any claim by the Contractor(s) for additional expenses made necessary by reason of interpretation of the drawings.
- No modifications, relocation, etc. shall be made which inhibit or interfere with the intended uses of the spaces nor shall any installations be exposed which are intended to be concealed without prior approval in writing from the architect or Owner.
- Verifications and coordination will be accomplished with such timing so that there is no delay in completing all work on schedule.
- The Contractor shall notify the Owner and/or Architect of any major deviations or differences in conditions of the work that would materially affect the quality of the work and/or completion of the Contract.
- At the Architect's discretion, repair, and / or replace any construction materials, equipment, etc. damaged during or by construction activities. Replacement shall match original in quality and appearance.
- All work indicated is new unless noted as existing to remain.

MARYLAND REHABILITATION CODE & BY REFERENCE:
IECC INTERNATIONAL EXISTING BUILDING CODE, 2015 EDITION
IN ADDITION TO THE IECC THE FOLLOWING CODES AND STANDARDS SHALL APPLY:
ICC INTERNATIONAL BUILDING CODE, 2015 EDITION (IBC) WITH LOCAL AMENDMENTS
ICC INTERNATIONAL MECHANICAL CODE, 2015 EDITION (WITH LOCAL AMENDMENTS) (IMC)
NFPA 70 - NATIONAL ELECTRICAL CODE, 2014 EDITION and Subtitle 2, Group14B and Subtitle 9
NFPA - 101 - LIFE SAFETY CODE, 2015 EDITION Subtitle 11 Prince George's County Fire Safety Code Subtitle 4 Prince George's County Building Code
MARYLAND ACCESSIBILITY CODE & BY REFERENCE:
2010 ADA STANDARDS FOR ACCESSIBLE DESIGN (ADA)

USE AND OCCUPANCY GROUP:
USE: A-3 Assembly, CHAPTER 3 (IBC) - Community Hall

CONSTRUCTION TYPE: V B Building meets all requirements of this construction type. CHAPTER 6 (IBC)

BUILDING HEIGHT :
ALLOWABLE HEIGHT = 40 FEET - 1 STORIES CHAPTER 5 (IBC)
ACTUAL HEIGHT = 16' ± FEET , 1 STORY

BUILDING AREA:

	EXISTING	PROPOSED
FIRST FLOOR AREA	2045 SF	2045 SF

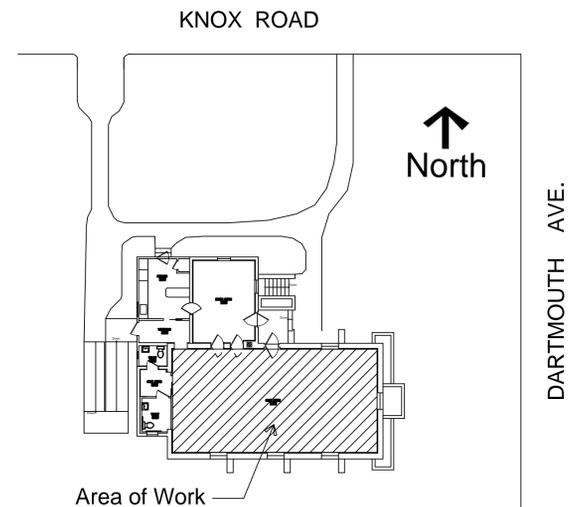
ALLOWABLE AREA PER FLOOR FOR NON SPRINKLERED BUILDING = 6000 SF

ACTIVE FIRE PROTECTION:
SPRINKLER PROTECTION:
The Existing Building is NOT protected with a sprinkler system.

SCOPE OF WORK:
A3 -Assembly - Existing Community Building. Interior structural alterations to existing roof framing at Main Club Room to correct unsafe framing. Removal of existing 12" x 12" acoustic ceiling tiles and batt insulation. Installation of salvaged original wood ceiling and new R49 batt insulation.

BUILDING INFORMATION

SCOPE OF WORK	OWNER'S SCOPE OF WORK IS TO REINFORCE EXISTING ROOF FRAMING AT MAIN CLUB ROOM TO CORRECT DEFICIENT ROOF FRAMING SYSTEM. REINSTALL ORIGINAL WOOD CEILING AND TRIM AND NEW BATT INSULATION.	
JURISDICTION	PRINCE GEORGE'S COUNTY, MARYLAND	
	EXISTING BUILDING	PROPOSED ALTERATION
HIGH RISE (IBC 202)	NO	NO
OCCUPANCY CLASSIFICATION (IBC 302)	(A-3)	A-3
COVERED MALL (IBC 402)	NO	NO
MIXED USE AND OCCUPANCY (IBC 508)	NON SEPERATED	NON SEPERATED
TYPE OF CONSTRUCTION (IBC 602)	VB	VB
FIRE ALARM SYSTEM	NO	NO
FLOOR AREA	2045 SF	2045 SF
FULLY SPRINKLERED & MONITORED	NO	NO
NUMBER OF STORIES	1 ON GRADE	1 ON GRADE



KEY PLAN
NO SCALE

4

Revisions

Drawing Title

COVER SHEET

Date: July 19, 2016

- CS1.0 COVER SHEET, INDEX, GENERAL NOTES.
- A1.0 FLOOR PLANS
- A2.0 EXISTING BUILDING SECTION
- A3.0 PROPOSED BUILDING SECTION
- S1.0 ROOF FRAMING PLAN
- S2.0 ROOF FRAMING BUILDING SECTION

Repairs to :
OLD PARISH HOUSE
City of College Park
4711 Knox Rd,
College Park, MD 20740

Drawing Number

CS1.0

GENERAL NOTES
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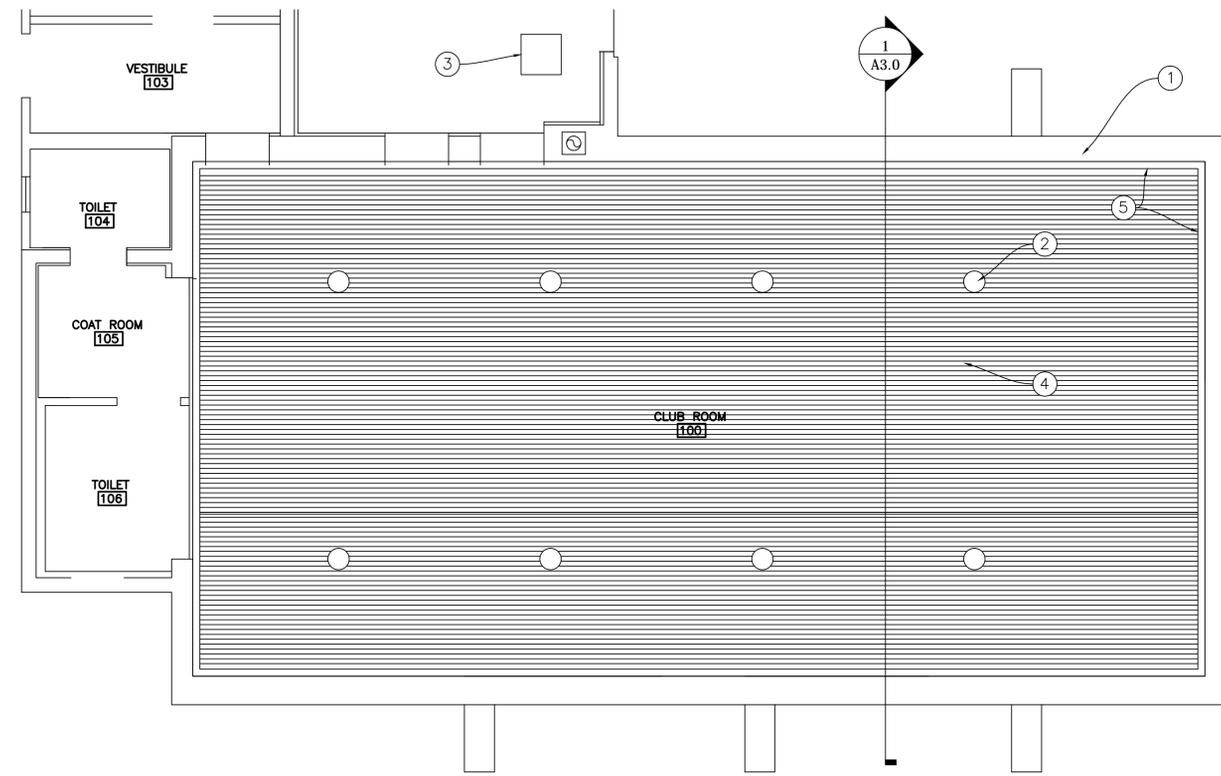
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DRAWING INDEX
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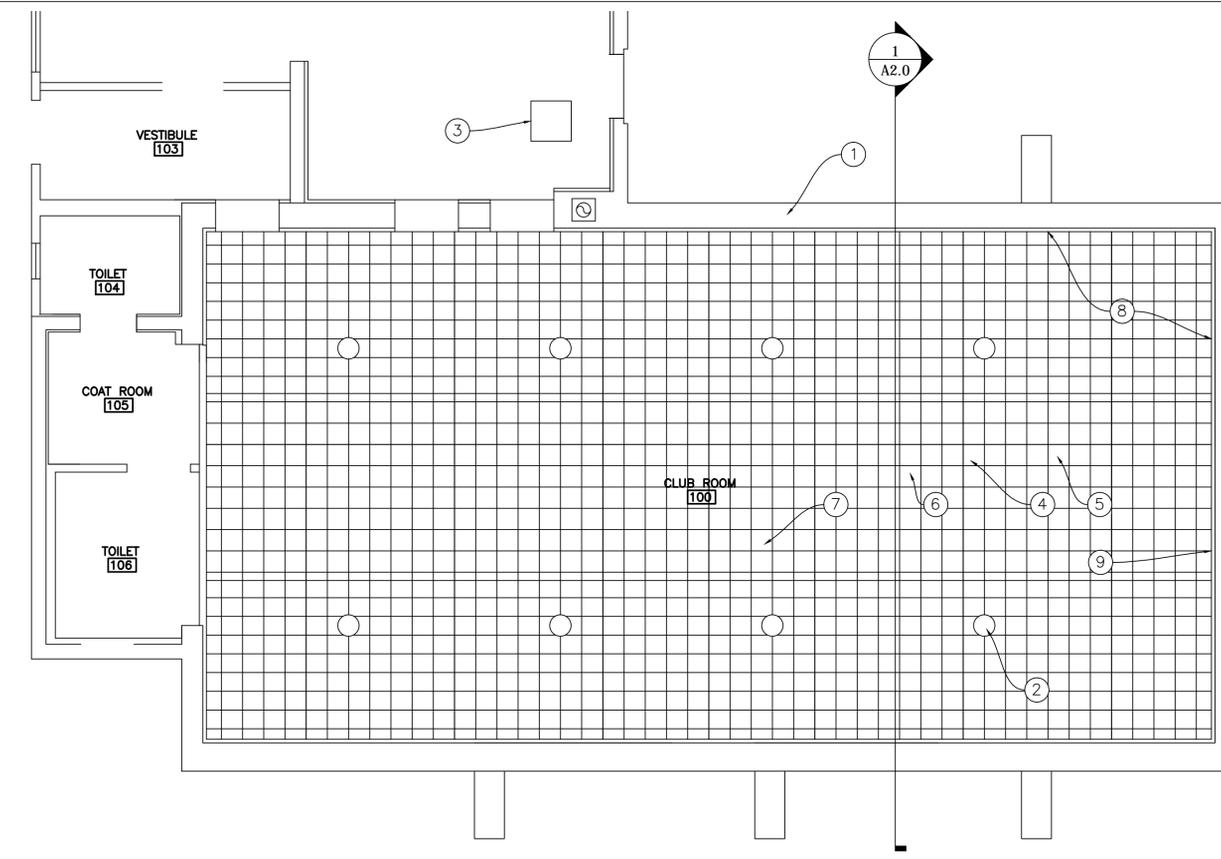
1



- PLAN NOTES:**
- ① EXISTING EXTERIOR WALL.
 - ② REINSTALL ALL PENDANT LIGHT FIXTURES, WIRING AND CONDUIT TO BE CONCEALED.
 - ③ EXISTING ATTIC ACCESS PANEL.
 - ④ REINSTALL ALL SALVAGED EXISTING WOOD CEILING BOARDS PROVIDE NEW BOARDS TO MATCH IF REQUIRED..
 - ⑤ REINSTALL ALL SALVAGED PERIMETER WOOD TRIM MOULDINGS PROVIDE NEW TRIM TO MATCH ORIGINAL WHERE REQUIRED.

EXISTING FIRST FLOOR REFLECTED CEILING PLAN
1/4" = 1' - 0"

3

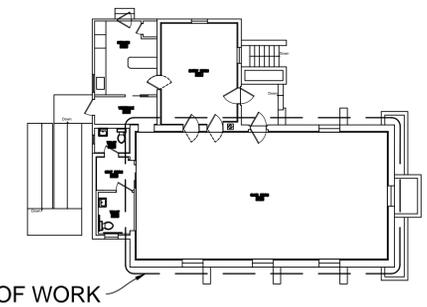


- PLAN NOTES:**
- ① EXISTING EXTERIOR WALL.
 - ② CAREFULLY REMOVE ALL PENDANT LIGHT FIXTURES, WIRING AND CONDUIT. LIGHT FIXTURES WILL BE REUSED.
 - ③ EXISTING ATTIC ACCESS PANEL.
 - ④ REMOVE EXISTING 12" x 12" ACOUSTIC CEILING TILES AND GLUE.
 - ⑤ CAREFULLY REMOVE EXISTING WOOD CEILING BOARDS LOCATED UNDER ACOUSTIC CEILING TILES AND SALVAGE FOR REINSTALLATION.
 - ⑥ REMOVE ALL CEILING INSULATION AT CLUB ROOM 100.
 - ⑦ REMOVE WOOD CEILING SUPPORT JOISTS. SEE SECTION A2.0
 - ⑧ CAREFULLY REMOVE ALL PERIMETER WOOD TRIM MOULDINGS AND SALVAGE FOR REUESE.
 - ⑨ REMOVE EXPOSED CONDUIT AT THIS LOCATION AND REINSTALL ABOVE NEW CEILING FRAMING.

EXISTING FIRST FLOOR REFLECTED CEILING PLAN
1/4" = 1' - 0"

2

KEY PLAN
1/16" = 1' - 0"



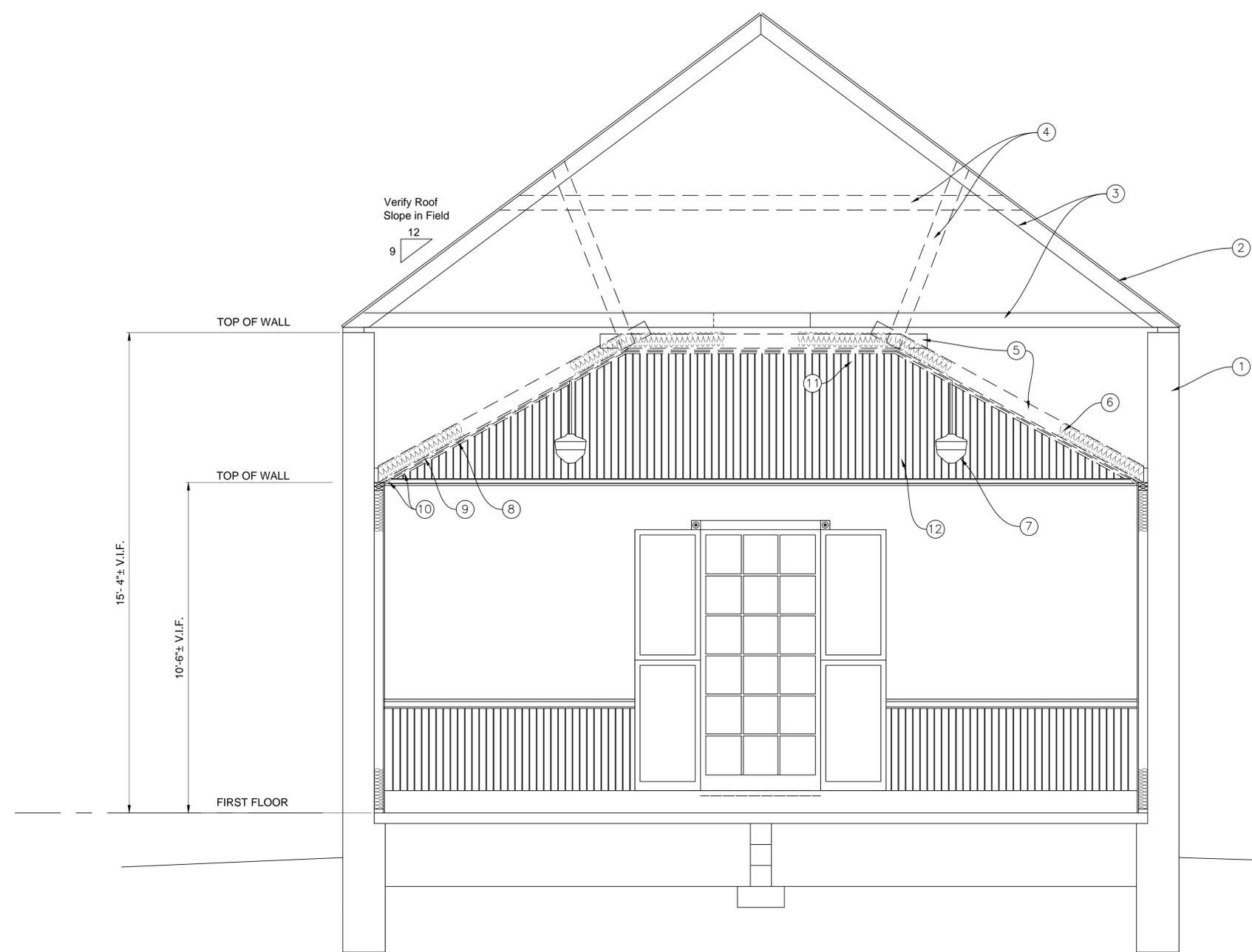
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Revisions
Drawing Title
PLANS

Date: July 19, 2016

Repairs to :
OLD PARISH HOUSE
City of College Park
4711 Knox Rd,
College Park, MD 20740

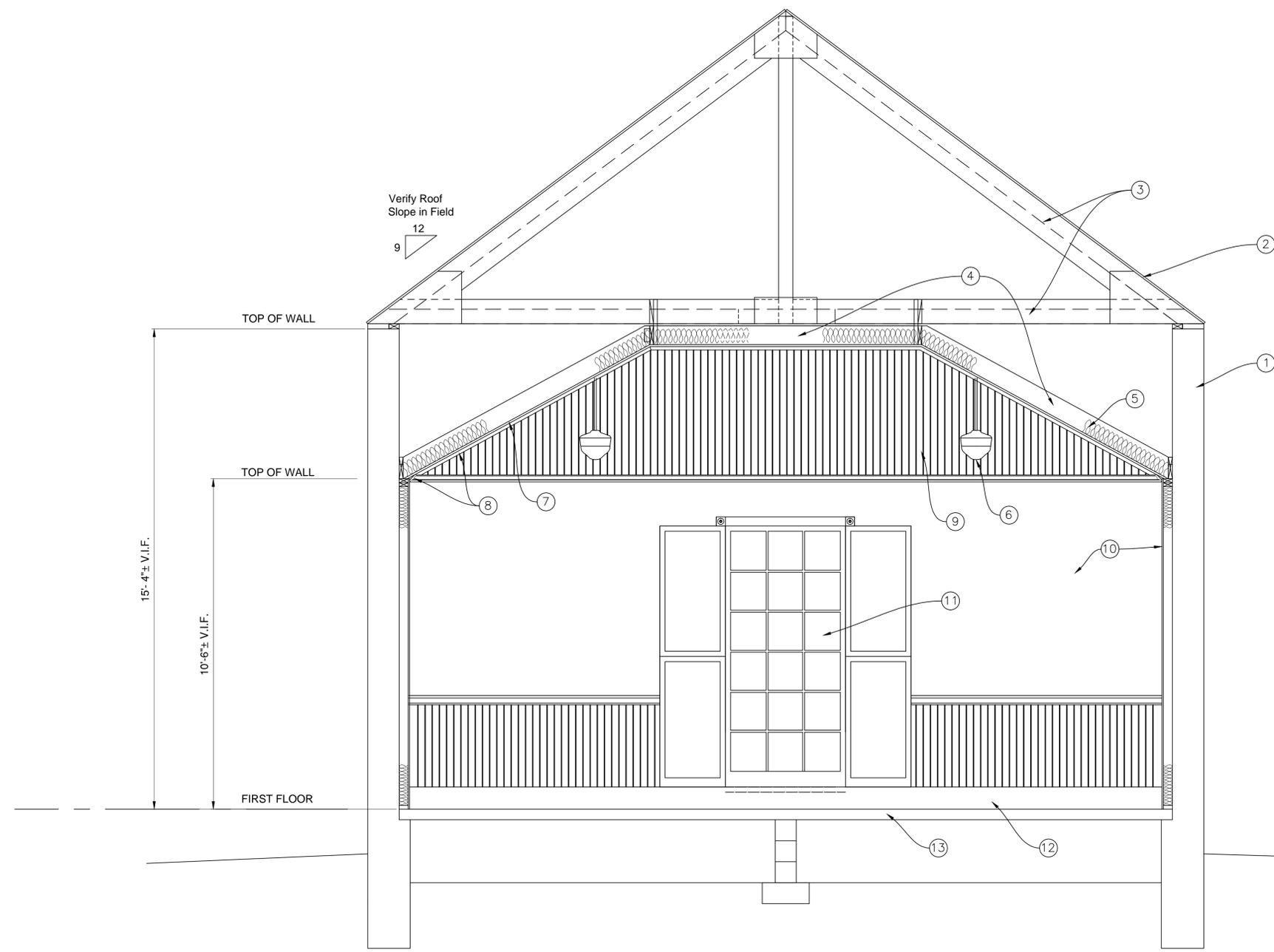
Drawing Number
A1.0



- SECTION NOTES:**
- ① EXISTING EXTERIOR WALL.
 - ② EXISTING ASPHALT SHINGLES OVER WOOD SHEATHING BOARDS TO REMAIN.
 - ③ EXISTING RAFTERS AND CEILING JOISTS TO REMAIN.
 - ④ EXISTING SUPPORT RAFTERS TO BE REMOVED.
 - ⑤ EXISTING CEILING SUPPORT BOARDS TO BE REMOVED.
 - ⑥ EXISTING INSULATION TO BE REMOVED.
 - ⑦ CAREFULLY REMOVE ALL PENDANT LIGHT FIXTURES, WIRING AND CONDUIT. LIGHT FIXTURES WILL BE REUSED.
 - ⑧ REMOVE EXISTING 12" x 12" ACOUSTIC CEILING TILES AND GLUE.
 - ⑨ CAREFULLY REMOVE EXISTING WOOD CEILING BOARDS LOCATED UNDER ACOUSTIC CEILING TILES AND SALVAGE FOR REINSTALLATION.
 - ⑩ CAREFULLY REMOVE ALL PERIMETER WOOD TRIM MOULDINGS AND SALVAGE FOR REUSE.
 - ⑪ REMOVE EXPOSED CONDUIT AT THIS LOCATION AND REINSTALL ABOVE NEW CEILING FRAMING.
 - ⑫ EXISTING WOOD PANEL BOARDS TO REMAIN.

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EXISTING BUILDING SECTION
1/2" = 1' - 0"



- SECTION NOTES:**
- ① EXISTING EXTERIOR WALL.
 - ② EXISTING ASPHALT SHINGLES OVER WOOD SHEATHING BOARDS TO REMAIN.
 - ③ EXISTING RAFTERS AND CEILING JOISTS TO BE REINFORCED. SEE STRUCTURAL SECTION1/S2.0.
 - ④ NEW 2 x 8 CEILING SUPPORT BOARDS, SEE STRUCTURAL DRAWINGS FOR DETAIL.
 - ⑤ NEW R49 KRAFT FACED FIBERGLASS BATT INSULATION.
 - ⑥ REINSTALL ALL PENDANT LIGHT FIXTURES. ALL WIRING AND CONDUIT TO BE CONCEALED.
 - ⑦ REINSTALL SALVAGED EXISTING WOOD CEILING BOARDS PROVIDE NEW BOARDS TO MATCH EXISTING EXACTLY AS REQUIRED TO COMPLETE CEILING FINISH. PAINT.
 - ⑧ REINSTALL ALL SALVAGED EXISTING PERIMETER WOOD TRIM MOULDINGS. PROVIDE NEW MOULDINGS TO MATCH EXISTING EXACTLY TO COMPLETE INSTALLATION, PAINT.
 - ⑨ EXISTING WOOD PANEL BOARDS TO REMAIN.
 - ⑩ EXISTING DRYWALL TO REMAIN.
 - ⑪ EXISTING WINDOW AND SHUTTERS TO REMAIN.
 - ⑫ EXISTING HOT WATER BASEBOARD HEATING UNITS TO REMAIN.
 - ⑬ EXISTING CONCRETE SLAB.

Revisions
Drawing Title
SECTION

Date: July 19, 2016

Repairs to :
OLD PARISH HOUSE
City of College Park
4711 Knox Rd,
College Park, MD 20740

Drawing Number

A3.0

1

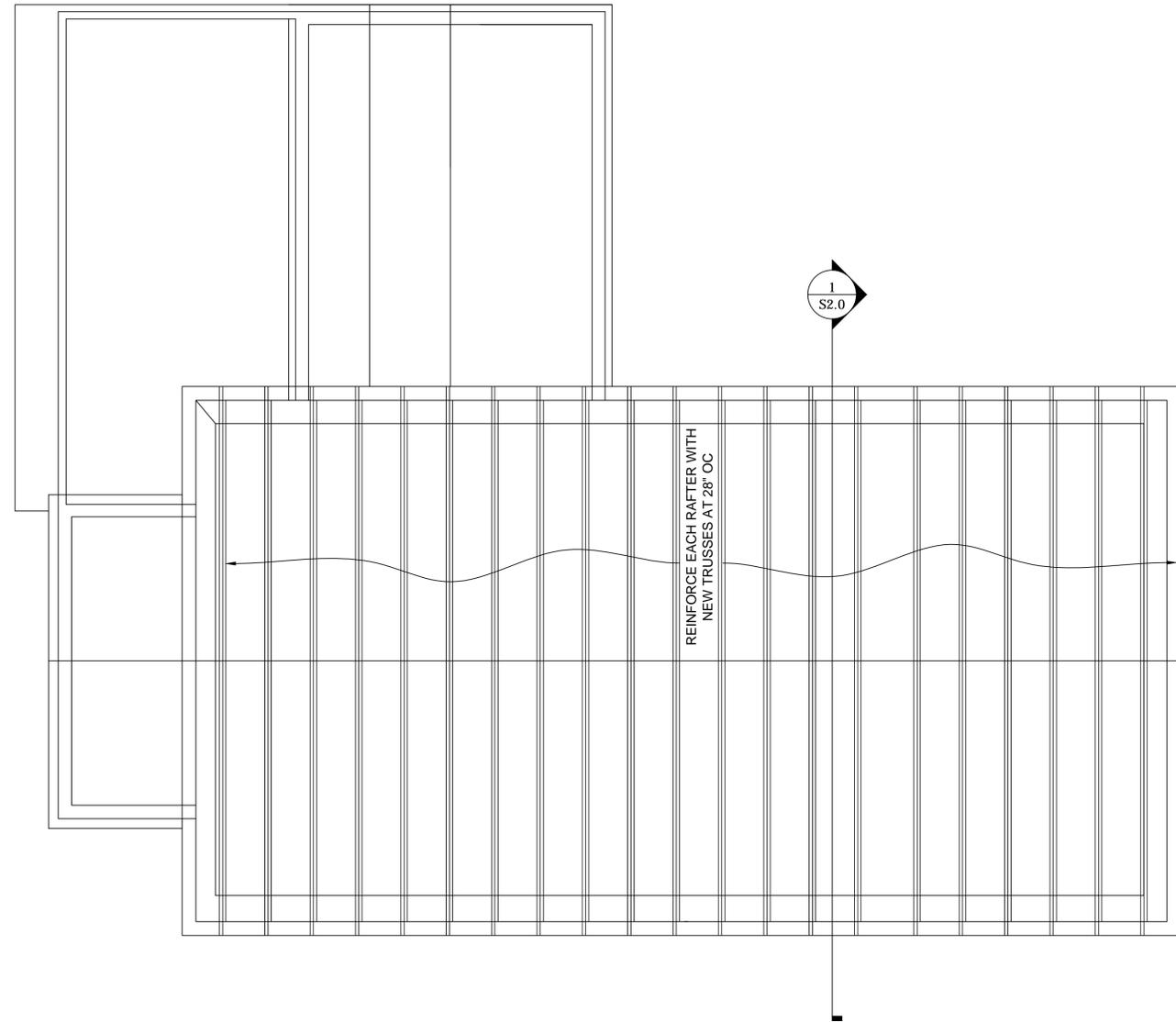


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301.840.1847

JAMES M. GROSS, PE
STRUCTURAL ENGINEER
10208 EASTERDAY CT.
HAGERSTOWN, MD 21142
301.824.7450

Professional Certification:
I hereby certify that these
documents were prepared or
approved by me, and that I
am a duly licensed
professional engineer under
the laws of the State of
Maryland, License
No.17267, Expiration Date:
2017-03-01.

Professional Seal



Revisions

Drawing Title

ROOF FRAMING PLAN

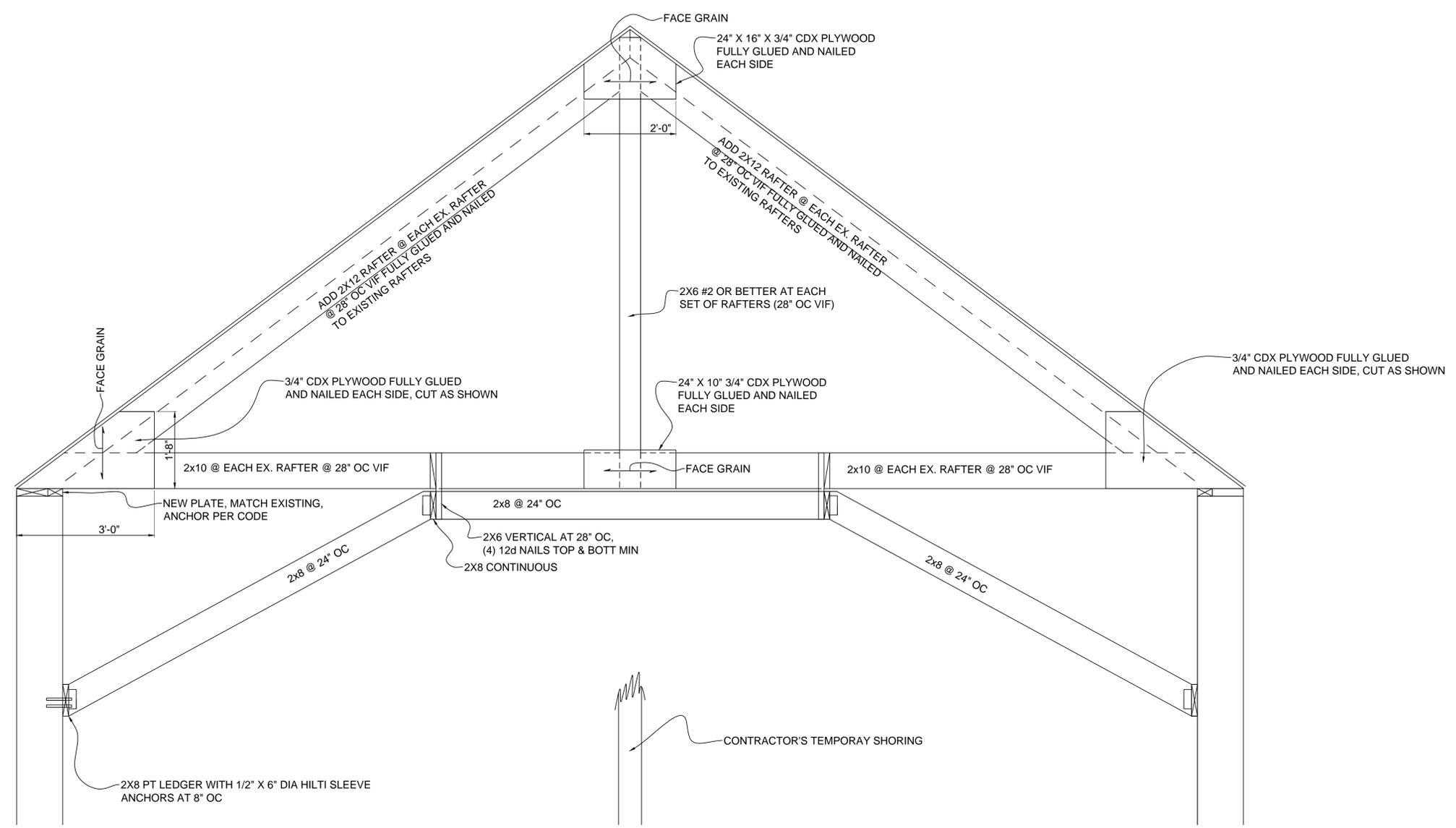
Date: July 19, 2016

Repairs to :
OLD PARISH HOUSE
City of College Park
4711 Knox Rd,
College Park, MD 20740

Drawing Number

S1.0

1



SECTION THROUGH ROOF FRAMING – TYPICAL
3/4 = 1' - 0"

Customer #	Date	Proposal #
CCPMD	9/1/2016	6416

Service Type : Fire-install

Page # : 1

Proposal To:	
City of College Prk Public Wrk 9217 51st Ave Carolanne Linder	
College Park	MD 20740
(301)474-4194	Fax: (301)474-0825

Service Address	
City of College Park 9217 51st Avenue	
Attn: Carolanne Linder	
College Park	MD 20740

Contact	Valid upto	Salesperson 1	Salesperson 2	Service Location
		Craig Bober		4711 Knox Road (Old Parish House)

Directions:

74-2045
ALARM WATCH

Work to be performed:

Secure Alarms will install a Firelite control panel in the basement of the building. There will be an annunciator display panel in the sitting room of the building to display trouble and alarm conditions. We will install two smoke detectors in the main community room, one in the sitting room and one in the basement with the fire panel (required by fire code). One heat detector will be placed in the kitchen and one in the basement of the building. Secure Alarms will install horn strobes in the community room, Sitting room and kitchen. We will install one strobe light in the bathroom. There will be one CO2 detector in the basement.

Monitoring of the system is \$420 per year and you will need to supply two phone numbers for the system.

WE PROPOSE hereby to furnish this material and labor-complete in accordance with above specifications for the sum of:			
33.33% Deposit:	\$ 2,704.59	Balance :	\$ 5,409.27 \$ 8,113.86

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be done only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted . You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Co. Rep

Signature(Title)

Co Approval (Title)



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Janeen S. Miller
City Clerk

Meeting Date: September 6, 2016

Presented By: Janeen S. Miller

Proposed Consent Agenda: No

Originating Department: City Clerk's Office

Issue Before Council: Consideration and approval of an event to celebrate the 200th anniversary of the Old Parish House

Strategic Plan Goal: Goal 5 – Effective Leadership

Background/Justification:

The Old Parish House, which is the second oldest building in College Park and the only historic building owned by the City, is turning 200 in 2017. City staff have undertaken efforts to properly preserve and maintain the Old Parish House, as evidenced by the recently commissioned Historic Structures Report and planned capital improvements, but we also wish to celebrate this valued historic resource with a celebration of its origins and importance to our community over the last 200 years.

A workgroup composed of Leslie Montroll (resident and founder of the College Park Needle Arts Society), Melissa Sites (Executive Director, College Park Arts Exchange), Aaron Marcavich (Executive Director, Anacostia Trails Heritage Association/Maryland Milestones) and City staff Janeen Miller, Yvette Allen and Ryna Quiñones has met and developed plans for a weekend celebration of the OPH@200 for the weekend of April 21 -23, 2017. Leslie Montroll will attend the September 6 Worksession to review the plans and answer questions.

Fiscal Impact:

If Council wishes to move forward with the OPH 200th anniversary event, funds can be allocated from FY '16 surplus via a budget amendment.

Council Options:

This is a discussion item to get feedback from Council on the proposal.

Staff Recommendation:

N/A

Recommended Motion:

N/A

Attachments:

1. OPH 200th anniversary brief sheet

**Old Parish House at 200
April 21 - 23, 2017
Brief Sheet
(Draft for September 6, 2016 Council Worksession)**

Vision

To create a multi-day College Park community-oriented celebration marking the 200th anniversary of the Old Parish House through lectures, art, music, dance and hands-on activities. These events will serve to showcase the historical, artistic, musical and cultural times in which it was constructed and highlight the numerous roles the building has played in serving the community during its 200 year existence. It is anticipated that about 150 children and their parents will attend on Saturday; about 80 adults will attend on Sunday.

Proposed Plans/Cost Estimate

Friday, April 21, 7:30 - 9:30 pm: Vintage Contra Dance			
The weekend’s activities will kick off with a Vintage Contra Dance on Friday night. It will feature live music and a caller. Period snacks will be served. This event is slated to be held at St. Andrews Church Parish Hall to accommodate a large number of dancers, including families with children.			
		Partner Contributions	Budget Request
	Church rental		\$425
	Caller	CPAE \$250	
	Musicians	CPAE \$500	
	Food		\$250
	Subtotal	\$750	\$675
Saturday, April 22, 12:00 - 4:00 pm: Family Fun Day			
Saturday afternoon is family-oriented fun, harkening back to the social and cultural times of the 19 th century. Every room of the Old Parish House will be utilized in addition to two outdoor tents to be set up on the property. Vintage-oriented food will be available for purchase throughout the afternoon as well as a variety of grab & go healthy snacks. It will be helpful to be able to close off one block of Knox Road and Dartmouth Avenue.			
Key elements of the afternoon include: an authentic Punch and Judy puppet show (wildly popular in the 19 th century); a horse-drawn wagon ride through Old Town; a petting zoo with barnyard farm animals; hands-on butter churning and baking Maryland beaten biscuits; relay races with prizes for the children including sack races, potato relay, bean bag toss, etc.; a variety of hands-on craft activities for children; read-aloud story times; a dress-up photo area for “selfies” with period costumes; and walking tours highlighting several of the historic structures in Old Town.			

Saturday, April 22, 12:00 - 4:00 pm: Family Fun Day, continued:		Partner Contributions	Budget Request
	Riversdale Kitchen Guild volunteers and supplies	Riversdale \$350	
	CPAE Children's activities coordinator	CPAE \$150	
	Supplies for children's projects		\$1,000
	Prizes for children's activities		\$150
	Contribution to local theaters for costumes		\$250
	Horse & Wagon rides		\$1,200
	Punch & Judy Show	CPAE \$500	
	Barnyard Friends Petting Zoo		\$900
	Food		\$350
	Tents		TBD*
	Porta-Potties and Hand Washing Station		\$445
	Day-Of-Event Signage		\$200
	Subtotal	\$1,000	\$4,495*
		*Without Tents included	

Saturday, April 22, 7:00- 9:00 pm: Community Sing-Along and Ice Cream Social

After a break for dinner at home, the fun will continue in the evening with a Community Sing-Along and Ice Cream Social. This will include a performance by College Park Youth Music Traditions. Ice cream will of course be purchased from the UMD Dairy.

		Partner Contributions	Budget Request
	Ice Cream from UMD Dairy		\$150
	Extra toppings, paper goods, etc.		\$150
	Song leaders		\$350
	Subtotal	-0-	\$650

Sunday, April 23, 1:00 - 4:00 pm: OPH History Day

After a day of family-oriented fun on Saturday, Sunday turns to more educational (or intellectual) pursuits with a series of short lectures and musical performances. The building we call the Old Parish House was originally constructed as a brick barn in 1817 as part of the Riversdale estate. That estate as well as the Calvert family were central to the founding of the school that today we call the University of Maryland as well as the City of College Park. Accordingly, the day's talks will put our Old Parish House in a historic context, giving a local, regional and world perspective to events of the 1817 time period. Key elements include:

- *Mrs. Calvert: the Mistress of Riversdale*, will discuss her life at Riversdale including food ways, butter production, clothing, farming, travel and hardships.

- *A County Takes Shape*: Topics will include the development of area, with a focus on the role of tobacco, agriculture, the economy and slavery. Speaker TBD.
- *From Plantation to University: how it all began*: Anne Turkos, UMD archivist, will discuss the beginnings of the University and recall key events through the 19th century.
- *From Gown to Town: the origins of College Park*: Local civic leader and award-winning journalist Kathy Bryant will discuss her great-grandfather’s role in the establishment of College Park.
- *A Building for the Ages*: Users of this Building Past & Present. A discussion panel to include representatives from St. Andrew’s (Kathy Bryant), College Park Woman’s Club (Sarah Bourne), and College Park Arts Exchange (Melissa Sites).
- *What in the World?: How did Napoleon Influence College Park*: A university professor will provide a world context for the early years of the 19th century. Speaker TBD.
- Performances by College Park Arts Exchange musicians
- Quilt presentation by Leslie Montroll

		Partner Contributions	Budget Request
	Ms. Rosalie Calvert, Mistress of Riversdale		\$250
	Honoraria for speakers (4 @ \$150)		\$600
	Musical performances	CPAE \$150	
	Food		\$500
	Subtotal	\$150	\$1,350

Additional and Optional Items

	Partner Contributions	Budget Request
Printing Event Program Brochures	City \$XX	
City bus shuttle service from City Hall or Calvert Road parking lot to the Old Parish House – 4 hours on Saturday afternoon		\$300
Option 1: Creation of an OPH History brochure: compile existing historical information from various sources, conduct additional research, write brochure	ATHA \$500	
Option 2: Commemorative tote bags with sketch of the OPH and event date for sale. If approved as such, this could be fundraising activity to offset either the expenses of this event, or to fund the OPH renovations		-0- See note to left

Contingency (10%)			TBD*
	TOTAL	\$2,400	\$7,470*
			*Excluding cost of tents or 10% contingency

This weekend-long commemorative event seeks major support from the City of College Park. The current budget estimate for the program outlined above is \$7,470 before adding the cost of tents and a 10% contingency. We are hoping to find a sponsor to donate the tents, and will have more information on this at the September 6 Worksession.

Additional and in-kind support totaling \$2,400 has been pledged by the College Park Arts Exchange, Maryland Milestones/ATHA, and Riversdale.

A team of community volunteers will help bring this program to life. The event will be publicized primarily through the local civic associations as well as the City’s website and social media.

6

Wichita Avenue Trees



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Scott Somers, City Manager

Meeting Date: September 6, 2016

Presented By: Scott Somers, City Manager

Originating Department: Administration

Issue Before Council: Request to replace three (3) street trees along Wichita Avenue

Strategic Plan Goal: Goal 4: Quality Infrastructure

Background/Justification:

The City has received a request to replace three (3) Zelkova street trees along Wichita Avenue in north College Park. Complaints received concerning the existing trees include excessive wildlife noise and droppings, tree root water and sewer line interference, power line interference, and excessive foliage in yards, on cars, and along the street during the fall season. The trees in question were planted in approximately the Spring of 1999.

The Tree and Landscape Board (TLB) met on August 17, 2016 to discuss the request to replace the three (3) Zelkova street trees. The TLB voted 5-1 to maintain the existing trees. Please see the attached Draft Minutes from the TLB meeting and a position paper on the subject signed by Joseph Smith, Chair of the Tree and Landscape Board.

The request to replace these trees was discussed and considered by the City Council during their January 15, 2013 Worksession. The notes from that Worksession follow:

January 15, 2013:

Removal of trees on Wichita: Several residents who live on Wichita Ave.; John Lea-Cox, City Forester; Mark Wimer, Tree & Landscape Board Chair; Brenda Alexander, Horticulturist; and Bob Stumpff, Public Works Director attended the meeting. Residents discussed issues about street trees (heaved sidewalks, impeding street lights, bird droppings, birds singing at night, electrical problems, sewer problems from roots) and requested the trees be removed. Staff said the removal of healthy street trees is regulated by the state Department of Natural Resources Roadside Tree Law. TLB and City Forester are against removing the trees. City Manager is against removal of trees and said it would take Council action to do so. Council not interested in pursuing removal of trees.

Council could consider the following when directing staff how to proceed:

The City's Strategic Plan, *Goal 2: Environmental Sustainability*, discusses how, "The City is a leader in the protection and restoration of natural resources...has well-managed and attractive natural resources, such as parks, trails, and outdoor recreation areas...is sensitive to environmental issues and that strives to limit impacts on the environment."

On the other, the City's Strategic Plan, *Goal 4: Quality Infrastructure*, discusses how, "The City's infrastructure, including roads, sidewalks, paths... and other facilities are constructed and maintained at a high quality standard to meet the needs of the residents, employees, and visitors;" that "College Park regularly evaluates its public infrastructure and facilities...so that all facilities meet the expectations of the residents... and surrounding neighborhoods."

Attached for Council's review are photos of the existing trees and recommended alternatives with descriptions should Council vote in favor of replacing the trees.

Fiscal Impact:

Cost of tree removal and replacement. The cost to remove the 3 trees & grind the resulting stumps is about \$2,100. New replacement trees could run about \$600.

Council Options:

1. Direct staff to remove and replace the street trees.
2. Direct staff to maintain the trees.
3. Provide alternate direction to staff.

Staff Recommendation:

Staff will take direction from the City Council.

Attachments:

TLB Draft Minutes and position paper
Photo of street trees in question
Recommended tree alternatives with descriptions

**DRAFT Minutes of the Tree and Landscape Board
City Hall, City of College Park
August 17, 2016**

<u>Term Exp.</u>	<u>Members</u>	<u>Present</u>	<u>Absent</u>
N/A	Brenda Alexander, Public Works Deputy Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	Steven Beavers, Planning Dept. Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11/30/2016	John Krouse, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/30/17	John Lea-Cox, City Forester	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/30/2017	Christine O'Brien, member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	Janis Oppelt/CBE Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9/30/2016	Joseph Smith, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	Laura Salers, Contract Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mr. Smith called the meeting to order at 7:04 pm.

- 1. Approval of Meeting Minutes:** The minutes of the July 20, 2016 meeting were reviewed and several edits were made.

Motion: To adopt the TLB meeting minutes with changes.

Moved: Dr. Lea-Cox **Second:** Mr. Krouse

Aye: Unanimous **Nay:** 0 **Abstain:** 0

- 2. Planning Department Report:** Mr. Beavers reported that Randolph Macon Road is under construction and curbs and gutters are going in. The road should be paved soon and will be renamed Howard Avenue. The Duval Field construction area has been fenced off and the contractor has begun work. Park and Planning will be holding a public hearing on the Resource Conservation Functional Master Plan on September 27th, 7:00 pm at the county administration building. The plan deals with forest canopy, water quality, urban agriculture, green infrastructure and agricultural conservation.

The TLB requested a \$1,000 match for the tree canopy enhancement program from the Committee for a Better Environment (CBE). The CBE was happy to provide the matching funds and encourages the TLB to seek additional funds from other entities so that the program can be an even greater success.

- 3. Public Works Department Report:** Ms. Alexander shared the following highlights:
 - XL Tree Experts are working to finish tree work in the city by the end of August.
 - A grant application to DNR to support replacing the play structure at Davis playground.
 - Pepco has begun working on line clearance activities in North College Park. Two additional plans were received from Pepco and are being reviewed by Public Works.
 - One of the part-time summer crew members has left to return to college.
 - The fall pansy and bulb order will be submitted soon and a list of trees in the city, that need replacing this fall, is being drafted.
 - The MDE application for the compost facility is moving along and they will be making an onsite visit soon.

- Public Works has ordered port-a-johns for use at Duval Field because the fields will remain open to the public during the renovation project.

The TLB discussed using Alice Kennington Memorial Tree funds to enhance the Duval Field project.

Motion: That \$5,000 from the Alice Kennington Memorial Tree fund be devoted to covering the cost of trees and restoring the structural soil component at the Duval Field block house renovation project.

Moved: Dr. Lea-Cox

Second: Mr. Krouse

Aye: Unanimous

Nay: 0

Abstain: 0

4. **Pepco Tree Trimming Work and Council Agenda Item:** There are not significant updates on the Pepco work except the two new plans currently under review by Public Works.

A dead tree on 49th Avenue was discussed. Although the tree was enclosed in the property owner's fence, it may have on the City right of way. The end result was that Pepco removed the tree.

The Council Agenda item is a citizen's request to remove trees on Wichita Avenue. The item did not come to a vote at the last City Council meeting and so it will be on the agenda at the September 6th meeting. Dr. Lea-Cox noted that he will not be able to attend the September 6 meeting. A resident has requested that 3 zelkova trees be removed from the right of way on Wichita Avenue near his home. Ms. Alexander shared photographs of the trees on Wichita with the Board members. Highlights of the discussion include:

- The TLB discussed the resident's possible reasons for the tree removal. These may include noise from the birds singing, blocking of light, roots raising the sidewalks and bird droppings.
- The trees are not directly in front of the requestor's house but he parks his cars under them.
- It was suggested that a possible solution to the lighting problem is to add a street light on that side of the street. The trees were thinned in the past to help alleviate this problem but have filled back in.
- The resident has complained numerous times about the birds that sit in the trees. Ms. Alexander reported visiting the trees several times and has not witnessed excessive birds in the trees.
- At one point, the City placed shiny ornaments and an owl decoy into the trees to deter the birds. The trees has since grown so much that they are no longer sufficient.
- The Wichita Avenue zelkova trees are the only ones in the city that have been reported as having an excessive bird problem.
- The resident's cars are not moved on a regular basis because you can see leaves and debris accumulated behind the tires.
- Ms. Alexander talked to two additional residents living near the trees. One neighbor feels that the trees are getting into her water line but she has not reported this to WSSC. A second neighbor complained that she couldn't get to her ride because there were cars parked in front of her house and it was too difficult to get by them through the grass because of the tree roots sticking up. She declined Ms. Alexander's

suggestion to request a handicap parking space in front of her house because her neighbor uses those spaces to park his cars.

- The City Code was reviewed and it states that the TLB's duty is to promote healthy trees with aesthetic, historic or ecological value.
- The resident can explore options such as parking elsewhere on the street and covering his cars.
- A representative from DNR advised Ms. Alexander that a resident cannot request trees cut down when they are in front of someone else's house.
- One member asked the TLB to consider the fact that the City owns these trees, and if they are creating a nuisance, they can be replaced with a tree that would be less likely to result in the same problems. Several TLB members felt that this would set a bad precedent.
- If the residents' primary concern is the bird droppings, then this is a wildlife management problem, not a tree problem and the City can look into ways to deter the birds.
- Mr. Krouse has a minority opinion on this matter. He doesn't want to see any further escalation of the situation. He feels that these trees and birds have proven to be a nuisance for the resident as well as the City staff dealing with it over a long period of time.

Motion: To send the City Council a position statement from the TLB in support of preserving these trees for the reasons discussed, including to not set a precedent of removing healthy adult trees and to maintain the ecological value of the trees.

Moved: Mr. Smith

Second: Ms. O'Brien

Discussion:

Mr. Krouse appreciates the position of the TLB, but he respectfully declines to support the motion because he feels that the City also has a responsibility to consider removal of trees that have proven to become a nuisance.

Aye: 5

Nay: 1

Abstain: 0

5. Tree Canopy Enhancement Program Policy: Ms. Alexander passed around a copy of the guidelines for the Tree Canopy Enhancement Program for review. Suggested edits include:

- If the application is denied, the application fee will be returned to the resident.
- Underground utilities will be marked by Ms. Utilities prior to installation. (This will most likely be done by the installers)
- Release of Liability statement
- Ask contractor to provide tree maintenance information to the homeowner.
- Add section to the application asking the applicant to identify themselves as the owner or tenant. If the applicant is a tenant, their application would require an approval letter from the owner.
- If a resident wants a tree that is not on the recommended tree list, it will be considered on a case by case basis.

Ms. Alexander will finalize the document and pass it along to the City Manager and the legal department before moving it forward to City Council for approval.

6. **Hazardous Trees Policy:** Public Services office did not submit comments on this matter. Ms. Alexander will follow up with them and this subject will be revisited at the September meeting.
7. **Website Update:** Mr. Smith sent the documents the text for the website to Ms. Alexander. It is ready to be uploaded. The list of TLB members will be updated.
8. **Native Plant Finder:** Dr. Lea-Cox shared information regarding a native plant finder database, which will help people find the best native plants specifically for their area that attract butterflies and moths and the birds that feed on their caterpillars, based upon the research of Dr. Douglas Tallamy. This resource will help people make planting decisions that support diversity and promote insects, which will allow wildlife to thrive. The TLB will consider creating a brochure that recommends plantings and cross reference it with the ecological benefits of each variety so that residents have a better understanding of what they can plant to attract butterflies and birds.
9. **Benefits of Large Trees Brochure:** This topic will be revisited at the September meeting.
10. **Wrap Up, Confirmation of Next Meeting:** The next meeting of the TLB will take place on September 21, 2016. Motion to adjourn was made by Mr. Lea-Cox and seconded by Mr. Krouse. Meeting adjourned at approximately 8:46 pm.

Position of the City of College Park Tree and Landscape Board Regarding the trees on Wichita Avenue

To the Mayor and the Members of the College Park City Council:

College Park's City Code states that it is the policy of the City of College Park, Maryland, to educate and encourage all persons in the City to use safe and desirable installation, removal and maintenance practices to promote healthy trees, shrubs and ground covers on public *and private* lands within the City limits. [Emphasis added]

To achieve those ends, the City wisely established a Tree and Landscape Board and assigned it several duties, including those to "establish, maintain and disseminate guidelines" regarding the "proper installation, removal, and maintenance practices" of trees" and to "develop guidelines to protect from destruction ... trees of aesthetic, historical or ecological value to the community, whether they are located on public or private lands within the City limits."

Given these policies and mandates, the Tree and Landscape Board believes it is well within its purview to recommend that the three healthy Zelkova trees along Wichita Avenue, which some residents want removed, remain in place, and for the following reasons:

I.) The Unjustified Removal of Healthy Trees May Start a Precedent

Certainly, trees deemed hazardous and that pose a risk to public safety should be removed immediately. However, the members* of the Tree and Landscape Board expressed concern that allowing residents to demand the *unjustified* removal of healthy trees for spurious reasons (e.g., falling leaves, tree blossoms that attract stinging insects, falling tree sap, and so on) could encourage residents on other streets to do the same. Such behavior should not be encouraged.

II.) This May Actually Be a "Wildlife Nuisance" Issue, and Not a "Tree Issue"

Following the Board's discussion of this matter at its August 2016 meeting, it seems (although it is not entirely clear) that at least one of the residents on Wichita Avenue wants these trees removed because flocks of starlings are roosting in the trees and generating a significant amount of excrement. If this is indeed the case, then this is more of a wildlife management issue than a tree issue. There are surely a variety of ways to discourage the birds from roosting in these trees without cutting the trees down.

III.) If Light Is a Concern, These Trees Can Be Pruned

The Board also heard that residents wanted these trees taken down because they blocked light from a nearby streetlight, and the lack of illumination amounts to a threat to public safety. If this is indeed the case (photos of the area that show the location of another streetlight in the immediate vicinity) then the Board recommends that a certified arborist be hired to prune the branches of the tree or trees in question to allow for greater illumination of the area.

IV.) These Trees Provide Ecological Benefits

There is no question that the trees lining the streets of College Park provide several benefits, commonly referred to as “ecosystem services,” such as carbon sequestration, stormwater management assistance, and shade, which reduces of the “urban heat island” effect (i.e., the heat emitted from asphalt and concrete warmed by the intense sunshine in the summer). Clearly, these benefits fit within the City’s stated desire to “protect trees of ecological value.”

In closing, the members* of the Tree and Landscape Board take the City’s mandate to protect the City’s trees seriously. Thus, while we understand that our position my stand in opposition to the Wichita Avenue residents who would like to see these trees removed, for the reasons stated above, the Board does not support their demands. Thus, we recommend that that the City Council move to keep the trees in place.

Sincerely,

Joseph Smith
Chair, College Park Tree and Landscape Board

N.B) In the interest of full disclosure, it would be remiss of me not to mention that, while the Board did vote in favor of taking this position, it was not unanimous. One member, Mr. John Krouse, voted in opposition to the position.











Honey Locust



A large size maturing tree at 50' – 60' with an open vase-shaped spreading habit. Recommended for street tree use as it transplants readily and is adaptable to a wide range of soil types. It is heat, drought and salt tolerant, and is adaptable to urban conditions. The tree has small pinnately compound leaves that provide a fine texture and filtered shade. Fairly fast growth rate. A native species.

Chinese Elm



A large size maturing tree at 40' – 50' with a vase-shaped spreading habit. Recommend for street tree use as it transplants readily and is adaptable to urban conditions; it will tolerate a wide range of soil conditions. The peeling, exfoliating bark provides interesting winter interest. It has moderate growth rate. An introduced species.

Hackberry



A large size maturing tree at 40' – 50' with a broad rounded crown. Tolerates wet or dry soil conditions, compacted soil, salt and pollution. Recommended for urban sites; performs well in adverse conditions. May be slow to establish after transplanting. A native species.

7

NEA

Our Town
program
Application



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Terry Schum, Planning Director

Meeting Date: 9/6/2016

Presented By: Terry Schum and
Dr. Sheri Parks, Associate Dean, UMD
College of Arts and Humanities

Proposed Consent Agenda: No

Originating Department: Planning, Community and Economic Development

Issue Before Council: FY17 Our Town Grant Application to the National Endowment for the Arts (NEA)

Strategic Plan Goal: Goal 1: One College Park

Background/Justification:

The City was approached by UMD about a grant opportunity for arts engagement, cultural planning and design projects through the NEA. The Our Town program offers 50% matching grants for a variety of arts-related planning, programming and projects. A team of UMD and City staff have been meeting to discuss the submission of an application and a grant writing specialist at UMD is taking the lead in preparing the application which is due September 26, 2016. The pursuit of grant opportunities like this one is an activity previously discussed as an alternative to the establishment of a formal Arts and Entertainment District.

The purpose of the grant would be to prepare a public art master plan for the City that represents the diverse voices in the community. The planning process would catalyze the power of the arts through a variety of community engagement strategies. It is anticipated that the following events would be a part of this process: 1) Conduct a Thinkathon on the role of the arts and culture in the community; 2) Run a creative placemaking course with the College Park Arts Exchange; 3) Host a critical response process facilitated by a noted choreographer, performer and educator; 4) Host a public talk and series of community conversations with a noted UMD Artist in Residence; and 5) Test out temporary initiatives through an input and feedback activity.

The grant would cover the costs of bringing well-known arts facilitators to the City to conduct these public events as well as the cost of hiring a consultant or Graduate Assistant to write the plan and coordinate activities. The application requires two primary partners which will be the City and UMD through the UMD Foundation and will also engage third party partners such as The Clarice, The College Park Arts Exchange and the CPCUP. The resulting master plan will provide a set of recommendations, project ideas and locations for physical public art and placemaking initiatives.

Fiscal Impact: The total cost of the project is estimated to be \$100,000 with a grant request from NEA of \$50,000. Matching funds can be cash or in-kind contributions including services provided by the applicant organizations and donated space, supplies and services provided by others. The Planning Department has \$15,000 allocated to matching funds which can be used for this project.

Council Options:

1. Agree to be a primary partner for the grant application and provide a letter of support.
2. Support the grant application but don't be a partner in the application.
3. Don't support the grant application.

Staff Recommendation:

1

Recommended Motion:

I move that the City partner with UMD to submit a grant application to the Our Town program of the NEA in the amount of \$50,000 and provide the required letter of support.

Attachments:

None

8

Presentation on
the University of
Maryland's Child
Care Proposal
for the Calvert
Road School
site



Calvert Road School as Site for City-University Sponsored Child Day Care Program

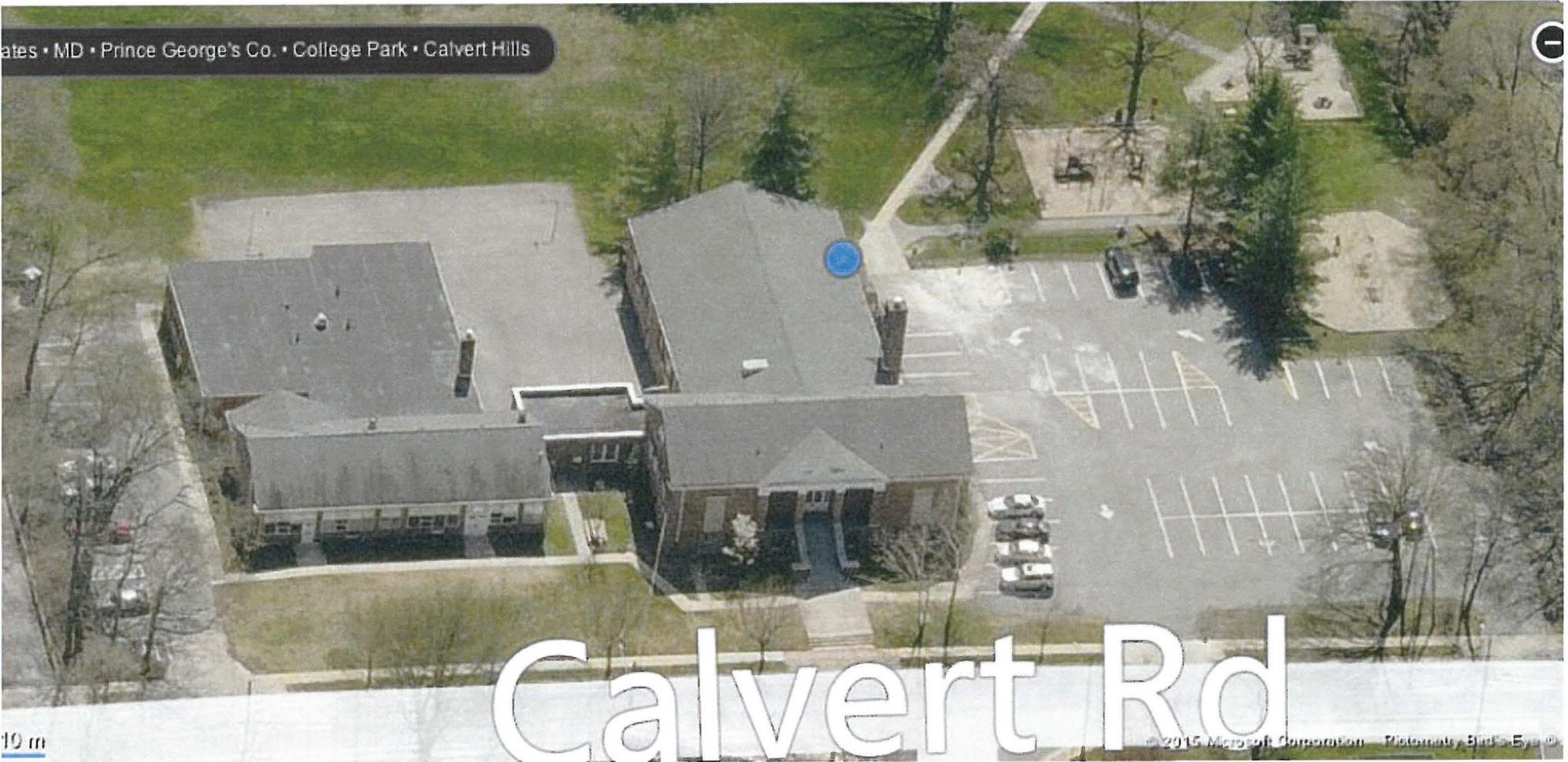
PROPOSED PARTNERSHIP OPTIONS

College Park City Council
July 5, 2016

Carlo Colella
Vice President for Administration and Finance
University of Maryland

Calvert Road Site

ates • MD • Prince George's Co. • College Park • Calvert Hills

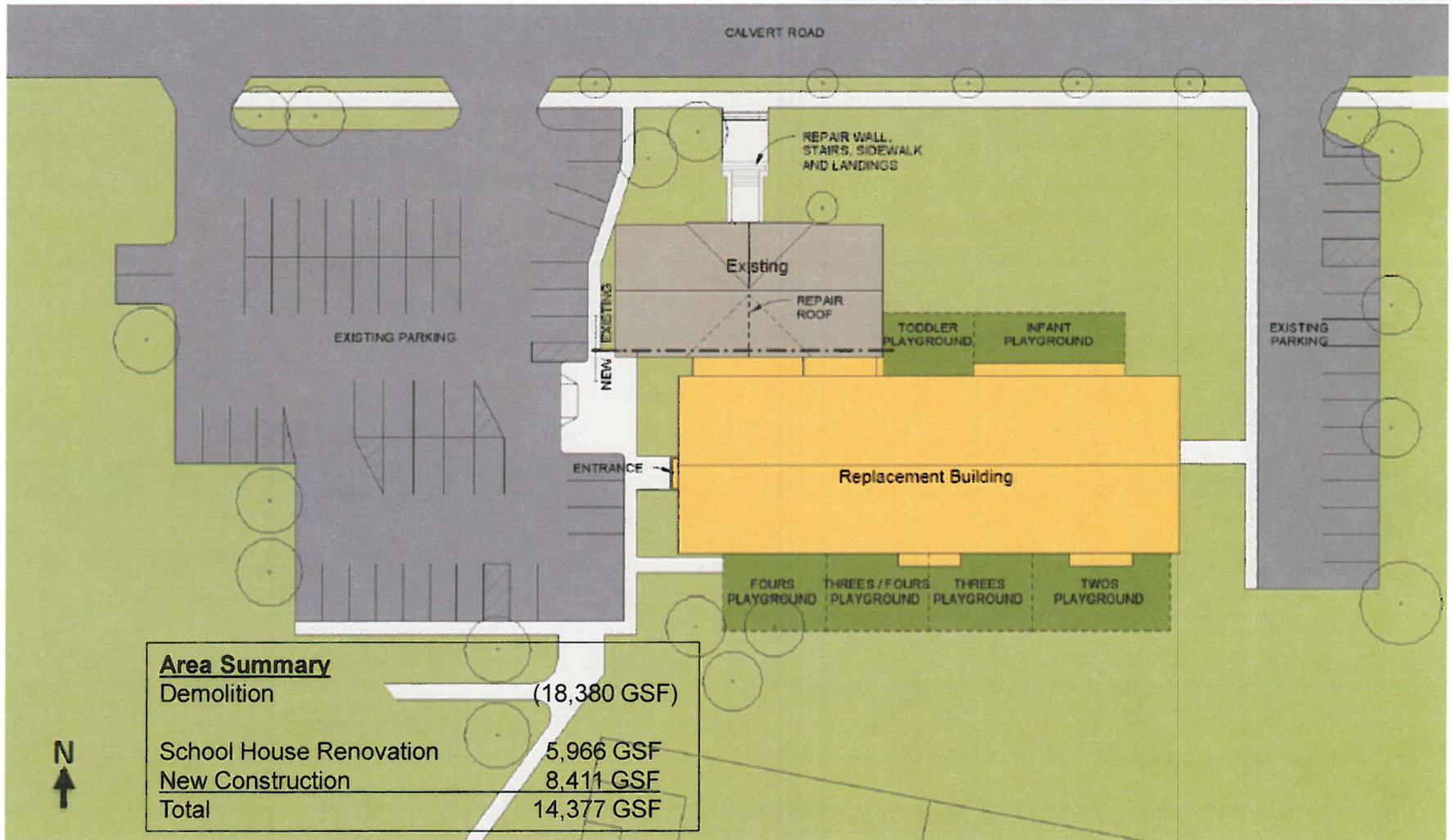


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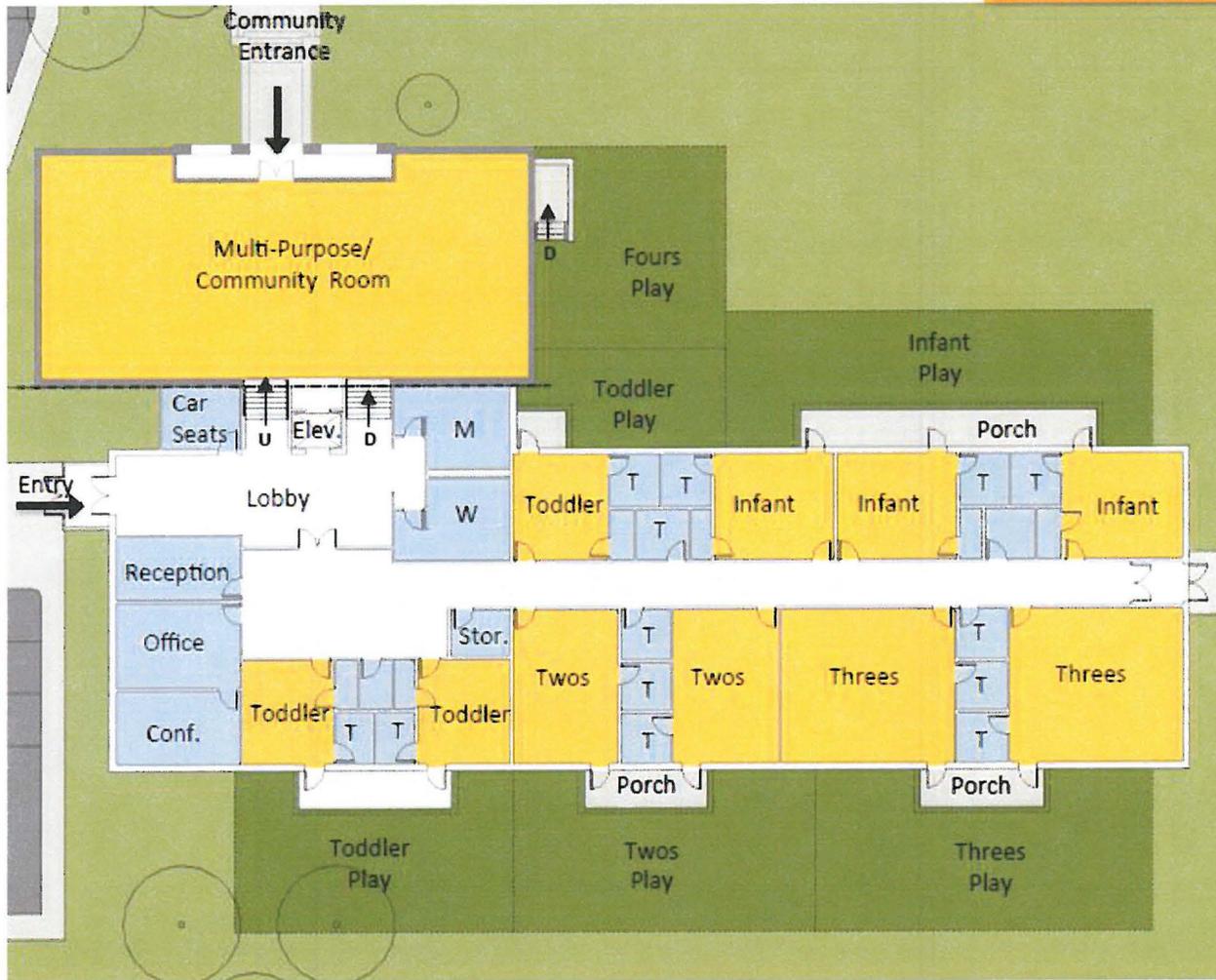
Calvert Rd

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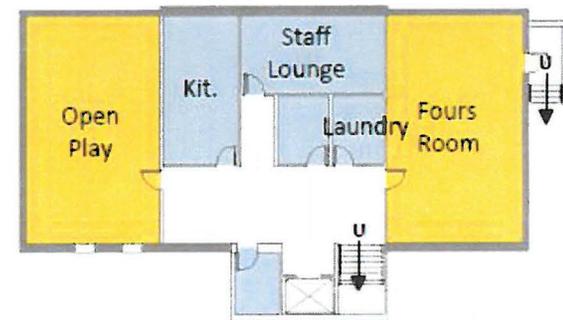
Site Plan - Replacement Scheme



Floor Plans



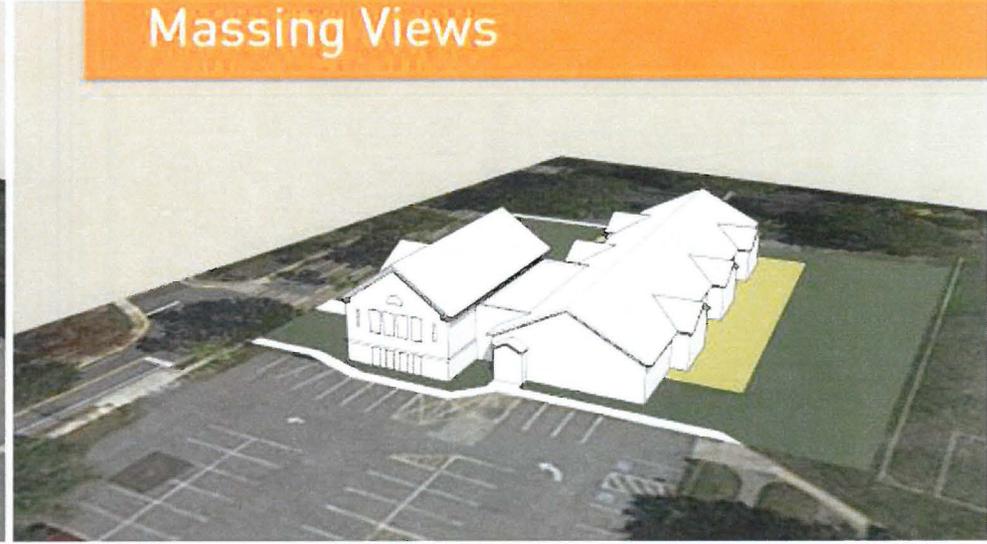
Upper Level Plan



Lower Level Plan



Massing Views





Existing Site

Repave and stripe parking lot

Demolish wing

Demolish Existing single story structure

4601 Calvert Rd

Demolish paved play area

N
Ford Rd

North Elevation - Scope



Demolish Existing
Single Story Structures

West Elevation – Scope



- Schoolhouse Renovation:
- Replace roof
 - New windows
 - Remove louvers and brick-up openings
 - Restore & paint cornice
 - Repave & stripe parking lot
 - Restore stair sidewalls & cap, clean brick

Schoolhouse Restoration - Scope

Schoolhouse Restoration:

- Replace roof
- New windows at lower level openings
- Replace upper level windows
- Restore existing entrance and transom
- Restore & paint cornice, eave and pediment
- Restore stairs, sidewalls & cap, clean brick
- New gutters & downspouts

COLLEGE PARK-UMD CHILD DAY CARE AT CALVERT ROAD SCHOOL OVERVIEW

- Serve 120 children ages 6 weeks through 5 years
- UMD is contracting with a leading child care provider to operate the center
- Center will offer safe, secure, welcoming environment with rich learning opportunities

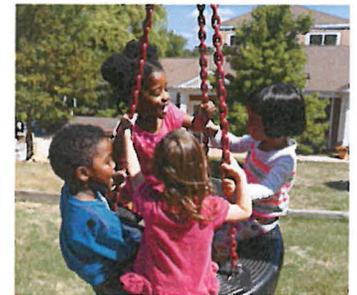
TOTAL PROJECT COST

Capital Investment

Land Value*	\$ 400,000	6.67%
<u>Facility Renovation/Construction</u>	<u>\$5,600,000</u>	<u>93.33%</u>
	\$6,000,000	100.00%

Start-Up and Operating Costs

Pre-Opening	\$ 500,000
<u>Ramp-Up (Years 1-3)</u>	<u>\$ 350,000</u>
	\$ 950,000



COLLEGE PARK-UMD CHILD CARE AT CALVERT ROAD SCHOOL PARTNERSHIP OPTIONS

- Flexible options – traditional ground lease or cost-share partnership
- Land value credited to College Park investment
- Seats allocated proportionally according to investment in capital costs

Option 1: Traditional Ground Lease

- ✓ UMD funds improvements
- ✓ UMD leases land for 40 year term
- ✓ City provides trash removal and grounds maintenance
- ✓ Historic building space available for community use on weekends
- ✓ Enrollment
 - City residents who work at UMD: Guaranteed
 - City: up to 6.67% of remaining seats (8)
 - UMD: up to 93.33% of remaining seats (112)
 - Others: any remaining seats

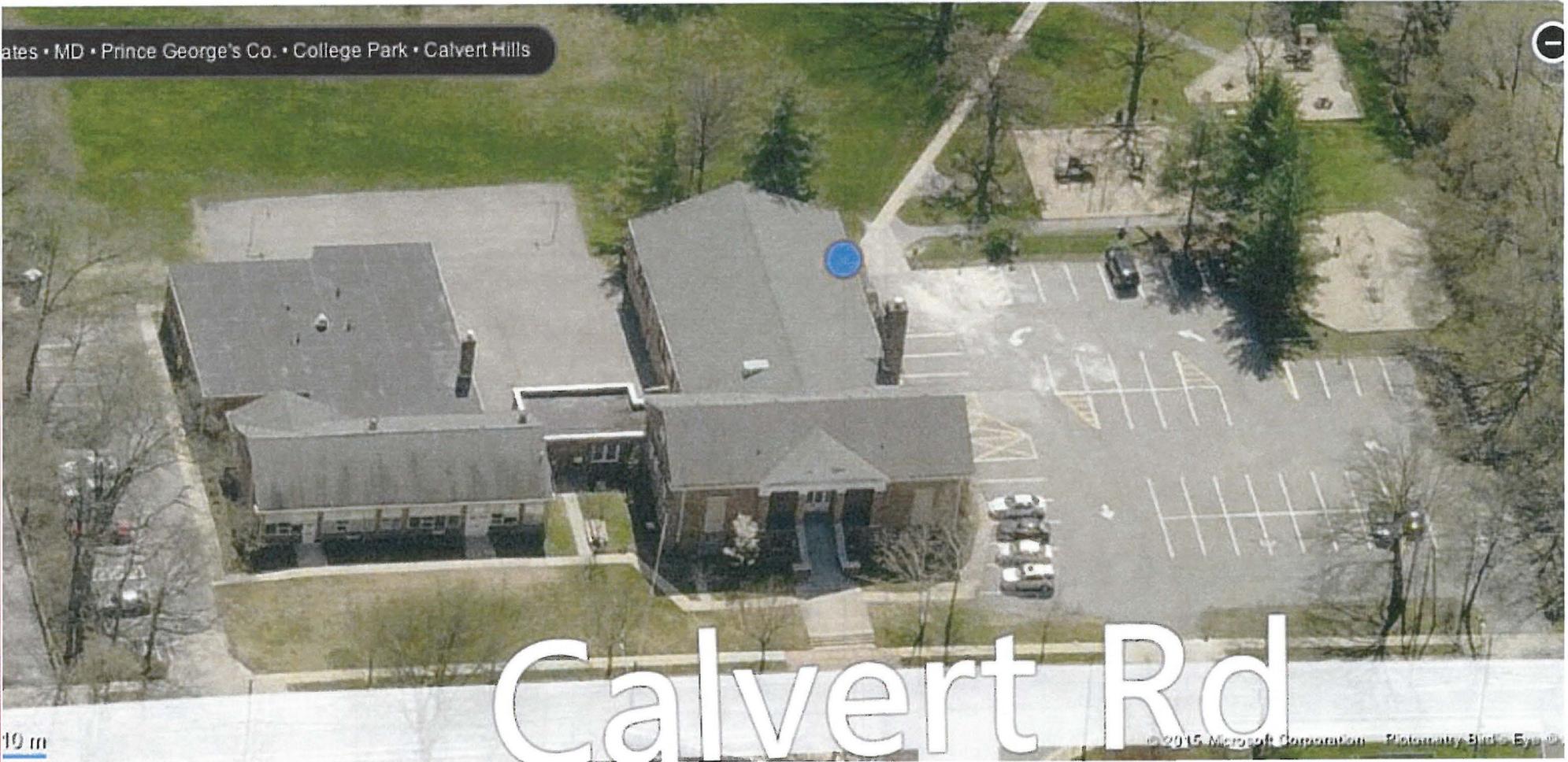
Option 2: Partnership Lease

- ✓ Share cost of improvements
 - CP Land value* \$ 400,000
 - Capital Outlay 1,100,000
 - College Park \$1,500,000 25%
 - UMD \$4,500,000 75%
- ✓ City provides trash removal and grounds maintenance
- ✓ Historic building space available for community use on weekends
- ✓ Enrollment
 - City residents who work at UMD: Guaranteed
 - City: up to 25% of remaining seats (30)
 - UMD: up to 75% of remaining seats (90)
 - Others: any remaining seats

*Land value to be determined by appraisal

Calvert Road Site

ates • MD • Prince George's Co. • College Park • Calvert Hills



10 m

Calvert Rd

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9

Resolution
prohibiting
through truck
traffic on certain
City streets



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Steven E Halpern, City Engineer **Meeting Date:** September 6, 2016
Presented By: Steven E Halpern, City Engineer

Originating Department: Engineering

Issue Before Council: Designate Certain City Streets as “No Through Truck” routes, as authorized in Ordinance 16-O-06 (City Code Chapter 184-5.1)

Strategic Plan Goal: Goal 4: Quality Infrastructure

Background/Justification:

In August the City Council adopted Ordinance 16-O-06 authorizing the City to regulate “Through Truck Traffic” by Resolution on City streets as long as an alternate route is designated. Staff has prepared the attached Resolution prohibiting Through Truck Traffic on certain City streets.

1. On May 26, 2016 a resident of Cheyenne Place notified her City Councilmembers that for the second time an 18 wheeler came through her neighborhood and this time ripped the Verizon wires from her house. On June 2, 2016, a third oversized truck reportedly drove along Cheyenne Place, this time without doing damage to the overhead utilities. Cheyenne Place is located directly across from an industrial zoned area. The City Public Works facility, Stone Industries, and a warehouse with many tenants are located across from Cheyenne Place. See attachment. We believe these oversized truck occurrences on Cheyenne Place are because the truck drivers were lost and could not find their way back to Rhode Island Avenue.

A request was made by the resident and District 1 Councilmembers to install “No Through Truck” signs on Cheyenne Place, Cree Lane, and Delaware Street to prevent large trucks from driving on these residential streets. Upon investigation, the City Manager and City Attorney suggested an Ordinance be adopted to establish the City’s authority to designate No Through Truck traffic on its streets. On August 9, 2016 the Mayor and Council adopted an ordinance 16-O-06, No Through Truck Traffic, which authorizes the City Council to designate by Resolution certain City streets as No Through Truck routes, providing that an alternate truck route is so designated.

2. During the development of the Monument project on Baltimore Avenue in 2014, it was decided by the Councilmembers of the District 4 that “No Through Truck” be established in the residential neighborhood adjoining the development on Autoville Drive. As a result, Erie Street and Cherokee Street have been included in this resolution.
3. In addressing the pedestrian safety issues around the new Toll Brothers/Terrapin Row development, and after receiving letters from two churches along Guilford Drive expressing concerns about providing a safe and defined crossing for the many students that cross this intersection, City staff is recommending that “No Through Truck” also be established on eastbound Guilford Drive from eastbound Mowatt Drive and southbound Knox Road.

Fiscal Impact:

Minimal fiscal impact

Council Options:

1. Adopt Resolution 16-R-22 which prohibits Through Truck Traffic on Cheyenne Place, Cree Lane, Delaware Street, Erie Street, Cherokee Street, Guilford Drive and Autoville Drive, as indicated.
2. Do not adopt Resolution 16-R-22

Staff Recommendation:

Option #1

Attachments:

1. Location Maps

**RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK
PROHIBITING CERTAIN THROUGH TRUCK TRAFFIC ON
DESIGNATED CITY STREETS**

WHEREAS, the College Park City Council adopted Ordinance 16-O-06 on August 9, 2016 to provide for the regulation of through truck traffic on City streets; and

WHEREAS, Section 184-5.1 “Through Truck Traffic” of the College Park City Code authorizes the City Council to prohibit through truck traffic by Resolution, provided that an adequate alternate route for diverted truck traffic has been designated; and

WHEREAS, the City Council has determined that it is in the public interest to prohibit certain through truck traffic on designated City streets.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park that the following City streets be, and are hereby, designated, “No Through Truck” routes:

1. Cheyenne Place - westbound from 51st Avenue
The alternate route for diverted truck traffic is: Indian Lane, Blackfoot Place and 51st Avenue
2. Cree Lane - westbound from 51st Avenue
The alternate route for diverted truck traffic is: Indian Lane, Blackfoot Place and 51st Avenue
3. Delaware Street - westbound from 51st Avenue between 51st Avenue and 50th Place
The alternate route for diverted truck traffic is: Indian Lane, Blackfoot Place and 51st Avenue
4. Erie Street - westbound from Baltimore Avenue to Autoville Drive
The alternate route for diverted truck traffic is: Baltimore Avenue
5. Cherokee Street - westbound from Baltimore Avenue to Autoville Drive
The alternate route for diverted truck traffic is: Baltimore Avenue
6. Eastbound Guilford Drive – From eastbound Mowatt Lane and southbound Knox Road
The alternate route for diverted truck traffic is: Knox Road and Mowatt Lane

BE IT FURTHER RESOLVED that, for purposes of this Resolution, “truck” is defined as:

1. Any truck exceeding 21 feet in length or eight feet in width that is used for commercial purposes;
2. Any truck exceeding ten feet in height; and
3. Any tractor trailer, semi-trailer, or cab and any dump truck, stake platform truck or crane.

BE IT FURTHER RESOLVED that City staff is directed to install appropriate signage on the streets so designated as “No Through Truck” routes pursuant to this Resolution.

INTRODUCED the _____ day of _____, 2016.

ADOPTED the _____ day of _____, 2016.

EFFECTIVE the _____ day of _____, 2016.

WITNESS:

CITY OF COLLEGE PARK

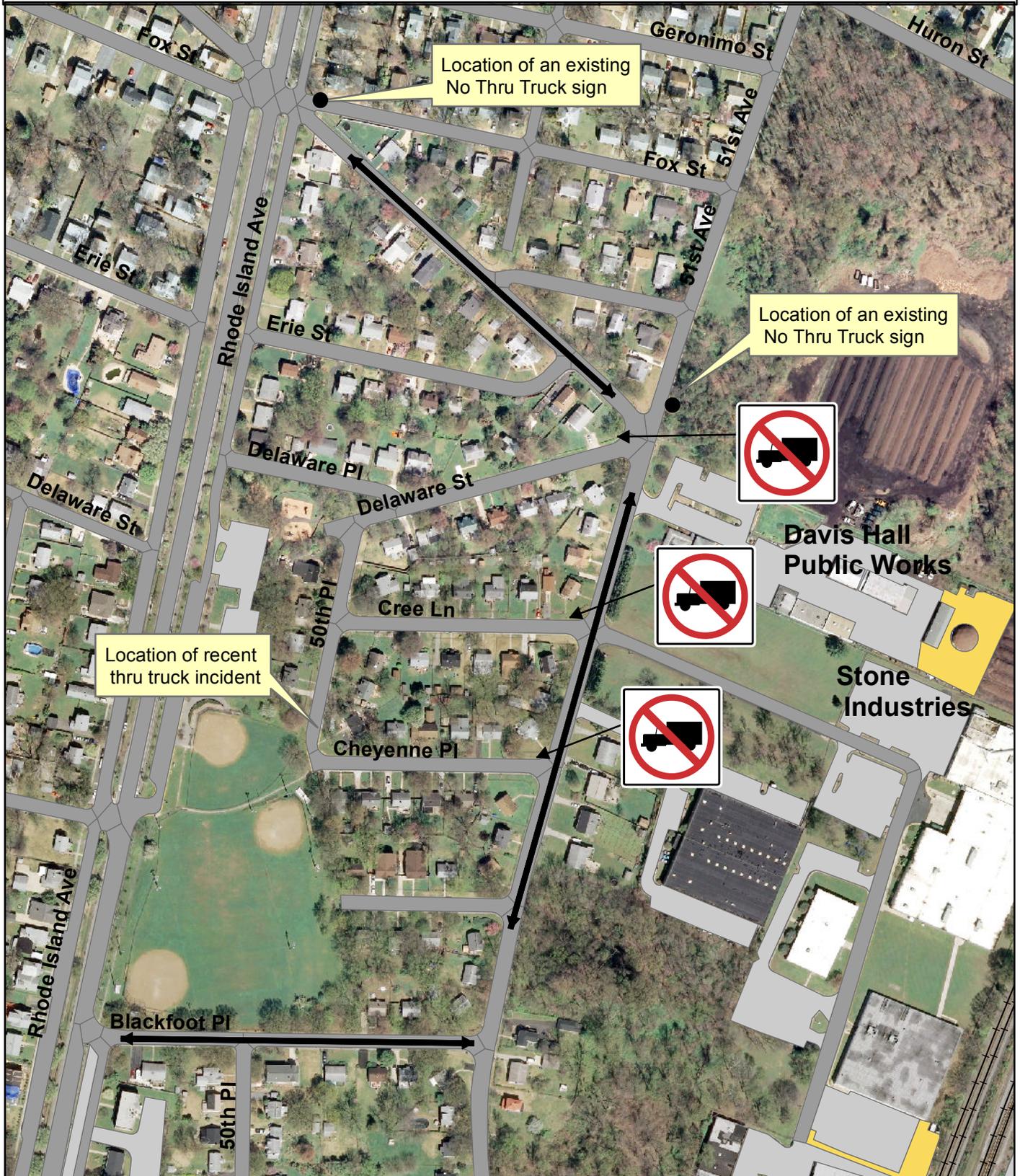
Janeen S. Miller, CMC, City Clerk

Patrick L. Wojahn, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Suellen M. Ferguson, City Attorney

Attachment "No Thru Truck" Signs Cheyenne Pl, Cree Ln, & Delaware St

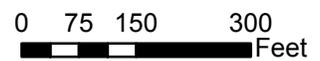


By: College Park Engineering
 Date :08-29-16
 Source: M-NCPPC GIS

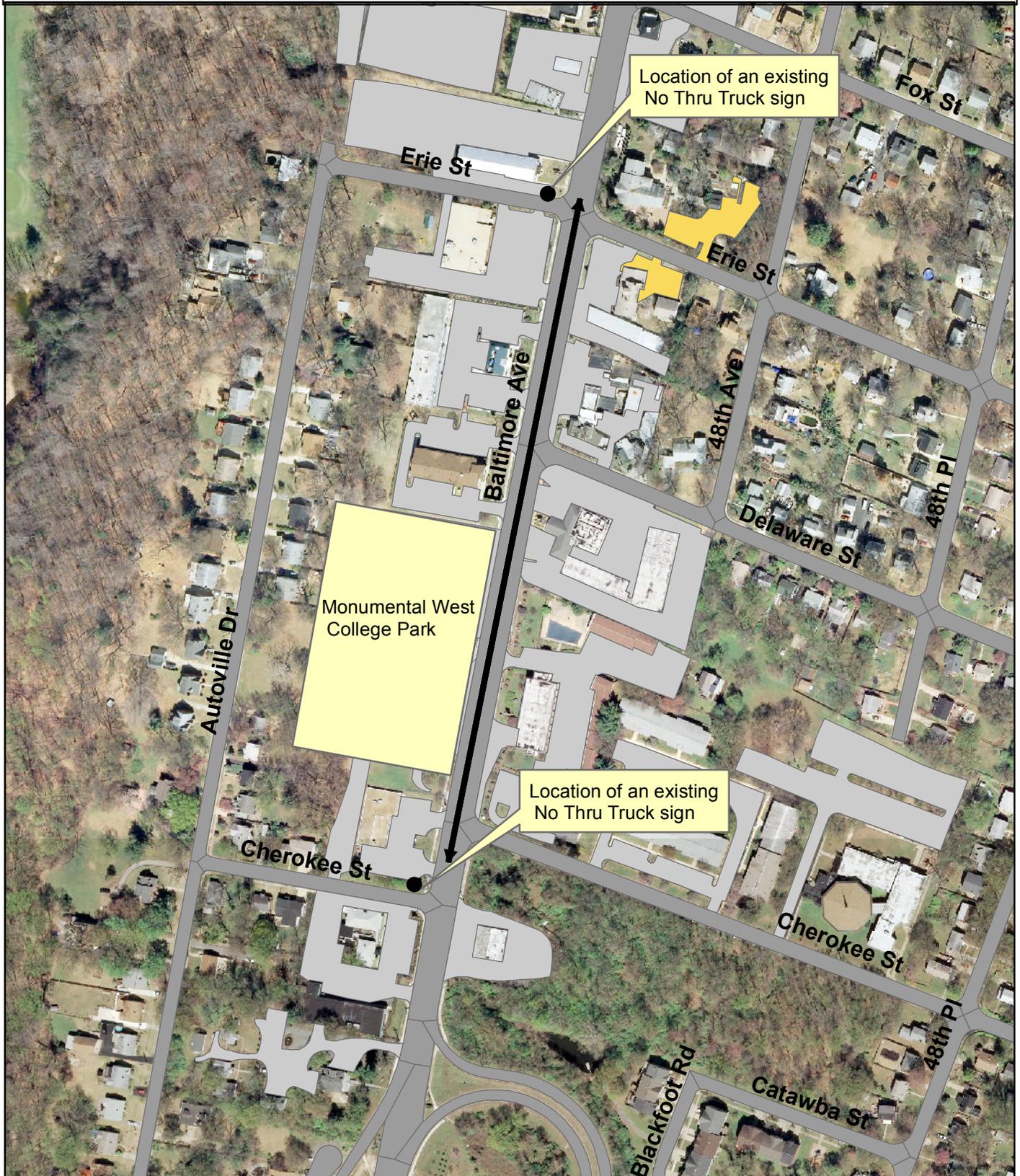


Legend

↔ Established Truck Route



Attachment "No Thru Truck" Signs Cherokee Street and Erie Sreet

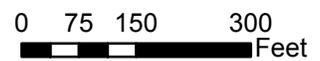


By: College Park Engineering
Date :08-23-16
Source: M-NCPPC GIS

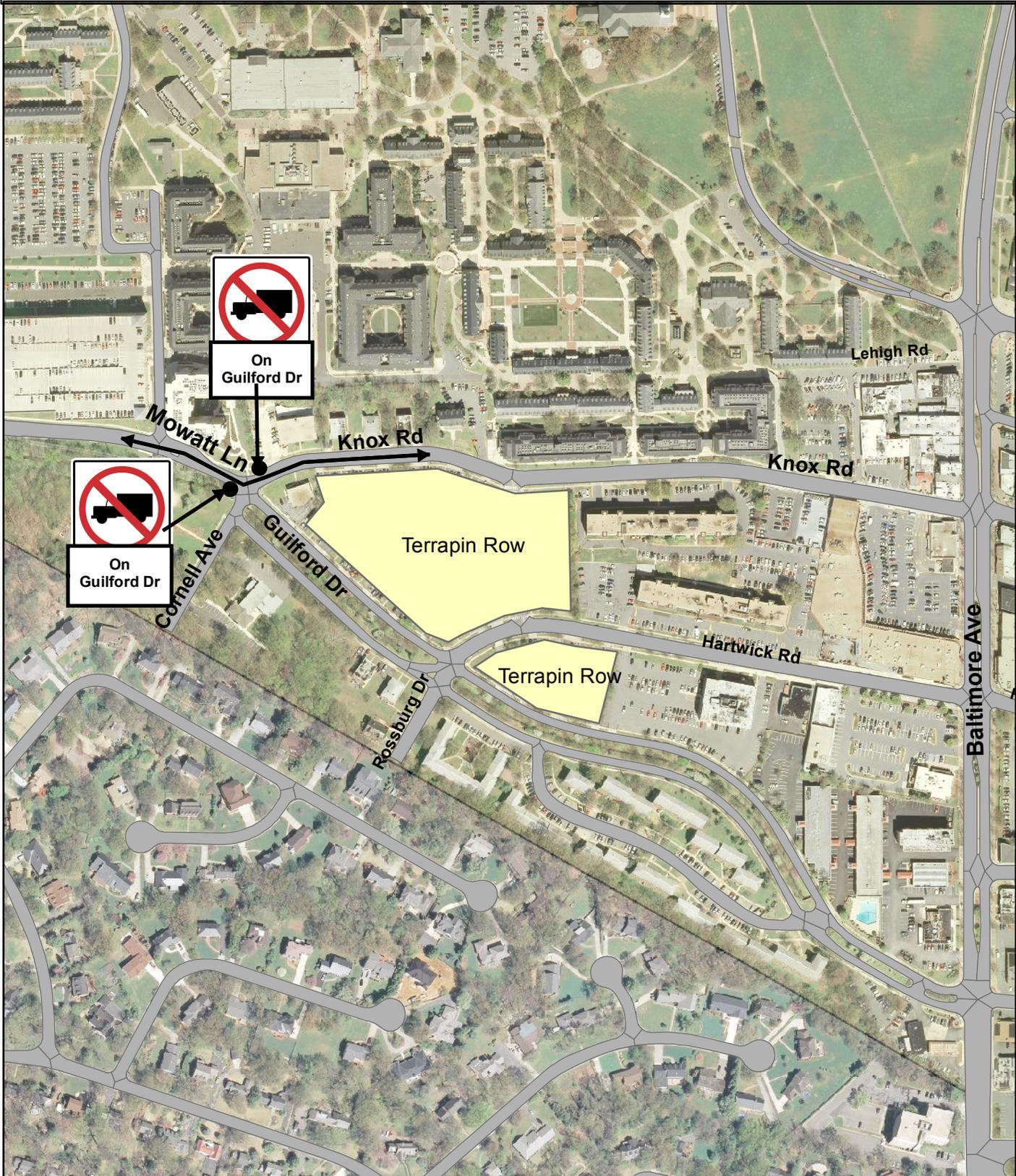


Legend

↔ Established Truck Route



Attachment "No Thru Truck" Signs Eastbound Guilford Drive



By: College Park Engineering
Date :08-29-16
Source: M-NCPPC GIS



Legend

↔ Established Truck Route



10

Future Agenda items



TO: Mayor, City Council, City Manager and Department Directors
FROM: Janeen S. Miller, City Clerk
DATE: August 30, 2016
RE: Future Agendas

The following items are tentatively placed on future agendas. This list has been prepared by the City Manager and me, and represents the current schedule for items that will appear on future agendas.

TUESDAY, SEPTEMBER 13, 2016 REGULAR MEETING

Presentation to winners of Litter Logo Competition – Councilmember Brennan and Janis Oppelt, Chair, CBE

Presentation from SHA on Greenbelt Metro Interchange noise study report

06-10-16: (Proposed Consent): Approval for the City's participation in the Wyland Foundation's 2017 National Mayor's Challenge for Conservation – request of Mayor Wojahn

08-04-16: Approval of Contract of Sale for 9814 47th Place – Terry Schum, Director of Planning

08-10-16: Approval of a letter for continued support of the Purple Line – Scott Somers, City Manager

08-03-16: Terrapin Row proffer/pedestrian safety improvements around Toll development (delayed from July 12 and August 3) – Terry Schum, Director of Planning

Closed Session after the Regular Meeting: 1) To discuss a matter related to a negotiating strategy, consider matters related to the acquisition or sale of real property for a public purpose, and consider matters relating for a proposal for a business to locate in the County;

TUESDAY, SEPTEMBER 20, 2016 WORKSESSION

06-02-16: Discussion on Seniors Program and Aging-In-Place Task Force Report Recommendations – Peggy Higgins, Director of Youth, Family & Senior Services (30)

01-20-16: Discussion of transportation issues (request of Councilmember Kujawa) and discussion of the request to provide Commuter Shuttle Bus Service and discussion of transportation needs revealed by the Aging-In-Place Task Force Report (30)

Detailed Site Plan for LIDL (for approval in Special Session on October 4) – Terry Schum, Director of Planning (30)

04-20-16: Proposed amendments to the Fence Ordinance and discussion about the APC's suggestion that the City provide financial incentives to residents to promote the use of fence materials other than chain link (15)

07-12-16: Discussion with University of Maryland representatives about their full plan of parking reductions and the impact to the City – (request of Councilmember Nagle) (20)

06-14-16: Comprehensive discussion of proposed development and the ability of our infrastructure to support it – request of Councilmember Nagle (30)

05-17-16: Update on Strategic Plan (40)

05-04-16: Revisions to resolution establishing the Neighborhood Quality of Life Committee – Councilmembers Stulich and Brennan, and Bill Gardiner, Assistant City Manager (20)

05-13-16: Discussion of policy/procedure about responding to letters (20)

Closed Session after the Regular Meeting: 1) To discuss a matter related to a negotiating strategy, consider matters related to the acquisition or sale of real property for a public purpose, and consider matters relating for a proposal for a business to locate in the County; 2) To discuss a personnel matter

TUESDAY, SEPTEMBER 27, 2016 REGULAR MEETING

Public Hearing on Ordinance 16-O-07, Amending Chapter 110 “Fees And Penalties”, By Repealing And Reenacting §110-1 “Fees And Interests” To Increase The Monthly Permit Parking Fee In The Downtown Parking Garage And To Include Bi-Annual Permit Parking Fees And Monthly Permit Parking Fees

Adoption of Ordinance 16-O-07

OCTOBER 4, 2016 WORKSESSION

Annual Police Agency Presentations (60)

Presentation and Request for Support from the City – The Tennis Center (request of Mayor Wojahn)

06-22-16: Request to abandon City R-O-W for the portion of Pontiac Street between Patuxent Avenue and Rhode Island Avenue – Terry Schum and Steve Halpern

Special Session: Approval of Detailed Site Plan for LIDL (follow up to the September 20 W/S)

10-06-15: Discussion about the future of the Neighborhood Watch Steering Committee (20)

07-19-16: National Night Out planning – request of Councilmember Nagle

07-06-16: Report on Hollywood Road extended feasibility study – Terry Schum, Director of Planning (20)

10-06-14: Discussion of an amendment to the City Code to prohibit the placement of furniture not designed for outdoor use, within or under a permanent accessory structure such as a covered porch or gazebo (Chapter 125-10.N) – Bob Ryan, Director of Public Services (15)

07-05-16: Discussion of community garden and dog park in north College Park - Councilmembers Kabir and Nagle (20)

OCTOBER 11, 2016 REGULAR MEETING

OCTOBER 18, 2016 WORKSESSION

- 08-12-16: EZ Storage Detailed Site Plan, 5151 Branchville Road – Miriam Bader, Senior Planner
- 08-24-16: Detailed Site Plan for Honda dealership – Terry Schum, Director of Planning
- 05-04-16: Comprehensive review of City fines – request of Councilmember Brennan (Finance and Public Services)
- 06-07-16: Review of proposed revisions to Chapter 184 regarding the 48-hour prohibited parking rule – Suellen Ferguson, Bob Ryan and Jim Miller (follow up from June 7 W/S) (15)
- 08-08-16: Update from the College Park City University Partnership – Eric Olson, Executive Director, CPCUP
- 08-29-16: Agenda items for October 27 Four Cities Meeting in Greenbelt

OCTOBER 25, 2016 REGULAR MEETING

NOVEMBER 1, 2016 WORKSESSION

- 03-24-15: Review of the City's Emergency Preparedness Plan – Bob Ryan, Director of Public Services

NOVEMBER 15, 2016 REGULAR MEETING

PENDING AGENDA ITEMS

- 03-08-12: Trolley Trail negotiations – Suellen Ferguson, City Attorney
- 01-07-14: Model Public Participation Ordinance and community engagement – Mayor Wojahn
- 10-06-15: I-495 and Route 1 intersection safety improvements – SHA
- 10-20-15: Presentation of alternatives for Greenbelt Road at Rhode Island Avenue intersection – Venu Nemani, SHA District Engineer (if needed)

MASTER LIST

- 03-15-16: Discussion of drainage in the City – request of Councilmember Nagle
- 04-25-16: Business and development incentives for North College Park – request of Councilmember Kabir
- 05-04-16: Discussion of a “homeowners’ resources” fund to provide long-term loans to homeowners for home improvements that would be secured by a lien – request of Councilmember Nagle
- 06-07-16: Report from staff about how we are addressing issues of language barriers with our residents – request of Councilmember Kabir
- Business Recycling (from FY '17 budget W/S)
- 07-06-16: Report on usage-based trash pricing – CBE Workgroup report
- 07-05-16: Annual presentation from SHA on projects in the City (spring)
- 07-13-16: Comments on Module 2 (Subdivision and Development Regulations) of the County Zoning Rewrite – Terry Schum, Director of Planning
- 06-01-16: Review and discussion of Sections 184.43-44 Non-resident parking permits – Scott Somers, City Manager (15)
- 08-10-16: Prohibiting sleeping in vehicles on City streets
- 08-15-16: Status of the US Route 1 rebuild
- 08-24-16: Report on Compensation and Classification Study and Discussion about compensation philosophy – Jill Clements, Director of Human Resources
- 08-24-16: Presentation on 2016 Resident Survey – Bill Gardiner, Assistant City Manager
- 08-24-16: Award of contract for development consulting – Scott Somers, City Manager
- 08-31-16: Award of contract for police services study – Bob Ryan, Director of Public Services

Budget Parking Lot:

FY 2015:

1. Public Services-Admin performance measure #2 (response within 1 business day)
(Wojahn): Worksession follow-up (Bob Ryan)

FY 2016:

2. Performance Measures

FY 2017:

3. Amendment of City Code to allow a parking ban for snow removal or street cleaning
4. Subsidy of resident membership in mbike

11

Appointments

Reminder for September 6, 2016 Worksession:

Mayor Wojahn has requested that “Appointment of a representative to the ATHA Board of Governors” be discussed at the Worksession.

City of College Park
Board and Committee Appointments

Shaded rows indicate a vacancy or reappointment opportunity.
The date following the appointee's name is the initial date of appointment.

Advisory Planning Commission			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	01/19
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/18
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Kate Kennedy 08/11/15	District 1	Mayor	08/18
Denise Mitchell 08/09/16	District 4	Mayor	08/19
John Rigg 01/12/16	District 3	Mayor	01/19
City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.			

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	10/18
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/19
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
David Kolesar 04/28/15	District 1	M&C	04/18
Dave Dorsch 08/11/15	District 3	M&C	08/18
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, for three-year terms. Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.			

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
Lois Donaty 07/14/15	District 2	M&C	07/18
Dave Turley 3/23/10	District 1	M&C	04/19
Patti Stange 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	02/18
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Nick Brennan 05/26/15	District 2	M&C	05/18
Kathy Rodeffer 11/24/15	Non resident	M&C	11/18
Christiane Williams 03/22/16	District 1	M&C	03/19
Resolution 15-R-26, 10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

Board of Election Supervisors			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/17
Terry Wertz 2/11/97	District 1	M&C	03/17
Mary Katherine Theis 02/24/15	District 2	M&C	03/17
VACANT	District 3	M&C	03/17
Maria Mackie 08/12/14	District 4	M&C	03/17
<p>City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.</p>			

Cable Television Commission			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	09/17
VACANT		Mayor	
James Sauer 9/9/08	District 3	Mayor	10/16
VACANT		Mayor	
Normand Bernache 09/23/14	District 4	Mayor	09/17
<p>City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.</p>			

College Park City-University Partnership			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	06/30/18
Edward Maginnis	Class A Director	UMD President	06/30/18
Ken Ulman	Class A Director	UMD President	06/30/19
Brian Darmody	Class A Director	UMD President	06/30/17
Patrick L. Wojahn (01/12/16)	Class B Director	M&C	06/30/17
Maxine Gross	Class B Director	M&C	06/30/18
Senator James Rosapepe	Class B Director	M&C	06/30/19
Stephen Brayman	Class B Director	M&C	06/30/17
David Iannucci (07/15/14)	Class C Director	City and University	06/30/17
Dr. Richard Wagner	Class C Director	City and University	06/30/19
<p>The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.</p>			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
VACANT		M&C	
Yonaton Kobrias 10/14/14		M&C	10/17
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/18
David L. Milligan (Chair) 12/11/07		M&C	02/17
Marilyn Morin 04/12/16		M&C	04/19
<p>Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch Coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, Fire Corps, Volunteers In Police Service, etc. Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee. The Director of Public Services shall serve as an ex officio member. Not a compensated committee. Liaison: Public Services.</p>			

Committee For A Better Environment			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	01/19
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	01/19
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Karen Garvin 04/28/15	District 1	M&C	04/18
Susan Keller 05/26/15	District 1	M&C	05/18
Alan Hew 01/12/16	District 4	M&C	01/19
Daniel Walfield 02/23/16	District 1	M&C	02/19
Todd Larsen 03/22/16	District 2	M&C	03/19
Melissa Avery 04/12/16	District 4	M&C	04/19
<p>City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.</p>			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
Charlene Mahoney 12/11/12	District 2	M&C	02/17
Alethea Ten Eyck-Sanders 11/10/15	District 3	M&C	11/17
Melissa Day 9/15/10	District 3	M&C	03/17
Carolyn Bernache 2/9/10	District 4	M&C	12/16
Doris Ellis 9/28/10	District 4	M&C	12/16
Kendra Goodson 07/12/16	District 1	M&C	07/18
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
Dawn Powers 1/26/16	District 2	M&C	01/18
David Toledo 04/25/16	District 1	M&C	04/18
Resolutions 15-R-25, 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

Ethics Commission			
Appointee	Represents	Appointed by	Term Expires
Nora Eidelman 11/24/15	District 1	Mayor	11/17
Joe Theis 05/12/15	District 2	Mayor	05/17
James Sauer 12/09/14	District 3	Mayor	12/16
Gail Kushner 09/13/11	District 4	Mayor	01/18
Robert Thurston 9/13/05	At Large	Mayor	03/18
Alan C. Bradford 1/23/96	At-Large	Mayor	11/17
Frank Rose 05/08/12	At-Large	Mayor	03/18
City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.			

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/20
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.			

Dr. Martin Luther King, Jr. Tribute Committee			
Appointee	Represents	Appointed by	Term Expires
		M&C	
Between five and nine members, appointed by the Mayor and Council for three-year terms. The Committee shall appoint the Chair and Vice-Chair from among their membership annually. A quorum will consist of a majority of the appointed members. The Committee may work with partners such as the University of Maryland, the Maryland National Capital Park and Planning Commission, local schools and faith communities, and others as appropriate, in planning the event.			

Neighborhood Quality of Life Committee			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life)	UMD Administration – Rep 3	University	04/16
Gloria Aparicio- Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Karyn Keating-Volke	City Resident 1	City Council	02/17
Aaron Springer	City Resident 2	City Council	10/17
Bonnie McClellan	City Resident 3	City Council	04/16
Denise Mitchell 02/23/16	City Resident 4	City Council	02/18
Bob Schnabel	City Resident 5	City Council	08/17
VACANT	City Resident 6	City Council	
Cole Holocker	UMD Student 1	City Council	11/16
Adler Pruitt	UMD Student 2	City Council	09/17
VACANT	UMD Student 3	City Council	
Ian Henderson 02/23/16	UMD Student 4	IFC	02/18
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
Drew Hogg	Graduate Student	GSG Representative	09/17
VACANT	Student Co-Operative Housing	City Council	

Maj. Bill Alexander	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	10/15
Jeannie Ripley	Manager of Code Enforcement	City Council	
Lisa Miller	Rental Property Owner	City Council	05/18
Richard Biffel	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	05/18
Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). Amended July 15, 2014 to change the name (14-R-23). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.			

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
VACANT		M&C	
Aaron Springer 02/14/12	District 3	M&C	05/16
Nick Brennan 04/22/14	District 2	M&C	04/16
Created on April 12, 2011 by Resolution 11-R-06 as a three-person Steering Committee whose members shall be residents. Coordinators of individual NW programs in the City shall be ex-officio members. Terms are for two years. Annually, the members of the Steering Committee shall appoint a Chairperson to serve for a one-year term. Meetings shall be held on a quarterly basis. This Resolution dissolved the Neighborhood Watch Coordinators Committee that was established by 97-R-15. This is not a compensated committee. Liaison: Public Services.			

Noise Control Board			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	01/19
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	04/20
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	08/20
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18
City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.			

Recreation Board			
Appointee	Lives In	Appointed by	Term Expires
Eric Grims 08/12/14	District 1	M&C	08/17
Sarah Araghi 7/14/09	District 1	M&C	10/18

Alan C. Bradford 1/23/96	District 1	M&C	02/17
Adele Ellis 9/13/88	District 3	M&C	02/17
Barbara Pianowski 3/23/10	District 4	M&C	05/17
Judith Oarr 05/14/13	District 4	M&C	05/19
Bettina McCloud 1/11/11	District 1	M&C	02/17
David Toledo 04/25/16	District 1	M&C	04/19
Stuart Adams 05/24/16	District 3	M&C	05/19
VACANT		M&C	

City Code Chapter 15 Article II: Effective 2/2/16: 10 members appointed by the Mayor and Council for three-year terms with a goal of representation from each district. The Chairperson will be chosen from among and by the district appointees. Not a compensated committee. Additional participants include the University of Maryland liaison and the M-NCPPC liaison. Liaison: Public Services.

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
Christine O'Brien 08/11/15	Citizen	M&C	08/17
John Krouse	Citizen	M&C	10/16
VACANT	Citizen	M&C	
VACANT	Citizen	M&C	
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	04/17
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		

City Code Chapter 179-5: The Board shall have 9 voting members: 5 residents appointed by M&C, the CBE Chair or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.

Veterans Memorial Committee			
Appointee	Represents	Appointed by	Term Expires
Joseph Ruth 11/7/01	VFW	M&C	01/19
Blaine Davis 10/28/03	American Legion	M&C	01/19
Rita Zito 11/7/01		M&C	12/18
Doris Davis 10/28/03		M&C	01/19
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
VACANT			
VACANT			
VACANT			

Resolution 15-R-27, 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.