

City of Hyattsville

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



Agenda Regular Meeting

https://us06web.zoom.us/webinar/register/WN_SXxAAAs1LTtWK4i3Mt6p9qA

Monday, September 14, 2026

7:00 PM

Virtual

CITY COUNCIL

Robert S. Croslin, Mayor

Joseph Solomon, Council President, Ward 5

Kareem Redmond, Council Vice President, Ward 3

Joanne Waszczak, Ward 1

Greg Barnes, Ward 1

Danny Schaible, Ward 2

Emily Strab, Ward 2

Gopi Dhokai, Ward 3

Edouard Haba, Ward 4

Michelle Lee, Ward 4

Kelson Nisbett, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator

Nate Groenendyk, City Clerk, 301-985-5001, cityclerk@hyattsville.org

Welcome to the City of Hyattsville City Council Meeting!
Your participation at this public meeting is valued and appreciated.

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

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

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

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

WAYS TO WATCH THE MEETING LIVE: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at <https://hyattsvillemd.portal.civicclerk.com>.

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

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

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

Meeting Notice:

The Hyattsville City Council will hold its meeting on Monday, September 14, 2026 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

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

LANGUAGE TRANSLATION AND CLOSED CAPTIONING: The City of Hyattsville offers translation and closed captioning in over 50 languages for City Council Meetings via the Wordly platform. Follow the directions below to access the service:

-Go to: <https://attend.wordly.ai/join/RAVY-6886>

-Ensure the Session ID RAVY-6886 is displayed.

-Select Your Choice of Language and click on the "Attend" button.

-You can now read the captions on your device and/or listen to the translation of the City Council meeting.

If you have any questions or concerns, please contact info@hyattsville.org.

PUBLIC PARTICIPATION:

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

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

https://us06web.zoom.us/webinar/register/WN_SXxAAAs1LTtWK4i3Mt6p9qA

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance to the Flag**
- 3. Moment of Silence**
- 4. Approval of Agenda**
- 5. Public Comment (7:10 PM - 7:40 PM) Limit 2 minutes per speaker**
- 6. City Administrator Update (7:40 PM - 8:10 PM)**

7. Presentations (8:10 PM - 8:55 PM)**7.a. 2027-33 City Auditor Presentation: FY24 Audit**

For Presentation.

Sponsors: City Administrator

Department: Administration

Attachments: City of Hyattsville Single Audit 6-30-24, City of Hyattsville Financial Statements 6-30-24 FINAL

8. Proclamations**8.a. 2027-21 Hispanic Heritage Month Proclamation**

I move the Mayor and Council adopt the proclamation recognizing September 15 - October 15 2026, as Hispanic Herirage Month in the City of Hyattsville.

Sponsors: City Administrator

Department: Administration

Attachments: CM0914 Hispanic Heritage Month 2026

8.b. 2027-22 National Preparedness Month Proclamation

I move the Mayor and Council adopt the proclamation recognizing September as National Preparedness Month in the City of Hyattsville.

Sponsors: City Administrator

Department: Administration

Attachments: CM0914 National Preparedness Month 2026

8.c. 2027-38 Proclamation Honoring Stuart Eisenberg

I move the Mayor and Council adopt the proclamation recognizing and honoring the life and contributions of Stuart Eisenberg.

Sponsors: City Administrator

Department: Administration

Attachments: CM 09.14 Stuart Eisenberg Proclamation

9. Appointments

9.a. 2027-23 Appointment to the Hyattsville Environment Committee

I move the Mayor and Council approve the appointment of Jahmal Clemons (Ward 5) and Jake Parreira (Ward 4) to the Hyattsville Environment Committee for a term of two years, ending on September 14, 2028.

Sponsors: Edouard Haba, Councilmember

Department: City Clerk

Attachments: Clemons Redac Application, Jake Parreira W4 Redac Application

9.b. 2027-24 Appointment to the Board of Supervisors of Elections

I move that the Mayor, with Council approval, appoint Jocelyn Gipson (Ward 3) to the Board of Supervisors of Elections for a term to expire on January 12, 2027.

Sponsors: Robert S. Croslin, Mayor

Department: City Clerk

Attachments: Jocelyn Gipson W3 Redac

9.c. 2027-25 Appointment to the Common Ownership Community Advisory Committee

I move the Mayor and Council approve the appointment of Sharon Saldarriaga (Ward 1) to the Common Ownership Community Advisory Committee for a term of two years, ending on September 14, 2028, and Evan Bray as an alternate member of the Common Ownership Community Advisory Committee for a term of two (2) years, ending on September 14, 2028.

Sponsors: Joseph Solomon, Council President, Kareem Redmond, Council Vice President

Department: City Clerk

Attachments: Saldarriaga Redac Application, Evan Bray Redac Application

9.d. 2027-26 Appointment to the Ethics Commission

I move that the Mayor, with the approval of the Council, reappoint David Sip (Ward 1) to the Ethics Commission for a term of three years, to end on September 14, 2029.

Sponsors: Robert S. Croslin, Mayor

Department: City Clerk

Attachments: Sip Redac Application

9.e. 2027-27 Appointment to the Shade Tree Board

I move the Mayor, with Council approval, approve the reappointment of Deb Taylor (Ward 2) to the Shade Tree Board for a term of three years, to end on September 14, 2029.

Sponsors: Robert S. Croslin, Mayor

Department: City Clerk

Attachments: Deb Taylor W2 Redac Application

9.f. 2027-28 Appointment to the Police & Public Safety Community Advisory Committee

I move the Mayor and Council approve the reappointment of Patricia Page (Ward 5) to the Police and Public Safety Community Advisory Committee for a term of two years to end on September 14, 2028.

Sponsors: Kelson Nisbett, Councilmember

Department: City Clerk

Attachments: Patricia Page W5 Redac

9.g. 2027-29 Appointment to the Race & Equity Task Force

I move the Mayor and Council approve the reappointment of Jocelyn Medallo (Ward 1) to the Race and Equity Task Force for a term of two years to end on September 14, 2028.

Sponsors: Michelle Lee, Councilmember, Kelson Nisbett, Councilmember

Department: City Clerk

Attachments: Medallo Redac Reapp

9.h. 2027-30 Appointment to the Health, Wellness & Recreation Advisory Committee

I move the Mayor and Council approve the appointment of Josefa Martinez to the Health, Wellness, and Recreation Advisory Board for a term of two years, to end on September 14, 2028.

Sponsors: Michelle Lee, Councilmember, Gopi Dhokai, Councilmember

Department: City Clerk

Attachments: Josefa Martinez W1 Redac Application

9.i. 2027-40 Appointment to the Code Compliance Advisory Committee

I move the Mayor and Council approve the reappointment of Arinee Flurry (Ward 1) to the Code Compliance Advisory Committee for a term of two years, ending on September 14, 2028.

Sponsors: Gopi Dhokai, Councilmember

Department: City Clerk

Attachments: Arinee Flurry Redac Application

10. Consent Items (8:55 p.m. - 9:00 p.m.)

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

10.a. 2027-31 Special Use Agreement - Route 1 Velo 2025 Cyclocross Race

I move the Mayor and Council authorize the City Administrator to execute a Special Use Agreement with Route 1 Velo for the use of David C. Driskell Community Park for its annual Cyclocross race on Sunday, September 20, 2026.

Sponsors: City Administrator

Department: Community Services

Attachments: 2026 Cyclocross Special Use Agreement

10.b. 2027-32 FY27 Budget Appropriation, Maryland Department of Service and Civic Innovation, Maryland Corps/Service Year Option Grant Award

I move the Mayor and Council amend the FY27 Budget to accept and appropriate the Maryland Corps/Service Year Option Grant award from the Maryland Department of Service and Civic Innovation in the amount of \$21,875 to provide a Service Corps Member to support the City's Community Services programs.

Sponsors: City Administrator

Department: Community Services

Attachments: DSCI City of Hyattsville 2026-27 HSP Grant Agreement

10.c. 2027-34 Schedule a Council Meeting for September 22, 2026

I move the Mayor and Council schedule a Council Meeting for Tuesday, September 22, 2026, at 7:00 PM.

Sponsors: City Administrator

Department: City Clerk

Attachments:

10.d. 2027-36 Variance Application 6010 43rd St: V-29-26

I move the City Council authorize the Mayor to send a letter of support to the Board of Zoning Appeals for the subject property at 6010 43rd St, Hyattsville, application #V-29-26; granting relief from Prince George's County Zoning Code section 27-4202(e) Residential, Single-Family-65 (RSF-65) Zone for the 483 ft net lot area, the 9.2% net lot coverage, the 4.98 ft width at the front setback, and the 1 ft side yard depth.

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: 2026-7-13_Memo-V-29-26, V-29-26 Binder1, City of Hyattsville Zoning Variance Policy Statement & Variance Process_SPANISH, City of Hyattsville Zoning Variance Policy Statement & Variance Process_ENGLISH

10.e. 2027-37 Variance Application 4614 Burlington Rd: V-21-26

I move the City Council authorize the Mayor to send a letter of support to the Board of Zoning Appeals for the subject property at 4614 Burlington Rd, Hyattsville, application #V-21-26; granting relief from Prince George's County Zoning Code section 27-4202(e) Residential, Single-Family-65 (RSF-65) Zone for the 5 ft lot frontage, 10.9% net lot coverage, 25 ft lot width, and 1.3 ft side yards.

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: City of Hyattsville Zoning Variance Policy Statement & Variance Process_SPANISH, V-21-26_Binder1, V-82-19 Final Decision Packet, V-84-23 Final Decision Packet, V-84-23 City of Hyattsville letter to BZA_FINAL, 2026-7-21_Memo-V-21-26, City of Hyattsville Zoning Variance Policy Statement & Variance Process_ENGLISH

11. Action Items (9:00 p.m. - 9:20 p.m.)

11.a. 2027-39 Letter to County Executive Regarding Use and Occupancy Permit for 6505 Belcrest Rd

I move the Council authorize the Mayor to send correspondence to the County Executive of Prince George's County to convey the City's concerns related to the issuance of the Use and Occupancy permit at 3505 Belcrest Road for the expansion of ICE's Office of the Principal Legal Advisor (OPLA).

Sponsors: Danny Schaible, Councilmember, Kareem Redmond, Council Vice President, Greg Barnes, Councilmember, Emily Strab, Councilmember, Joanne Waszczak, Councilmember

Department: Legislative

Attachments: Draft Letter to CEX Regarding 6505 Belcrest

12. Council Dialogue (9:20 p.m. - 9:30 p.m.)

13. Closed Session (9:30 p.m.)

13.a. 2027-35 Motion to Close: Council Will Not Return to Open Session

I move the Mayor and Council close the Council Meeting of September 14, 2026, to obtain legal advice from the City Attorney and/or to consult with staff and the City Attorney regarding potential or pending litigation involving Hyattsville Spirits & Grill. This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305 (b) (7) to consult with counsel to obtain legal advice and/or Section 3-305(b)(8) to consult with staff, consultants, or other legal counsel regarding pending or potential litigation.

Sponsors: City Administrator

Department: City Clerk

Attachments:

14. Motion to Adjourn

City Council
September 14, 2026

Submitted by: City Administrator
Submitting Department: Administration
Agenda Section: Presentations

Item Title:
City Auditor Presentation: FY24 Audit

Suggested Action:
For Presentation.

Legal Review Required?
N/A

Summary Background:
The City auditing firm, Zeloenkofske Axelrod LLC, has completed the FY24 audit and will present an overview to Council.

Next Steps:
The City's audit committee will review the FY24 audit and provide its recommendations to the Mayor and City Council.

Fiscal Impact:

City Administrator Comments:
For Presentation.

Community Engagement:
The community has been provided the opportunity to submit audit-related questions to be addressed during the presentation. The FY24 audit documents are posted to the City's website.

Strategic Goals:
Goal 2 – Ensure the Long-Term Economic Viability of the City

CITY OF HYATTSVILLE, MARYLAND

SINGLE AUDIT REPORT

YEAR ENDED JUNE 30, 2024

CITY OF HYATTSVILLE, MARYLAND

Single Audit Report

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

Honorable Mayor and Members of the City Council
City of Hyattsville, Maryland

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities and each major fund of the City of Hyattsville, Maryland ("the City"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated July 30, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2024-001 through 2024-004 that we consider to be material weaknesses.

830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109
3800 McKnight East Drive, Suite 3805, Pittsburgh, PA 15237
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420 Chinquapin Round Road, Suite 2-i, Annapolis, MD 21401
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City of Hyattsville, Maryland
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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2024-004.

City's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Zelenkofske Axelrod LLC
ZELENKOFSCHE AXELROD LLC

Harrisburg, Pennsylvania
July 30, 2026



Zelenkofske Axelrod LLC

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**REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM
GUIDANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditor's Report

Honorable Mayor and Members of the City Council
City of Hyattsville, Maryland

Report on Compliance for Each Major Federal Program

Qualified Opinion on Each Major Federal Program

We have audited the City of Hyattsville, Maryland's ("the City") compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2024. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Qualified Opinion on Coronavirus State and Local Fiscal Recovery Funds AL 21.027

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion section of our report, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Coronavirus State and Local Fiscal Recovery Funds for the year ended June 30, 2024.

Basis for Qualified Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

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City of Hyattsville, Maryland
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Matters Giving Rise to Qualified Opinion on Coronavirus State and Local Fiscal Recovery Funds AL 21.027

As described in the accompanying schedule of findings and question costs, the City did not comply with requirements regarding Coronavirus State and Local Fiscal Recovery Funds AL 21.027 as described in finding number 2024-004 for Suspension and Debarment.

Compliance with such requirements is necessary, in our opinion, for the City to comply with the requirements applicable to that program.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



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City of Hyattsville, Maryland
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Other Matters

Government Auditing Standards requires the auditor to perform limited procedures on the City's responses to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as 2024-04 to be a material weaknesses.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed

Government Auditing Standards requires the auditor to perform limited procedures on the City's responses to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



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City of Hyattsville, Maryland

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Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities and each major fund, of the City, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated July 30, 2026, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Zelenkofske Axelrod LLC

ZELENKOFKSKE AXELROD LLC

Harrisburg, Pennsylvania
August 27, 2026

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2024

Federal Grantor /Pass-Through Agency/ Program Title	Federal Assistance Listing Number	Pass-Through Grantor Identifying Number	Federal Expenditures	Expenditures to Subrecipients
<u>U.S. Department of Justice</u>				
Law Enforcement Mental Health and Wellness Act	16.710	15JCOPS-21-GG-02166-SLEM	\$ 36,625	\$ -
Law Enforcement Agency De-Escalation Grants	16.710	15JCOPS-23-GG-02550-PPSE	109,000	-
Edward Byrne Memorial Justice Assistance Grant (JAG)	16.738	N/A	47,383	-
Total U.S. Department of Justice			193,008	-
<u>U.S. Department of Treasury</u>				
<i>Passed through the State of Maryland Department of Housing and Community Development</i>				
Coronavirus State and Local Fiscal Recovery Funds - COVID-19	21.027		2,998,069 *	-
Total U.S. Department of Treasury			2,998,069	-
Total Federal Awards			\$3,191,077	\$ -

* Denotes tested as a major program

See Notes to Schedule of Expenditures of Federal Awards.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2024

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal award activity of the City of Hyattsville, Maryland under programs of the federal government for the year ended June 30, 2024. The information in this schedule is presented in accordance with the requirements of Title 2, U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City of Hyattsville, Maryland, some amounts presented in the Schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Expenditures are recognized following the cost principles contained in the Uniform Guidance and/or OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – INDIRECT COST RATE

The City Council of the City of Hyattsville, Maryland has elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024

Section I – Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? ☒ yes ☐ no

Significant deficiency(ies) identified that are not considered to be material weaknesses?
☐ Yes ☒ none reported

Noncompliance material to financial statements noted? ☒ yes ☐ no

Federal Awards

Internal control over major programs:

Material weakness(es) identified? ☒ yes ☐ no

Significant deficiency(ies) identified that are not considered to be material weaknesses?
☐ yes ☒ none reported

Type of auditors' report issued on compliance for major programs: Qualified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☒ yes ☐ no

Identification of major programs

<u>AL Number</u>	<u>Name of Federal Program or Cluster</u>
21.027	Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000.

Auditee qualified as low-risk auditee? ☐ Yes ☒ no

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2024

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding Number 2024-001 – Timely and Accurate Financial Reporting

Material Weakness – Financial Reporting

Criteria: Accounting policies and procedures should be properly designed to ensure timely and accurate financial reporting.

Condition: The accounting policies and procedures currently in place led to a reconciliation process resulting in overall inaccuracies and delays in the financial reporting process, including timely filing of the financial statements with the State of Maryland.

Cause: The lack of properly designed accounting policies and procedures and limited resources within the City's Finance Department has resulted in significant adjustments during the audit process.

Effect: During our audit, significant adjusting journal entries were recorded to both the year under audit and prior periods, prior to preparation of the financial statements. Timely and accurate financial reporting creates confidence, credibility, reliability and awareness for the council, management and other users of those financial reports.

Questioned Costs: None noted.

Recommendation: We recommend designing and implementing accounting policies and procedures that would enable the City to have timely and accurate financial reporting.

Identification of Repeat Finding: This is a repeat finding, 2023-001.

Views of Responsible Officials: The City will review its accounting policies and procedures to ensure timely and accurate financial reporting. In addition, the City has secured additional resources and personnel to allow the City to be able to meet its financial reporting deadlines.

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2024

Finding Number 2024-002 – Account Reconciliations
Material Weakness – Financial Reporting

Criteria: The accounts of the City should include all significant transactions in the period of benefit. Accounting policies and procedures should be properly designed to ensure periodic reconciliations of material general ledger accounts.

Condition: The City does not prepare periodic reconciliations for some of its assets, liability, revenue and expense accounts throughout the year.

Cause: The lack of properly designed accounting policies and procedures has resulted in significant adjustments during the audit process to record transactions that were not recorded or not properly recorded in the period of benefit.

Effect: During our audit, significant adjusting journal entries were prepared, and opening fund balance / net position were restated.

Questioned Costs: None noted.

Recommendation: We recommend designing and implementing accounting policies and procedures that include when possible, the following:

- Account reconciliations that are complete for all material accounts.
- Account reconciliations should be accurate.
- Account reconciliations should be completed and reviewed in a timely manner.
- Account reconciliations should support the appropriate accounting principles.
- Account reconciliations should be constantly reviewed and improved.

Identification of Repeat Finding: This is a first year finding.

Views of Responsible Officials: The City will review its accounting policies and procedures to expand its reconciliation process to include all material general ledger accounts. In addition, the City has hired additional resources in the finance department to help.

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2024

Finding Number 2024-003 – Interfund Transactions
Material Weakness – Financial Reporting

Criteria: Per GASB Statement No. 34 and No. 38, interfund activities must be classified and reported according to their substance as reciprocal interfund activities (revenues/expenditures), reimbursements (expenditure reductions), interfund loans (due to/from balances), or transfers (other financing sources/uses).

Condition: During the 2024 fiscal year and for years prior, numerous transactions utilized the Due To/From accounts to record resource movements to and from other funds, including interfund services, provided reimbursements, operating transfers and use of pooled cash. The City is not readily able to distinguish these different types of activities recorded within the general ledger, and as a result, the Due To/From other fund account balances have grown substantially over the past several years resulting in inaccurately stated governmental fund level financial statements.

Cause: The lack of properly designed accounting policies and procedures, specific to interfund transactions has resulted in significant adjustments during the audit process and the restatement of the opening fund balance. Also, the use of one operating cash account for all funds further complicates matters by making additional interfund transactions necessary.

Effect: The controls over the due to /from accounts and general ledger are not functioning as designed and these errors could lead to misstatements within the City's financial statements.

Questioned Costs: None noted.

Recommendation: We recommend designing and implementing accounting policies and procedures to ensure all transactions coded to the respective due to / from accounts are correctly classified.

Identification of Repeat Finding: This is a first year finding.

Views of Responsible Officials: The City will review its accounting policies and procedures to ensure timely and accurate financial reporting. In addition, the City has hired additional resources within the finance department to help.

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2024

SECTION III – FEDERAL AWARD FINDINGS

Reference Number	2024-004
Federal Agency	U.S. Department of Treasury
Federal Program	CFDA 21.027—American Rescue Plan Act
Pass-Through Entity	None
Award Number	Unknown
Compliance Requirements	Suspension and Debarment
Type of Finding	Material Weakness in Internal Control over Compliance, Material Noncompliance

Criteria:

Internal Control: Per 2 CFR section 200.303(a), a non-Federal entity must: Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Compliance: Per 2 CFR 200.213, Suspension and Debarment restricts awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

Condition: The City did not have an internal control process and did not maintain documentation of a vendor’s suspension and debarment status.

Cause: The City had not developed internal control policies and procedures to prevent entering into a contract with an organization that was debarred or suspended.

Questioned Costs: None noted.

Effect: Federal funds may be paid to parties that are ineligible to participate in a federal program.

Recommendation: We recommend the City evaluate its policies procedures to ensure that suspension and debarment requirements are being met prior to entering into transactions with vendors.

Identification of Repeat Finding: This is a first year finding.

Views of Responsible Officials: Management agrees with the finding.

CITY OF HYATTSVILLE, MARYLAND
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2024

<u>Program</u>	<u>Prior Year Finding</u>	<u>Description</u>	<u>Current Year Status</u>
Various	2023-001	Financial Reporting	2024-001

CITY OF HYATTSVILLE, MARYLAND

FINANCIAL STATEMENTS

For the year ended June 30, 2024

CITY OF HYATTSVILLE, MARYLAND
YEAR ENDED JUNE 30, 2024

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Independent Auditor's Report

Honorable Mayor and Members of the City Council
City of Hyattsville, Maryland

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of the City of Hyattsville (the City), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the City, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS) issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement issuance date, including any currently known information that may raise substantial doubt shortly thereafter.



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City of Hyattsville, Maryland
Page 2

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis, Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual – General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund, the Maryland State Retirement and Pension System schedules and the Other Post-Employment Benefit (OPEB) Plan schedules, on pages 4–17 and 53 – 63, respectively*, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.



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City of Hyattsville, Maryland
Page 3

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 30, 2026 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Zelenkofske Axelrod LLC

ZELENKOFSCHE AXELROD LLC

Harrisburg, Pennsylvania
July 30, 2026

CITY OF HYATTSVILLE, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024

As management of the City of Hyattsville, Maryland (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City of Hyattsville for the fiscal year ended June 30, 2024. The Management's Discussion and Analysis ("MD&A") is designed to provide an overview of the City's financial activity, identify significant changes that may have occurred in the City's financial position during the most recent fiscal year, and make the reader aware of financial issues that may have a significant fiscal impact on the City in the future. The information presented here will give the reader a comprehensive overview of the City's fiscal year 2024 financial statements and its fiscal position at the end of the current fiscal year.

The City participates in the Maryland State Retirement and Pension System ("MSRPS") and the Law Enforcement Officer Pension System ("LEOPS"). The City qualifies as a Participating Governmental Unit ("PGU") as a result of participating in these Pension Systems.

Financial Highlights

- The liabilities of the City exceeded its assets at the close of the most recent fiscal year by \$(2,819,795) (net position). Unrestricted net position - the part of net assets that can be used to finance day-to-day operations changed from \$(12,158,155) at June 30, 2023, to \$(24,509,602) at June 30, 2024.
- As of the close of the current fiscal year, the City's governmental funds reported combined fund balances of \$12,353,286, a decrease of \$14,142,105 in comparison to prior fiscal year. In addition, there was a decrease of \$10,892,701 which is related to the restatement of the prior year fund balance (footnote 16).
- At the end of fiscal year 2024, unassigned fund balance for the general fund is \$6,993,946 or 29% of total general fund expenditures.
- The City's outstanding general obligation bonds decreased by \$856,424, due to payments on these obligations.

CITY OF HYATTSVILLE, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. There are two basic statements in the government-wide financial statements: the statement of net position and the statement of activities.

The statement of net position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as the underlying event giving rise to the change, regardless of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

All of the functions of the City are principally supported by taxes and intergovernmental revenues ("governmental activities"). If there were functions of the City that were intended to recover all or a significant portion of their costs through user fees and charges ("business-type activities"), the government-wide financial statements would distinguish these from the governmental activities. The City has no business-type activities. The governmental activities of the City include: legislative, general government, public safety, public works, parks, recreation, and community development.

The government-wide financial statements can be found on **pages 18-19** of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The funds of the City include governmental funds. The City has no proprietary or fiduciary funds.

- **Governmental Funds** - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains four primary governmental funds. They are the general fund, the special revenue fund, the capital projects fund, and the debt service fund.

- The general fund is used to account for the City's unrestricted revenues and related general operating expenditures.
- The special revenue fund is used to account for specific revenues that are legally restricted to expenditure for a particular purpose. The fund includes a number of component funds that have been established to track activity associated with individual grants the City receives.
- The capital projects fund is used to account for the accumulation of resources used for acquisition of major capital facilities.
- The debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for all four of the City's funds, because all of them meet the criteria to be considered major funds.

The City adopts an annual appropriated budget, in which all of the funds are aggregated. A budgetary comparison statement had been provided to demonstrate compliance with this budget for all governmental funds.

CITY OF HYATTSVILLE, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
JUNE 30, 2024

Notes to Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on **pages 24-52** of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information that can be found starting on **page 54** of this report.

CITY OF HYATTSVILLE, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
JUNE 30, 2024

Government-Wide Financial Analysis

As noted earlier, net position may serve, over time, as a useful indicator of a government's financial position. In the case of the City, liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$(2,819,795) at the close of the most recent fiscal year.

Statement of Net Position		
	2024	2023
Current assets	\$ 27,536,027	\$ 45,147,673
Noncurrent Assets	46,777,203	33,414,197
Total Assets	<u>\$ 74,313,230</u>	<u>\$ 78,561,870</u>
Deferred outflows - pension/OPEB related	\$ 11,807,792	\$ 9,967,637
Long-term liabilities outstanding	\$ 64,113,321	\$ 62,122,366
Other liabilities	15,618,229	18,450,592
Total Liabilities	<u>\$ 79,731,550</u>	<u>\$ 80,572,958</u>
Deferred inflows - pension/OPEB related	\$ 9,209,267	\$ 8,204,909
Net Position		
Net investment in capital assets	\$ 21,689,807	\$ 7,843,751
Assigned	7,765,223	4,066,044
Unrestricted	(32,274,825)	(12,158,155)
Total Net Position	<u>\$ (2,819,795)</u>	<u>\$ (248,360)</u>

One of the largest portions of the City's net position at fiscal year-end reflects its investments in capital assets (e.g., land, building, machinery, and equipment) less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position represents resources that are subject to external restrictions on how they may be used. The remaining portion of net position is considered unrestricted and may be used to meet the City's ongoing obligations to citizens and creditors.

CITY OF HYATTSVILLE, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
JUNE 30, 2024

- The City reported a negative balance in unrestricted net position due to the increase in the City's OPEB and pension liability.

Governmental Activities

General revenues from government activities increased by \$1,472,488 in the current fiscal year and is mainly attributed to the following:

- Property taxes increased by mostly attributable to an increase in the assessable real property base for the fiscal period.
- City income taxes increased by \$212,356 or 5.4%, as the city did not receive any additional one-time payments during this fiscal period.

Program revenues decreased by \$(5,617,553) during the current fiscal year due to a decrease in the expenditure of operating grant funds.

Expenses of governmental activities decreased by \$(2,322,818) overall in fiscal year 2024 and are attributed mainly to the following:

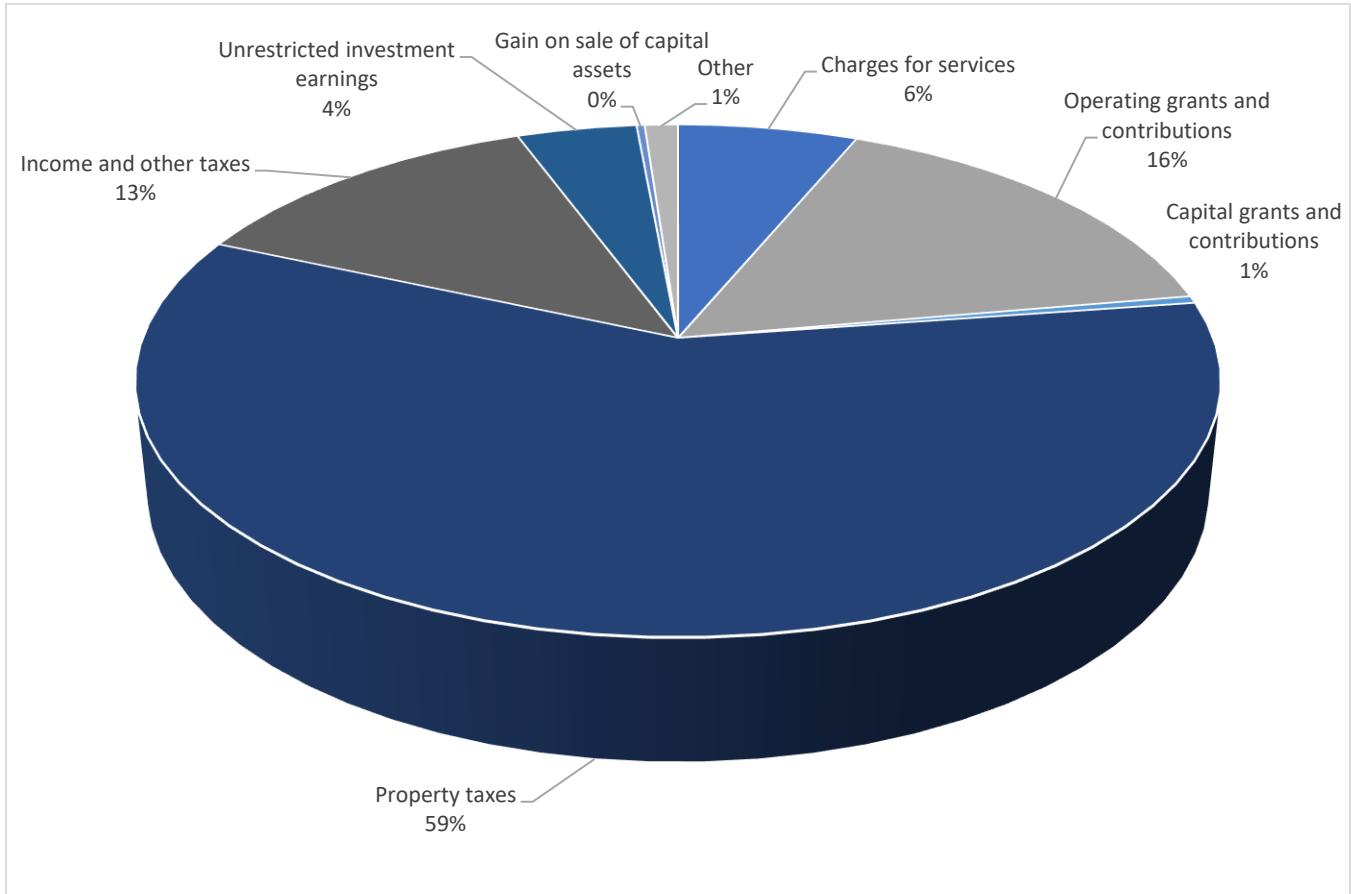
- General government and legislative expenses of \$8,604,224 decreased by \$(5,099,166). The decrease is attributable to ARPA Funds being used to pay salaries.
- Public Works expenses of \$8,934,291 decreased by \$(4,327,453) due to vacant positions, and ARPA Funds being used to pay salaries.

CITY OF HYATTSVILLE, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
JUNE 30, 2024

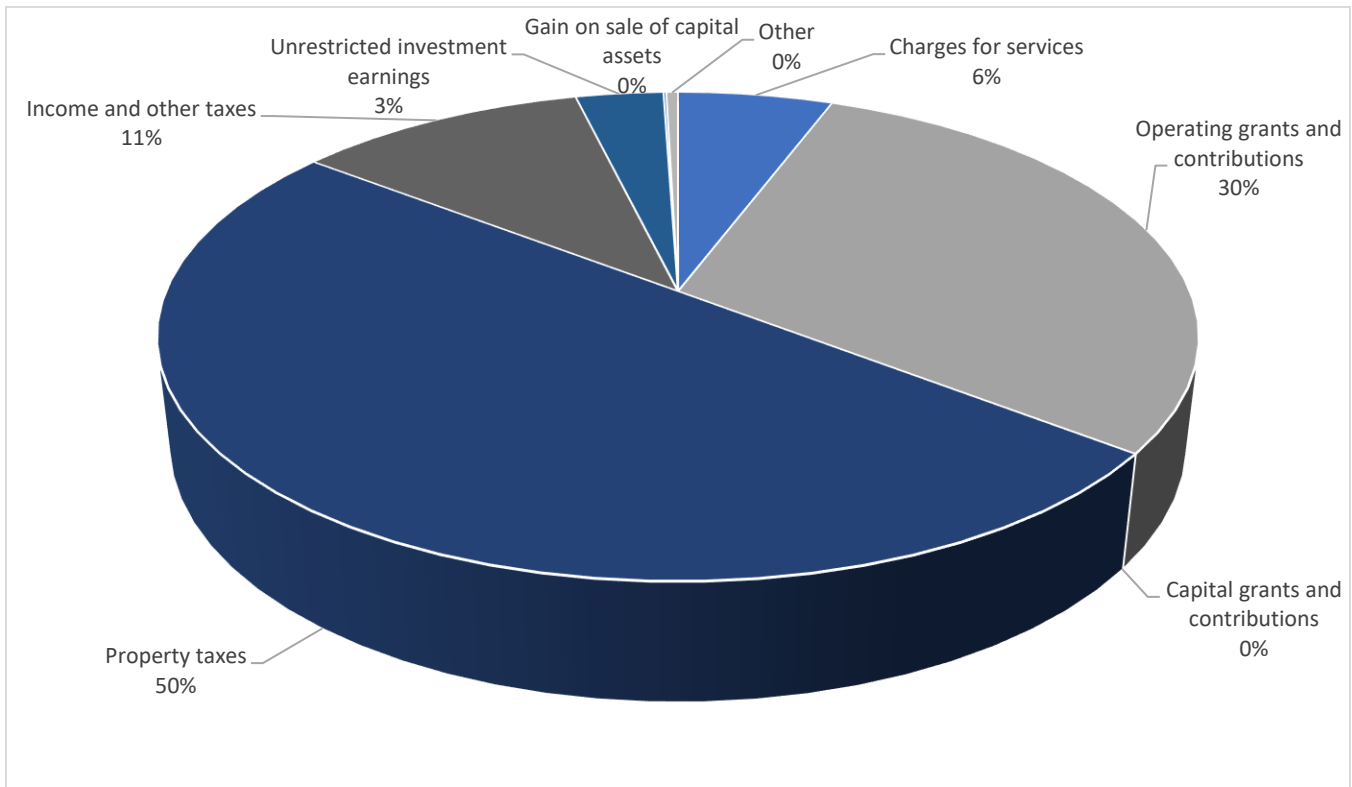
The following table provides a detailed breakdown of the City's revenues, expenses, and changes in net position for the years ended June 30, 2024, and 2023.

	Change of Net Position	
	2024	2023
Revenues		
Program revenues		
Charges for service	\$ 2,044,715	\$ 2,104,474
Operating grants and contributions	5,188,300	10,892,050
Capital grants and contributions	146,524	568
General revenues		
Property taxes	19,134,823	18,316,460
Income and other taxes	4,159,394	3,947,038
Unrestricted investment earnings	1,363,491	1,193,092
Gain on sale of capital assets	91,367	39,478
Other	377,801	158,320
Total Revenues	<u>32,506,415</u>	<u>36,651,480</u>
Expenses		
Legislative	\$ 749,442	\$ 778,521
General government	7,854,782	12,924,869
Public safety	13,667,593	6,961,442
Public works	8,934,291	13,261,744
Parks and community services	2,128,994	1,850,085
Community development	796,477	731,097
Social services	23,939	-
Interest in debt	922,332	892,910
Total Expenses	<u>35,077,850</u>	<u>37,400,668</u>
(Decrease) Increase in Net Position	<u>(2,571,435)</u>	<u>(749,188)</u>
Net Position - Beginning	<u>(248,360)</u>	<u>500,828</u>
Net Position - Ending	<u>\$ (2,819,795)</u>	<u>\$ (248,360)</u>

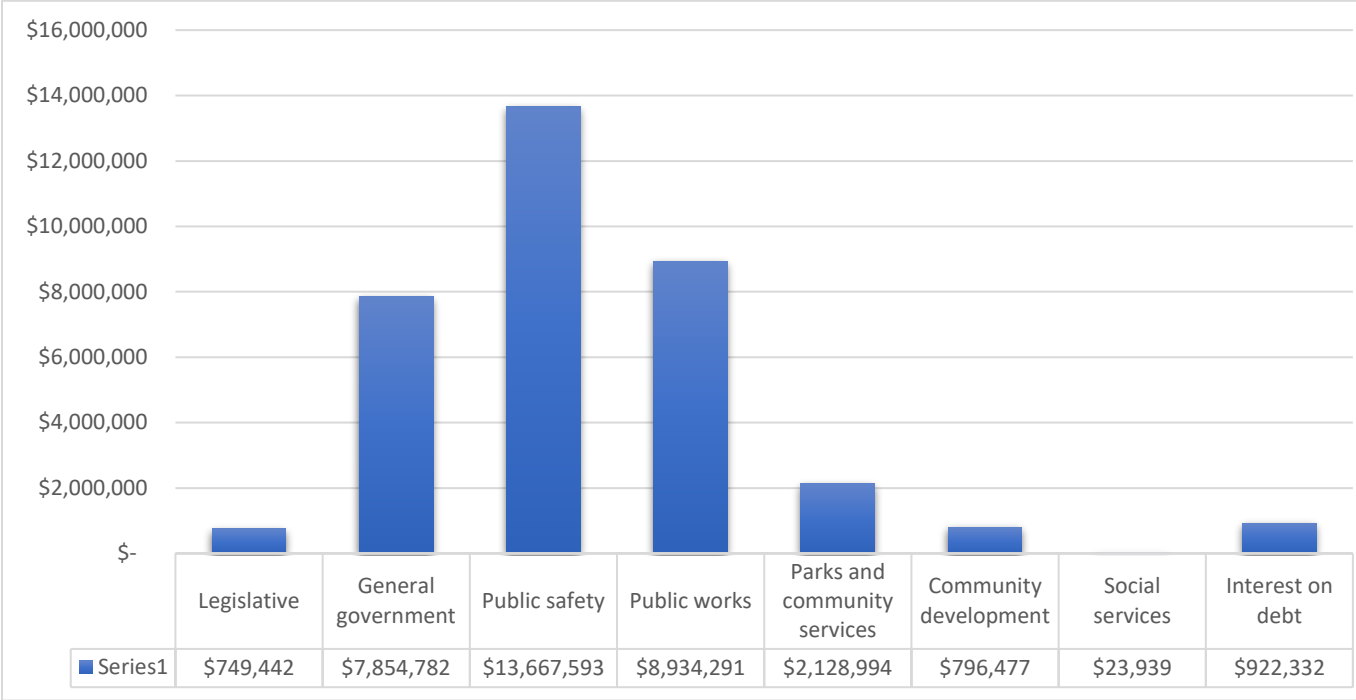
**Revenues by
Source June 30,
2024**



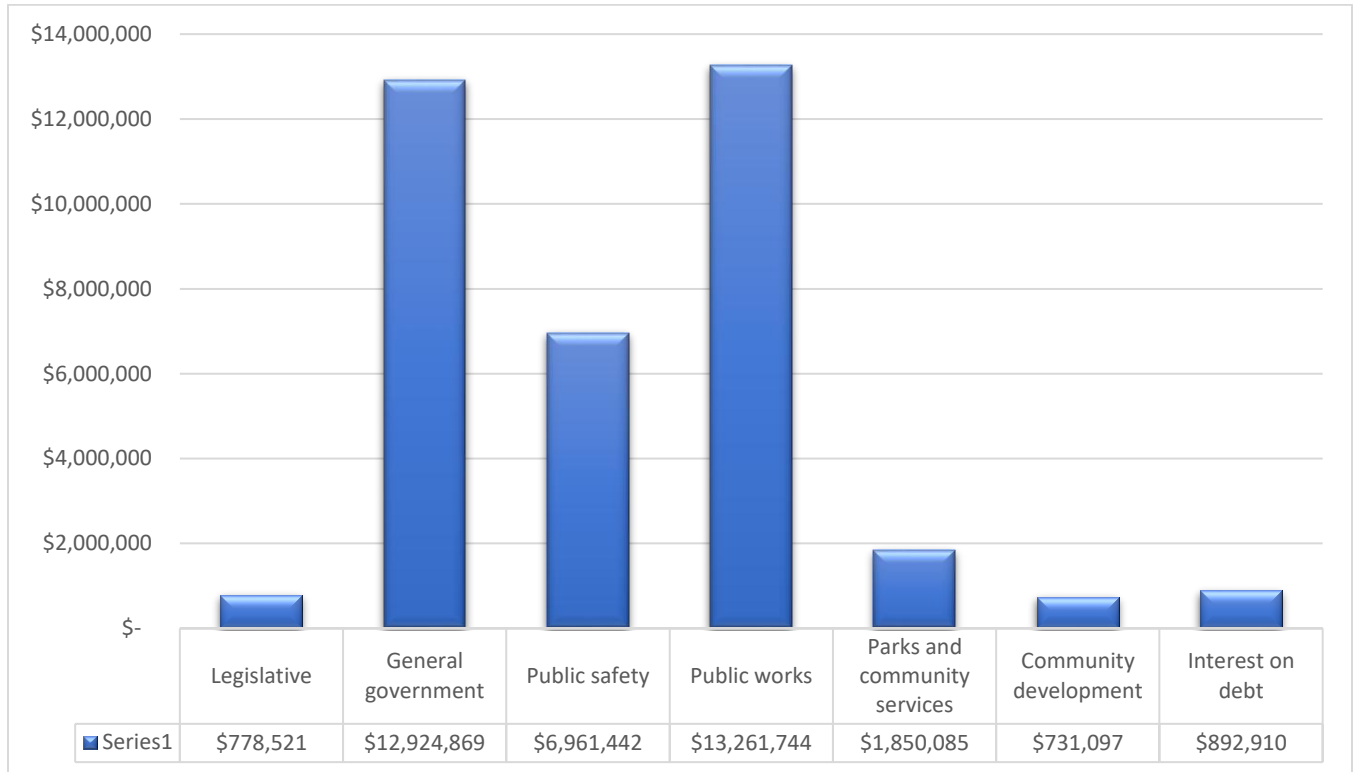
**Revenues by
Source June
30, 2023**



Expenses and
Program
Revenues
June 30, 2024



Expenses and Program Revenues June 30, 2023



Financial Analysis of the Government's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. The City's fund balances are calculated by subtracting the City's liabilities from its assets and serve as a useful measure of the City's available financial resources. In February 2009, GASB issued Statement No. 54 "*Fund Balance Reporting and Governmental Fund Type Definitions*." This statement provides clearer fund balance classifications and provides a hierarchy based on the extent to which the City is bound to observe constraints placed on the use of resources in governmental funds. The City has implemented this standard as of July 1, 2010. The five categories of fund balance are as follows: Nonspendable, Restricted, Committed, Assigned and Unassigned.

The decrease in fund balance of the capital project fund is due to ongoing construction projects.

The fund balance in the debt service fund remained the same during fiscal year 2024. This fund is generally funded by a transfer from the general fund.

Budgetary Highlights

Original vs. Final

The originally adopted fiscal year 2024 budget was not amended during the year.

Capital Asset and Debt Administration

Total Capital Assets

The City's total capital assets, net of accumulated depreciation at June 30, 2024, amounts to \$46,349,464. This investment in capital assets includes land, buildings, site improvements, infrastructure, vehicles, machinery and equipment.

The major capital acquisitions/expenditures made during fiscal year 2024 were as follows:

- Cable wiring for City Building.
- Fourteen New Patrol Vehicles for the Police Department.
- One heavy duty work truck for the Department of Public Works.
- One Commercial Street Sweeper for Public Works.
- Two Commercial Trash Trucks for Public Works.
- Playground Furnishings for Public Works.
- City Wide Camera Project

CITY OF HYATTSVILLE, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
JUNE 30, 2024

Total Capital Assets		
	2024	2023
Land	\$ 2,276,999	\$ 2,276,999
Construction in Progress	17,819,530	6,334,548
Buildings	17,821,376	17,573,640
Infrastructure	19,440,887	19,418,420
Vehicles	7,293,379	6,033,461
Machinery and equipment	9,694,980	8,138,568
Accumulated depreciation	(27,997,687)	(26,268,620)
Total capital assets, net	<u>\$ 46,349,464</u>	<u>\$ 33,507,016</u>

Additional information on the City's capital assets can be found in **Note 5 on page 32** of this report.

Long-Term Debt

At the end of the current fiscal year, the City had total outstanding general obligation bonds of \$24,659,657, a net pension liability of \$16,568,418, a net OPEB obligation of \$22,051,463, compensated absences of \$719,414 and other long-term liabilities of \$114,369. These entire amounts are backed by the full faith and credit of the government.

Additional information on the City's long-term debt can be found in **Note 6 on pages 33-34** of this report. Additional information on the City's net pension liability can be found in **Note 7 on pages 34-44**. Additional information on the City's net OPEB obligation can be found in **Note 9 pages 44-47** of this report.

Outstanding Debt		
	2024	2023
General obligation bonds	\$24,659,657	\$25,516,081
Other long-term liabilities	114,369	181,794
OPEB liability	22,051,463	22,252,122
Compensated absences	719,414	720,520
Net pension liability	16,568,418	13,451,850
Total	<u>\$64,113,321</u>	<u>\$62,122,367</u>

The City's total long-term debt increased by \$1,990,954, primarily due to increases in the net pension liability.

Economic Factors and the Fiscal Year 2025 Budget

The State of Maryland ("State") and Prince George's County ("County") projected a moderate increase in the economy in fiscal year 2025 as recent State and Local economic data showed growth in regional jobs and in housing units. As a result, funds being passed through from the State and County to local municipalities will remain consistent with the prior period. Generally noted in previous years, the city has not relied on money from these sources to cover the costs of providing basic services to its citizens. As State and County funds become available, the City's ability to address other projects and initiatives increases through funded State and County grants. Nationally, economic trends indicated slight economic growth compared to the last reporting periods. Similarly, the City's economic future is projected to be reflective of the national economy noted above.

As reported in the last update, geographically the city is located six miles from the heart of the District of Columbia, twenty-eight miles from downtown Baltimore and twenty-four miles west of the City of Annapolis. When considering the two metro stations, accessibility to the MARC commuter train, the regional highway system plus the City's diversity and overall affordability, it is one of five hottest neighborhoods to live in around the DC area as previously reported.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Treasurer, City of Hyattsville, 4310 Gallatin Street, Hyattsville, MD 20781.

CITY OF HYATTSVILLE, MARYLAND
STATEMENT OF NET POSITION
JUNE 30, 2024

	Governmental Activities
ASSETS	
Current Assets	
Equity in pooled cash and cash equivalents	\$ 15,330,997
Restricted cash	9,518,511
Receivables (net of allowance):	
Property taxes	157,560
Due from other governments	1,782,170
Notes receivable - current portion	101,479
Other	230,278
Prepaid expenses	392,201
Inventory	22,831
Total Current Assets	<u>27,536,027</u>
Noncurrent Assets	
Notes receivable	427,739
Nondepreciable capital assets	20,096,529
Depreciable capital assets, net	<u>26,252,935</u>
Total Noncurrent Assets	46,777,203
TOTAL ASSETS	<u>74,313,230</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>11,807,792</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 86,121,022</u>
LIABILITIES	
Current Liabilities	
Accounts payable	\$ 4,914,119
Retainage payable	300
Accrued wages/benefits payable	737,578
Deposits	10,954
Accrued interest	530,293
Unearned revenues	<u>9,424,985</u>
Total Current Liabilities	15,618,229
Noncurrent Liabilities	
Due within one year	
Current portion of compensated absences	522,544
Current portion of long-term debt	11,887,924
Due within more than one year	
Compensated absences	196,870
Loans payable — long-term	12,771,733
Other long-term liabilities	114,369
OPEB Liability	22,051,463
Net pension liability	<u>16,568,418</u>
Total Noncurrent Liabilities	64,113,321
TOTAL LIABILITIES	<u>79,731,550</u>
DEFERRED INFLOWS OF RESOURCES	<u>9,209,267</u>
NET POSITION	
Net investment in capital assets	21,689,807
Assigned	7,765,223
Unrestricted	<u>(32,274,825)</u>
TOTAL NET POSITION	<u>(2,819,795)</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 86,121,022</u>

The accompanying notes are an integral part of these financial statements.

CITY OF HYATTSVILLE, MARYLAND
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Functions/Programs					
Governmental Activities					
Legislative	\$ 749,442	\$ -	\$ -	\$ -	\$ (749,442)
General government	7,854,782	254,987	3,575,331	-	(4,024,464)
Public safety					
Police	12,845,080	1,190,563	899,789	36,524	(10,718,204)
Fire	53,245	-	-	-	(53,245)
Code enforcement	769,268	505,087	-	-	(264,181)
Public works	8,934,291	4,470	672,926	-	(8,256,895)
Parks	933,965	-	-	-	(933,965)
Recreation	1,195,029	89,608	17,774	110,000	(977,647)
Community development	796,477	-	-	-	(796,477)
Social services	23,939	-	22,480	-	(1,459)
Interest expense	922,332	-	-	-	(922,332)
Total Governmental Activities	\$ 35,077,850	\$ 2,044,715	\$ 5,188,300	\$ 146,524	\$ (27,698,311)
General Revenues					
Taxes					
Property Taxes					19,134,823
Income taxes					3,972,218
Other Taxes					187,176
Interest and investment earnings					1,363,491
Gain or loss on sale of assets					91,367
Miscellaneous					377,801
Total General Revenues					25,126,876
Change in Net Position					(2,571,435)
Net Position, beginning of year, as restated					(248,360)
Net Position, end of year					<u>\$ (2,819,795)</u>

The accompanying notes are an integral part of these financial statements.

CITY OF HYATTSVILLE, MARYLAND
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2024

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
Assets					
Equity in pooled cash and cash equivalents	\$ 7,295,338	\$ 102,542	\$ 7,933,117	\$ -	\$ 15,330,997
Restricted Cash	9,518,511	-	-	-	9,518,511
Receivables (net of allowance):					-
Property taxes	157,560	-	-	-	157,560
Due from other governments	1,390,586	391,584	-	-	1,782,170
Due from other funds	-	9,278,044	-	-	9,278,044
Other	526,881	215,006	17,609	-	759,496
Total receivables	2,075,027	9,884,634	17,609	-	11,977,270
Prepaid Expense	392,201	-	-	-	392,201
Inventory	22,831	-	-	-	22,831
Total assets	19,303,908	9,987,176	7,950,726	-	37,241,810
Deferred Outflows of Resources	-	-	-	-	-
Total Assets and Deferred Outflows of Resources	\$ 19,303,908	\$ 9,987,176	\$ 7,950,726	\$ -	\$ 37,241,810
Liabilities, Deferred Inflows of Resources and Fund Balances					
Liabilities					
Accounts payable	\$ 387,101	\$ 3,925,640	\$ 601,378	\$ -	\$ 4,914,119
Retainage payable	-	-	300	-	300
Accrued wages/benefits payable	737,578	-	-	-	737,578
Deposits	10,954	-	-	-	10,954
Current portion of compensated absences	522,544	-	-	-	522,544
Due to other funds	9,278,044	-	-	-	9,278,044
Unearned revenues	114,795	9,310,190	-	-	9,424,985
Total liabilities	11,051,016	13,235,830	601,678	-	24,888,524
Deferred Inflows of Resources	-	-	-	-	-
Fund Balances					
Nonspendable	842,771	-	-	-	842,771
Restricted	-	-	-	-	-
Committed	-	-	-	-	-
Assigned	416,175	-	7,349,048	-	7,765,223
Unassigned	6,993,946	(3,248,654)	-	-	3,745,292
Total fund balances	8,252,892	(3,248,654)	7,349,048	-	12,353,286
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 19,303,908	\$ 9,987,176	\$ 7,950,726	\$ -	\$ 37,241,810

The accompanying notes are an integral part of these financial statements.

CITY OF HYATTSVILLE, MARYLAND
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2024

Total Governmental Fund Balances	\$ 12,353,286
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	46,349,464
Deferred inflows of resources pertaining to the net pension and OPEB liability are not reported in the funds.	(9,209,267)
Deferred outflows of resources pertaining to the net pension and OPEB liability are not reported in the funds.	11,807,792
Some liabilities are not due and payable in the current period and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the Statement of Net Position. Those liabilities consist of:	
Bonds and notes payable	(24,659,657)
Accrued interest	(530,293)
Compensated absences	(196,870)
Other long-term liabilities	(114,369)
Net pension liability	(16,568,418)
Net OPEB liability	(22,051,463)
Net Position of Governmental Activities	<u>\$ (2,819,795)</u>

The accompanying notes are an integral part of these financial statements.

CITY OF HYATTSVILLE, MARYLAND
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2024

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<u>Revenues</u>					
Property taxes	\$ 19,134,823	\$ -	\$ -	\$ -	\$ 19,134,823
State taxes	4,159,394	-	-	-	4,159,394
Licenses and permits	668,114	-	-	-	668,114
Intergovernmental revenues	1,208,812	4,016,012	110,000	-	5,334,824
Charges for Services	228,428	129,139	-	-	357,567
Fines and forfeitures					
Red-light fines	334,485	-	-	-	334,485
Other fines	6,935	677,614	-	-	684,549
Interest	628,553	-	734,938	-	1,363,491
Rents	22,885	-	-	-	22,885
Other miscellaneous revenues	314,633	3,510	60,616	100	378,859
Total Revenues	26,707,062	4,826,275	905,554	100	32,438,991
<u>Expenditures</u>					
<u>Current</u>					
Legislative	703,770	-	-	-	703,770
General Government	4,584,336	2,184,741	409,036	-	7,178,113
Public Safety					
Police services	10,543,036	760,493	94,787	-	11,398,316
Volunteer fire department	50,000	-	-	-	50,000
Code enforcement	705,697	-	-	-	705,697
Speed camera	-	285,950	-	-	285,950
Public works	5,318,377	28,361	1,523,286	-	6,870,024
Parks	733,632	-	35,582	-	769,214
Recreation	939,330	591	-	-	939,921
Community Development	603,459	144,187	295	-	747,941
Social Services	-	22,480	-	-	22,480
Debt Service:					
Principal	-	-	-	856,424	856,424
Interest	-	-	-	630,637	630,637
Fees	-	-	-	161,402	161,402
Capital Outlay	18,201	1,722,198	13,520,808	-	15,261,207
Total Expenditures	24,199,838	5,149,001	15,583,794	1,648,463	46,581,096
 Excess (Deficiency) of Revenues Over Expenditures	 <u>2,507,224</u>	 <u>(322,726)</u>	 <u>(14,678,240)</u>	 <u>(1,648,363)</u>	 <u>(14,142,105)</u>
<u>Other Financing Sources (Uses)</u>					
Transfer from other funds	-	2,128,914	5,220,493	1,648,363	8,997,770
Transfer to other funds	(8,997,770)	-	-	-	(8,997,770)
Total Other Financing Sources (Uses)	(8,997,770)	2,128,914	5,220,493	1,648,363	-
Net Change in Fund Balances	(6,490,546)	1,806,188	(9,457,747)	-	(14,142,105)
 Fund Balances - Beginning of the Year, as restated	 <u>14,743,438</u>	 <u>(5,054,842)</u>	 <u>16,806,795</u>	 <u>-</u>	 <u>26,495,391</u>
Fund Balances - End of the Year	\$ 8,252,892	\$ (3,248,654)	\$ 7,349,048	\$ -	\$ 12,353,286

The accompanying notes are an integral part of these financial statements.

CITY OF HYATTSVILLE, MARYLAND
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

Net Change in Fund Balances - Total Governmental Funds	\$ (14,142,105)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays, \$15,261,207, exceeded depreciation (\$2,418,759) in the current period.	12,842,448
Repayment of debt principal is reported in governmental funds as an expenditure, however, in the statement of activities, it is recorded as a reduction in long-term debt. This is the amount of principal debt repayment.	856,424
Change in accrued interest on bonds and notes payable	(130,293)
Decrease in other long term liabilities	67,424
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. These activities consist of:	
Decrease in compensated absences	14,779
Decrease in OPEB Liability	200,659
Increase in pension expense	(3,116,568)
Increase in deferred outflows of resources - pensions	2,661,397
Increase in deferred inflows of resources - pensions	(769,072)
Decrease in deferred outflows of resources - OPEB	(821,242)
Increase in deferred inflows of resources - OPEB	<u>(235,286)</u>
Change in Net Position of Governmental Activities	<u>\$ (2,571,435)</u>

The accompanying notes are an integral part of these financial statements.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board ("GASB") is responsible for establishing general accepted accounting principles in the United States of America ("GAAP") for state and local governments through its pronouncements (Statements and Interpretations).

The more significant accounting policies established in GAAP and used by the City are discussed below.

A. Financial Reporting Entity

The City of Hyattsville, Maryland (the "City") was established in 1886 and adopted its present Charter in 1983. The City, in conjunction with Prince George's County, the Prince George's County Board of Education, and the Washington Suburban Sanitary Commission, provides the citizens of Hyattsville with services in legislative, general government, public safety, public works, parks, recreation, and community development. The other aforementioned governmental entities are administered by separate boards or commissions; accordingly, the City has no oversight responsibility for any of these entities and the financial activities of such entities are not included in the financial statements.

B. Basic Financial Statements – Government-Wide Financial Statements

The City's basic financial statements include both government-wide financial statements (reporting the City as a whole) and fund financial statements (reporting the City's major funds). Both the government-wide and fund financial statements categorize primary activities by governmental type: public safety, parks recreation, public works, legislative, and general services are classified as governmental activities. The City had no business-type activities for the fiscal year ended June 30, 2024.

In the government-wide statement of net position, the governmental balances are reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as long-term debt and obligations. The City's net position is reported in three parts – net investment in capital assets; restricted net position; and unrestricted net position.

The government-wide statement of activities reports both the gross and net expense of each of the City's functions. These functions are also supported by general governmental revenues (property and state taxes, certain intergovernmental revenues, investment earnings, etc.). The statement of activities reduces gross expenses (including depreciation) by related program revenues, operating grants and capital grants and contributions. Program revenues must be directly associated with the function (public safety, public works, community development, etc.). Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants and contributions reflect capital-specific grants.

The net expenses (by function) are normally covered by general revenues (property and state taxes, intergovernmental revenues, investment earnings, etc.).

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the City are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues, and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the City:

Governmental Funds

- General fund – is the general operating fund of the City and is used to account for all financial resources, except those required to be accounted for in another fund.
- Special revenue fund – is used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes, such as grants and parking fine violations.
- Capital projects fund – is used to account for financial resources to be used for the acquisition or construction of major capital facilities and the acquisition of major capital assets.
- Debt service fund – is used for the repayment of general obligation long-term debt and corresponding interest expense on the debt.

The funds are further classified as major and nonmajor. Major funds are determined by a percentage of assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures/expenses in relation to the totals of all funds in those categories. The major funds of the City are the general, special revenue, capital projects, and debt service funds. The City does not have any non-major funds.

D. Measurement Focus

In the government-wide statement of net position and statement of activities, the governmental activities are presented using the “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of changes in net position and financial position. All assets and deferred outflows of resources and liabilities and deferred inflows of resources (whether current or non-current) associated with their activities are reported.

In the fund financial statements, all government funds use a “current financial resources” measurement focus. Only current financial assets and deferred outflows of resources and liabilities and deferred inflows of resources are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Basis of Accounting

Accrual

Basis of accounting refers when revenues and expenditures are recognized in the accounts and reported in the financial statements. In the government-wide statement of net position and statement of activities, the accrual basis of accounting is used, which means revenues are recognized when earned and expenses are recognized when incurred. Property taxes are recognized in the year for which they are levied, while grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e. both measurable and available). "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

F. Financial Statement Amounts

Deposits and Investments

To facilitate effective management of the City's resources, substantially all operational cash is combined in one pooled account. Short-term investments of one year or less, which are included in the City's equity in pooled cash and cash equivalents, are stated at amortized cost plus accrued interest.

Interest income earned on City's investments is allocated among all the funds in accordance with the equity in pooled cash and cash equivalent balances.

Receivables

Receivable balances for the governmental activities include property taxes, due from other governments, and fines and forfeitures. Allowances for uncollectible accounts receivable, if any, are based upon historical trends and the periodic aging of the related accounts receivable. As of June 30, 2024, allowance for uncollectible accounts receivable was \$307,068.

Unearned Revenues

Governmental funds report advanced revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds and Governmental Activities also defer revenue recognition in connection with resources that have been received, but not earned. At the end of the fiscal year, the City had unearned revenues from income taxes, real and personal property taxes and fines, fees, licenses and grants of \$9,424,985.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Interfund Receivable and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Interfund receivables and payables within governmental activities are eliminated in the statement of net position.

Further, certain activity may occur during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out.

While reported in fund financial statements, certain eliminations are made in preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

Inventory and Prepaids

Inventory in the general fund consists of expendable supplies held for the City's use and is stated at cost, on the first-in, first-out basis.

Capital Assets

Capital assets purchased or acquired with an original cost of \$2,500 or more are reported on the statement of net position at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are then expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	20-50 years
Machinery and equipment	2-15 years
Improvements	10-20 years
Infrastructure	20 years
Vehicles	10 years

Expenditures for capital assets are reflected as capital outlay expenditures in the governmental fund statements.

Equity Classifications

- Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. *Net investment in capital assets*: Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing, and reduced or increased by deferred inflows and outflows attributable to the acquisition, construction, or improvement of those assets.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- b. *Restricted net position*: Consists of net position with constraints placed on the use by either 1) an external group such as creditors, grantors, contributors, or laws or regulation of governments; or 2) a law through constitutional provision or enabling legislation and are reduced by liabilities and deferred inflows of resources relating to those constraints.
- c. *Unrestricted net position*: Consists of the remaining net position that does not meet the definition of “restricted” or “net investment in capital assets.”

- **Fund Statements**

Governmental fund equity is classified as fund balance. In the governmental fund financial statements, fund balances are classified as follows:

1. *Non-Spendable Fund Balance* – amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.
2. *Restricted Fund Balance* – amounts that can be spent only for specific purposes because of restrictions imposed externally by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by the City Charter, City Code or enabling legislation.
3. *Committed Fund Balance* – amounts that can be used only for specific purposes determined by a formal action by City Council, the City’s highest level of decision-making authority, ordinance or resolution.
4. *Assigned Fund Balance* – amounts that are constrained by the City’s intent that they be used for specific purposes but are neither restricted nor committed. Pursuant to the City Charter, the City Council is authorized to assign amounts for specific purposes.
5. *Unassigned Fund Balance* – all amounts not included in other spendable classifications, as noted above. Positive amounts are reported only in the general fund.

The City considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available. The City also considers committed fund balances to be spent first when other unrestricted fund balance classifications are available for use, then assigned funds and finally unassigned funds as needed, unless the City Council has provided otherwise in its commitment or assignment actions.

Revenues

Substantially all governmental fund revenues are accrued. Property taxes are billed and collected within the same period in which the tax is levied. The City’s real property taxes are levied on July 1st. Payments are due one-half by September 30th and one-half by December 31st. The lien date of both personal and real property is March 31st. Prince George’s County bills and collects real property taxes for the City. Governmental funds and governmental activities defer revenue recognition in connection with resources that have been received but not earned.

Property in which taxes remain a delinquent status as of the second Monday in May is placed for tax sale.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Expenditures

Expenditures are recognized when the related fund liability is incurred. Inventory costs are reported in the period when inventory items are used, rather than in the period purchased.

Compensated Absences

Based on years of service, employees are allowed to accrue vacation and carry over up to a maximum of 30 days. Any days in excess of 20 as of January 31 each year are credited to sick leave. If such days are unused at retirement, they are then converted to days worked for purposes of determining total retirement benefits. Sick pay does not vest and, accordingly, had not been reflected in the financial statements.

Grants

Federal grants received on the basis of entitlement periods are recorded as receivables and revenues when the entitlement occurs. Federal reimbursement grants are recorded as receivables and revenues when the related expenditures are incurred. Under the Community Development Block Grant program, the City makes interest-free loans and grants to qualified City residents for the rehabilitation of homes, with repayment deferred until the properties are transferred to other owners. The property owners convey deeds of trust to the City as security for the loans. Upon repayment by the resident, the City can reuse the funds in accordance with the program regulations. The program also provided interest-free loans for businesses for building façade improvements. These loans, also protected by a deed of trust on the property, are amortized over a 10-year period.

Deferred Outflows and Inflows of Resources

A deferred outflow of resources represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. Likewise, a deferred inflows of resources represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The City recognized deferred outflows of \$7,992,695 relating to the City's proportionate share of the System's net pension liability (see Note 7) and \$3,815,097 relating to the City's OPEB plan (Note 9) at June 30, 2024. The City recognized deferred inflows of \$1,315,921 relating to the City's proportionate share of the System's net pension liability (see Note 7) and \$7,893,346 relating to the City's OPEB plan (see Note 9) at June 30, 2024.

G. Risk Management

The City's risk management program is administered principally by the City Administrator's Department. This department is in charge with procuring the correct types of insurance and in sufficient amounts to provide adequate protection to the City. All of the City's insurance policies are purchased from the Local Government Insurance Trust ("LGIT"). LGIT is a consortium of Maryland local governments' insurance pools that was established for Local Government in Maryland by State Statute as a result of the efforts of the Maryland Municipal League ("MML") and the Maryland Association of Counties ("MACO"). LGIT is a total risk and cost sharing plan for all participants. In the event that LGIT's General Fund falls into a deficit that cannot be satisfied by transfer from LGIT's capital and surplus accounts, the Trustees determine a method to fund the deficit. The Trust agreement empowers the Trustees to assess an additional premium to each deficit-year participant. Debt issues could also be used to fund a deficit. During the year ended June 30, 2024, there was no significant reduction in insurance coverage. In addition to providing coverage, LGIT also provides claims processing, investigation of incidents, and legal consulting services to the City when necessary.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

I. Subsequent Events

The City evaluated subsequent events through July 30, 2026, which represents the date the financial statements were available to be issued. The City issued \$15 million in General Obligation Bonds on August 20, 2024. The proceeds from this sale paid off \$11 million in BANs issued previously and provided an additional \$3.3 million in new funds to complete the renovation of 3505 Hamilton Street. The investment in this facility including the new funds from this sale brings the total investment in the facility to almost \$24 million.

NOTE 2 EQUITY IN POOLED CASH AND CASH EQUIVALENTS

The City maintains cash in an investment pool that is available for use by all of the City's funds. The City is required by State law to invest only in federally insured banks in the State of Maryland, federally insured savings and loan associations in the State of Maryland, or in the Maryland Local Government Investment Pool ("MLGIP"). The City primarily invests in MLGIP.

As of June 30, 2024, the City had the following deposits and investments included as equity in pooled cash and cash equivalents in the Statement of Net Position:

<u>Investment Type</u>	<u>Fair Value</u>
Deposits	\$ 18,553,869
Maryland Local Government Investment Pool	6,295,639
Total	<u>\$ 24,849,508</u>

Deposits

Custodial Credit Risk – Custodial credit risk for deposits is the risk that in the event of bank failure, the City's deposits may not be returned. Maryland State Law prescribes that local government units, such as the City, must deposit its cash in banks which transact business in the State of Maryland. Such banks must also secure any deposits in excess of the Federal Depository Insurance Corporation insurance levels with collateral whose market value is at least 102% of the deposits. As of June 30, 2024, all the City's deposits were either covered by federal depository insurance or covered by collateral held in the pledging bank's trust department in the City's name.

Restricted Cash

As of June 30, 2024, there is a \$9,518,511 balance restricted for future projects.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 2 EQUITY IN POOLED CASH AND CASH EQUIVALENTS (CONTINUED)

Investments

Credit Risk – As of June 30, 2024, the Maryland Local Government Investment Pool was rated AAAM by Standard & Poor's. Regulatory oversight for the local government investment pool rests with the Maryland State Treasurer's Office and the fair value of the pool is the same as the value of the pool shares.

Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Interest rate risk is minimized due to the fact that all authorized investments have a maximum allowable maturity of two years from the date of purchase.

Custodial Credit Risk – Custodial credit risk for investments is the risk that in the event of failure of a depository financial institution or counterparty to a transaction, the City will not recover the value of deposits, investments, or collateral securities that are in the possession of an outside party. The City was not exposed to custodial credit risk at June 30, 2024.

NOTE 3 DUE FROM OTHER GOVERNMENTS

As of June 30, 2024, due from other governments consisted of the following:

	General Fund	Special Revenue Fund	Total
State of Maryland	\$ 1,390,312	\$ 23,649	\$ 1,413,961
Prince George's County	-	1,681	1,681
Other	274	366,254	366,528
	<u>\$ 1,390,586</u>	<u>\$ 391,584</u>	<u>\$ 1,782,170</u>

NOTE 4 DUE TO/FROM OTHER FUNDS

As of June 30, 2024, due to/from other funds consisted of the following:

	Interfund Receivables	Interfund Payables
General Fund	\$ -	\$ 9,278,044
Special Revenue Fund	9,278,044	-
	<u>\$ 9,278,044</u>	<u>\$ 9,278,044</u>

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 5 CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024 was as follows:

	Beginning Balance	Increases	Disposal	Ending Balance
Capital assets not being depreciated				
Land	\$ 2,276,999	\$ -	\$ -	\$ 2,276,999
Construction in progress	6,334,548	11,484,982	-	17,819,530
Total Capital Assets Not Being Depreciated	8,611,547	11,484,982	-	20,096,529
Capital assets being depreciated				
Buildings and improvements	17,573,640	247,736		17,821,376
Infrastructure	19,418,420	22,467		19,440,887
Vehicles	6,033,461	1,942,710	(682,792)	7,293,379
Machinery and equipment	8,138,568	1,563,312	(6,900)	9,694,980
Total Capital Assets Being Depreciated	51,164,089	3,776,225	(689,692)	54,250,622
Less - accumulated depreciation for				
Buildings and improvements	4,994,624	410,083		5,404,707
Infrastructure	11,362,765	987,892		12,350,657
Vehicles	3,956,393	554,143	(682,792)	3,827,744
Machinery and equipment	5,954,838	466,641	(6,900)	6,414,579
Total Accumulated Depreciation	26,268,620	2,418,759	(689,692)	27,997,687
Total Capital Assets Being Depreciated, Net	24,895,469	1,357,466	-	26,252,935
Total Capital Assets, Net	<u>\$ 33,507,016</u>	<u>\$ 12,842,448</u>	<u>\$ -</u>	<u>\$ 46,349,464</u>

During 2024 depreciation expense was charged to governmental activities as follows:

General Government	\$ 211,919
Public Safety	382,648
Code	13,924
Public Works	1,483,882
Parks	144,089
Recreation	182,297
Total Depreciation Expense	<u>\$ 2,418,759</u>

Construction Commitments

The City has outstanding commitments for construction contracts at year-end. The commitments represent the difference between the contract prices of the various projects and the amounts incurred on each contract.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 6 NONCURRENT LIABILITIES

Noncurrent liability activity for the year ended June 30, 2024 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Governmental activities					
Bonds and notes payable					
General obligation debt					
and notes payable	\$ 24,535,166	\$ -	\$ 818,833	\$ 23,716,333	\$ 11,850,333
Plus: bond premiums	980,915	-	37,591	943,324	37,591
Total Bonds and Notes Payable	25,516,081	-	856,424	24,659,657	11,887,924
Other liabilities					
OPEB liability	22,252,122	1,764,200	1,964,859	22,051,463	-
Net pension liability	13,451,850	3,116,568	-	16,568,418	-
Compensated absences	720,520		1,106	719,414	522,544
Total Noncurrent Liabilities	<u>\$ 36,424,492</u>	<u>\$ 4,880,768</u>	<u>\$ 1,965,965</u>	<u>\$ 39,339,295</u>	<u>\$ 522,544</u>

General Obligation Bonds

During the year ended June 30, 2010, the City issued a public improvement bond of \$650,000. The bonds were issued for a term of 15 years with an interest rate of 4.01%. The outstanding principal balance at June 30, 2024 was \$43,333. Remaining payments are as follows:

For the Years Ending June 30	Principal	Interest	Total
2025	\$ 43,333	\$ 1,738	\$ 45,071

During the year ended June 30, 2011, the City issued public improvement bonds of \$4,144,062. Series A for \$50,120 was issued for a term of 5 years and Series B for \$4,093,945 was issued for a term of 15 years with an interest rate of 3.12%. The outstanding principal balance at June 30, 2024 was \$339,000. Remaining payments are as follows:

For the Years Ending June 30	Principal	Interest	Total
2025	\$ 339,000	\$ 14,336	\$ 353,336

During the year ended June 30, 2013, the City issued a public improvement bond of \$2,500,000. The bond has been issued for a term of 15 years with an interest rate of 2.48%. The outstanding principal balance at June 30, 2024 was \$564,000. Remaining payments are as follows:

For the Years Ending June 30	Principal	Interest	Total
2025	\$ 183,000	\$ 17,284	\$ 200,284
2026	187,500	9,449	196,949
2027	193,500	9,002	202,502
	<u>\$ 564,000</u>	<u>\$ 35,735</u>	<u>\$ 599,735</u>

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 6 NONCURRENT LIABILITIES (CONTINUED)

During the year ended June 30, 2020, the City issued public improvement bonds of \$12,675,000. The bonds were issued at a premium of \$1,121,731 to be amortized over the life of the bond. The bonds have been issued for a term of 30 years with an interest rate of 4.00%. The outstanding principal balance at June 30, 2024 was \$11,770,000. Remaining payments are as follows:

For the Years Ending June 30	Principal	Interest	Total
2025	\$ 285,000	\$ 470,800	\$ 755,800
2026	295,000	459,400	754,400
2027	305,000	447,600	752,600
2028	315,000	435,400	750,400
2029	330,000	422,800	752,800
2030 - 2034	1,865,000	952,500	2,817,500
2035 - 2039	2,265,000	750,600	3,015,600
2040 - 2044	2,760,000	504,900	3,264,900
2045 - 2049	3,350,000	206,300	3,556,300
	\$ 11,770,000	\$ 4,650,300	\$ 16,420,300

During the year ended June 30, 2023, the City issued a public improvement bond anticipation note (BANs), series 2022 in the amount of \$11,000,000. The BANs had been issued for 1 year with an interest rate of 3.05%. The outstanding principal balance at June 30, 2024 was \$11,000,000. The BANs series 2022 was paid off on August 20, 2024 with proceeds from the issuance of the General Obligation Public Improvement Bonds of 2024.

NOTE 7 EMPLOYEE RETIREMENT PLANS

Summary

The City participates in both the “Employees’ Retirement and Pension System,” and the “Law Enforcement Officers’ Pension System”, under the Maryland State Retirement and Pension System (the “System”), which is a cost-sharing multiple-employer public employee retirement system. The System is comprised of the Teachers’ Retirement and Pension System, Employees’ Retirement and Pension System, State Police Retirement Pension System, Judges’ Retirement System and the Law Enforcement Officers’ Pension System. The System was established, by the State Personnel and Pensions Article of the Annotated Code of Maryland, to provide retirement allowances and other benefits to State employees and employees of participating governmental units.

The Maryland State Retirement and Pension System issues a Comprehensive Annual Financial Report that includes disclosures regarding: plan assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position. The report contains trend information showing the progress of the system in accumulating sufficient assets to pay benefits when due as well as other financial, statistical, and actuarial data. A copy of this report is available online at www.sra.state.md.us/agency.

All employees of the City whose positions are considered classified, meaning that these positions have been adopted in the budget and approved by City Council, and all police officers who have been certified in the State of Maryland are eligible to participate in the plan upon their date of hire.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

During the 1999 legislative session, the Maryland General Assembly created, effective, July 1, 1998, the "Contributory Pension System." Prior to this date, all employees except for police officers were members of either the "Employees' Retirement System" or the "Non-contributory Pension System".

Employees who were members of the "Non-contributory Pension System" were compelled to join the "Contributory Pension System" ("CPS") if the municipality in which they were employed opted to join. The City opted to join the CPS on June 10, 1999. The Employees' Retirement System and the Contributory Pension System were combined to form one plan.

CPS provides retirement, death, and disability benefits to members, who are required to have at least 90 years of combined age and years of eligibility service. Members of CPS may apply for early retirement benefits at age 60 with a minimum of 15 years of service or at age 65 with 10 years.

For police officers, the Maryland General Assembly created the "Law Enforcement Officers Pension System" ("LEOPS") during its 2003 legislative session. LEOPS was made effective retroactive to July 1, 2002. All certified law enforcement officers were compelled to join either the LEOPS Retirement of LEOPS Pension System if the municipality in which they worked opted to join. The Law Enforcement Officer Retirement and Pension Systems were established to participate in the plan upon their date of hire.

LEOPS provides retirement, death, and disability benefits. A member of the LEOPS may retire as early as age 50 with 15 years of service or retire after 25 years of service regardless of age. Benefits vest after five years of service. The Maryland State Retirement Agency issues a comprehensive annual financial report for the State Retirement and Pension System of Maryland. This report may be obtained by writing to the State Retirement and Pension System of Maryland, 120 East Baltimore Street, Baltimore, Maryland 21202, or by calling (410) 625-5555.

Pension Plan Description

Organization

The State Retirement Agency (the "Agency") is the administrator of the System. Responsibility for the System's administration and operation is vested in a 15-member Board of Trustees. The System is made up of two cost-sharing employer pools: the "State Pool" and the "Municipal Pool". The "State Pool" consists of the State agencies, boards of education, community colleges, and libraries. The "Municipal Pool" consists of the participating governmental units that elect to join the System. Neither pool shares in each other's actuarial liabilities, thus participating governmental units that elect to join the System (the "Municipal Pool") share the liabilities of the Municipal Pool only. The State of Maryland is the statutory guarantor for the payment of all pensions, annuities, retirement allowances, refunds, reserves, and other benefits of the System.

The Agency is legally authorized to use all assets accumulated for the payment of benefits to pay such obligations to any plan member or beneficiary as defined by the terms of the plan. Consequently, the System is accounted for as a single plan as defined in GASB Statement No. 67, "Financial Reporting for Pension Plans – An Amendment of GASB Statement No. 25."

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

Additionally, the System is fiscally dependent on the State by virtue of the legislative and executive controls exercised with respect to its operations, policies, and administrative budget. Accordingly, the System is included in the State's reporting entity and disclosed in its financial statement as a pension trust fund.

Covered Members – Non-Uniformed Employees

On October 1, 1941, the Employees' Retirement System was established to provide retirement allowances and other benefits to State employees, elected and appointed officials and the employees of participating governmental units. Effective January 1, 1980, the Employees' Retirement System was essentially closed to new members and the Employees' Pension System was established. As a result, State employees (other than correctional officers) and employees of participating governmental units hired after December 31, 1979, became members of the Employees' Pension System as a condition of employment, while all State correctional officers and members of the Maryland General Assembly continue to be enrolled as members of the Employees' Retirement System. On or after January 1, 2005, an individual who is a member of the Employees' Retirement System may not transfer membership to the Employees' Pension System. Currently, more than 150 governmental units participate in the Employees' Retirement System.

Covered Members – Law Enforcement Officers

The Law Enforcement Officers' Pension System (LEOPS) was established on July 2, 1990, to provide retirement allowances and other benefits for certain State and local law enforcement officers. This System includes both retirement plan and pension plan provisions which are applicable to separate portions of the System's membership. The retirement plan provisions are only applicable to those members who, on the date they elected to participate in LEOPS, were members of the Employees' Retirement System. This System's pension plan provisions are applicable to all other participating law enforcement officers.

Summary of Significant Plan Provisions – Benefits

All plan benefits are specified by the State Personnel and Pensions Article of the Annotated Code of Maryland. For all individuals who are members of the System on or before June 30, 2011, pension allowances are computed using both the highest three consecutive years' Average Final Compensation ("AFC") and the actual numbers of years accumulated creditable service. For any individual who becomes a member of one of the pension systems on or after July 1, 2011, pension allowances are computed using both the highest five consecutive years' AFC and the actual number of years accumulated creditable service. Various retirement options are available under each system which ultimately determines how a retiree's benefit allowance will be computed. Some of these options require actuarial reductions based on the retiree's and/or designated beneficiary's attained age and similar actuarial factors.

Beginning July 1, 2011, the member contribution rate was increased for members of the Employees' Pension System from 5% to 7%, and from 4% to 7% for members of LEOPS, respectively, in fiscal years 2013. In addition, the benefit attributable to service on or after July 1, 2011 in many of the pension systems now will be subject to different cost-of-living adjustments ("COLA") that is based on the increase in the Consumer Price Index ("CPI") and capped at 2.5% or 1.0% based on whether the market value investment return for the preceding calendar year was higher or lower than the investment return assumption used in the valuation. A brief summary of the retirement eligibility requirements of and the benefits available under the various systems in effect during the fiscal year 2023 follows.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

Service Retirement Allowances

A member of the Employees' Retirement System is generally eligible for full retirement benefits up on the earlier of attaining age 60, or accumulating 30 years of creditable services regardless of age. The annual retirement allowance equals $1/55$ (1.81%) of the members AFC multiplied by the number of years of accumulated creditable service. An individual who is a member of the Employees' Pension System on or before June 30, 2011 is eligible for full retirement benefits upon the earlier of attaining age 62 with specified years of eligibility service, or accumulating 30 years of eligibility service regardless of age. An individual who becomes a member of the Employee's Pension System on or after July 1, 2011, is eligible for full retirement benefits if the member's combined age and eligibility service equals at least 90 years or if the member is at least 65 and has 10 years of eligible service.

For most individuals who retired from the Employees' Pension System on or before June 30, 2006, the annual pension allowance equals 1.2% of the member's AFC, multiplied by the number of years of creditable service accumulated prior to July 1, 1998, plus 1.4% of the member's AFC, multiplied by the number of years of creditable service accumulated prior to July 1, 1998, plus 1.8% of the member's AFC, multiplied by the number of years of creditable service accumulated subsequent to June 30, 1998. Beginning July 1, 2011, any new member of the Employees' Pension System shall earn an annual pension allowance equal to 1/5% of the member's AFC multiplied by the number of years of creditable service accumulated as a member of the Employee's Pension System. Exceptions to those benefit formulas apply to members of the Employees' Pension System, who are employed by a participating governmental unit that does not provide the 1998 or 2006 enhanced pension benefits or the 2011 reformed pension benefits. The pension allowance for these members equal .8% of the member's AFC up to the social security integration level ("SSIL"), plus 1.5% of the members AFC in excess of the SSIL, multiplied by the number of years of accumulated creditable service. For the purpose of computing pension allowances, the SSIL is the average of the social security wage bases for the past 35 calendar years ending with the year the retiree separated from service.

A member of the Law Enforcement Officer's Pension System is generally eligible for full retirement benefits up on the earlier of attaining age 50 or accumulating 25 years of creditable service regardless of age. The annual retirement allowance for a member who is covered under the retirement plan provisions equals $1/50$ (2.0%) of the member's AFC multiplied by the member's AFC multiplied by the number of years of accumulated creditable service up to 30 years, plus $1/100$ (1.0%) of the member's AFC multiplied by the number of years of accumulated creditable service in excess of 30 years. For members subject to the pension provisions, full service pension allowances equal 2.0% of AFC up to a maximum benefit of 60% (30 years of credit).

Vested Allowances

Any individual who is a member of the State Retirement and Pension System on or before June 30, 2011 (other than a judge or a legislator), who terminates employment before attaining retirement age but after accumulating 5 years of eligibility service is eligible for a vested retirement allowance. Any individual who joins the State Retirement and Pension System on or after July 1, 2011 (other than a judge or a legislator), and who terminates employment before attaining retirement age but after accumulating 10 years of eligibility service is eligible for a vested retirement allowance. A member who terminates employment prior to attaining retirement age and before vesting receives a refund of all member contributions and interest.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

Early service retirement

A member of the Employees' Retirement may retire with reduced benefits after completing 25 years of eligible service. Benefits are reduced by 0.5% per month for each month remaining until the retiree either attains age 60 or would have accumulated 30 years of creditable service, whichever is less. The maximum reduction for an Employees' Pension System member is 30%. An individual who is a member of Employees' Pension System on or before June 30, 2011, may retire with reduced benefits upon attaining age 55 with at least 15 years of eligibility service. Benefits are reduced by 0.5% per month for each month remaining until the retiree attains age 62. The maximum reduction for these members of the Employees' Pension System is 42%. An individual who becomes a member of either the Employees' Pension System on or after July 1, 2011, may retire with reduced benefits upon attaining age 60 with at least 15 years of eligibility service. Benefits are reduced by 0.5% per month for each month remaining until the retiree attains age 65. The maximum reduction for these members of the Employees' Pension System is 30%.

Members of the Law Enforcement Officers' System are not eligible for early service benefits.

Disability and death benefits

Generally, a member covered under retirement provisions who is permanently disabled after 5 years of service receives a service allowance based on a minimum percentage (usually 25%) of the member's AFC. A member covered under pension plan provisions who is permanently disabled after accumulating 5 years of eligibility service receives a service allowance computed as if service had continued with no change in salary until the retiree attained age 62. A member (other than a member of the Maryland General Assembly or a judge, both of which are eligible for accidental disability benefits) who is permanently and totally disabled as the result of an accident occurring in the line of duty receives 2/3 (66.7%) of the members AFCE plus an annuity based on all member contributions and interest. Death benefits are equal to a member's annual salary as of the date of death plus all member contributions and interest.

LEOPS members covered under retirement plan provisions qualify for ordinary disability after completing five years of eligibility service and receiving medical board certification as to their permanent incapacity to perform their necessary job functions receive a service allowance based on the greater of the normal service allowance of 25% of AFC. LEOPS members covered under pension plan provisions qualify for ordinary disability after completing five years of eligible service and receiving medical board certification as to their permanent incapacity to perform their necessary job functions receive full service pension allowances if the member is at least 50 on the date of retirement. Otherwise, the allowance equal full service pension allowances as though the member had continued to work until age 50 without any change in the rate of earnable compensation.

LEOPS members qualify for ordinary death benefits if the members have accumulated at least one but less than two years of eligibility prior to the date of death and receive benefits equal to a member's annual earnable compensation at the time of death plus accumulated contributions. LEOPS members qualify for special death benefits if the members have accumulated at least two years of eligibility prior to the date of death or died in the line of duty receive benefits equal to 50% of the applicable ordinary disability allowance. In cases where the deceased members are not survived by a spouse, the decedents' children, if any, will continue to receive the special death benefit until the youngest child reaches age 18. The special death benefit for officers killed in the line of duty is 2/3 (66.7%) of AFC.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

Adjusted Retirement Allowances (As Applicable)

Retirement and pension allowances are increased annually to provide for changes in the cost of living according to prescribed formula. Such adjustments for retirees are based on the annual change in the CPI. For the Employees' Retirement System the method by which the annual COLA's are computed depends upon elections made by members who are active on July 1, 1984 (or within 90 days of returning to service, for members who were inactive on July 1, 1984) enabling the member to receive either an unlimited COLA, a COLA limited to 5% or a two-part combination COLA depending on the COLA election made by the member.

However, beginning July 1, 2011 for benefits attributable to service earned on or after July 1, 2011, in all the systems except the judges' and legislators' system, the adjustment is capped at the lesser of 2.5% or the increases in the CPI if the most recent calendar year market rate of return was greater than or equal to the assumed rate. The adjustment is capped at the lesser of 1% or the increase in the CPI if the market value return was less than the assumed rate of return. In years in which COLAs would be less than zero due to a decline in the CPI, retirement allowance will not be adjusted. COLAs in succeeding years are adjusted until the difference between the negative COLA that would have applied and the zero COLA is fully recovered.

LEOPS members that meet certain criteria are eligible to participate in a Deferred Retirement Option Program (DROP). For eligible members that have met the necessary service requirement, the retirement allowance is placed in an account earning 4% interest per year, compounded annually. At the end of the DROP period, the lump sum held in the DROP account is paid to the retiree. The LEOPS member must end employment and fully retire at the end of the DROP period. The maximum period of participation is 5 years for LEOPS.

Accounting Principles

The City has adopted GASB No. 68 – *Accounting and Financial Reporting for Pensions* ("GASB 68"). The City participates in the System and qualifies as a Participating Governmental Unit ("PGU"). The State Retirement Agency (the "Agency") is the Plan administrator and fiduciary. GASB No. 68 requires that a PGU recognize its proportionate share of the System's net pension liability (i.e., unfunded pension liability) and pension expense. The City's proportionate shares for employees participating in the "Employees' Retirement and Pension System" ("ERPS") and in the "Law Enforcement Officers' Pension System" ("LEOPS") are based on total System contributions and approximate 0.0274% and 0.0446%, respectively, as of the measurement date of June 30, 2023.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

Funding Policy

The Employees' Retirement System, CPS and LEOPS are jointly contributory. Under the Employees' Retirement System and LEOPS, employees contribute 4% to 7% of their base salary. Under the CPS, employees contribute 5% of their base salary. Effective July 1, 1980, in accordance with the law governing the Systems, all benefits of the Systems are funded in advance. Annually appropriated employer contribution rates for the retirement benefits are determined using the entry age normal cost method.

The City's employees participate in the System and contributed the above percentages of their compensation during fiscal year 2024 as stipulated by the System. The City contributed \$834,815 for ERPS and \$1,211,271 for LEOPS to the System for fiscal year 2024 which were actuarially determined based on statutory provisions.

The City has also recognized in Pension Expense its proportionate share of the System's deferred inflows of resources (an increase in Pension Expense) attributable to the net difference between projected and actual investment earnings on pension plan assets and its proportionate share of the System's deferred outflows of resources (a decrease in Pension Expense) attributable to changes in assumptions.

Basis of Presentation and Basis of Accounting

1. Employers participating in the System's cost-sharing multiple-employer defined benefit plans are required to report pension information in their financial statements for fiscal periods beginning on or after June 15, 2014, in accordance with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*. The Schedule of Employer Allocations and Schedule of Pension Amounts by Employer (pension allocation schedules) provide employers with the required information for financial reporting. The System's financial statements are prepared on the accrual basis of accounting and prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP") that apply to governmental accounting for fiduciary funds.
2. Actual employer contributions billed to participating governmental units for the year ended June 30, 2022, are used as the basis for determining each employer's proportionate share of the collective pension amounts reported in the Schedule of Employer Allocations. The contributions were not adjusted for difference between actuarially determined contributions and actual contributions by the State of Maryland for the year ended June 30, 2022.
3. The components of the calculation of the net pension liability for the System as of June 30, 2023 calculated in accordance with GASB Statement No. 67, are shown in the following table:

Total pension liability	\$	87,923,284,000
Plan fiduciary net position		64,892,973,000
Net pension liability	\$	<u>23,030,311,000</u>
Plan fiduciary net position as a percentage of total pension liability		73.81%

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

Actuarial Assumptions

The annual required contribution for the current year was determined as part of the actuarial valuation as of June 30, 2023. The key assumptions used to perform the June 30, 2023 pension liability calculation for the System are as follows:

Actuarial Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Asset valuation method	5-year smoothed market; 20% collar
Inflation	2.25% general, 2.75% wage
Salary Increases	2.75%
Discount Rate	6.80%
Investment rate of Return	6.80%
Retirement age	Experience-based table of rates that are specific to type of eligibility condition. Last updated for the 2019 valuation pursuant to an experience study of the period July 1, 2014 to June 30, 2018.
Mortality	Public Sector 2010 Mortality Tables with projected generational mortality improvements based on the MP-2018 fully generational mortality improvement scale.

Investments

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of geometric real rates of return were adopted by the System's Board after considering input from the investment consultants and actuaries.

For each major asset class that is included in the System's target asset allocation, these best estimates as of June 30, 2023 are summarized in the following table:

<u>Asset class</u>	<u>Target Allocations</u>	<u>Long-Term Expected Real Rate of Return</u>
Public equity	34.00%	6.90%
Private equity	16.00%	8.60%
Rate sensitive	20.00%	2.60%
Credit opportunity	9.00%	5.60%
Real assets	15.00%	5.40%
Absolute return	6.00%	4.40%

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

Discount Rate

A single discount rate of 6.80% was used to measure the total pension liability. The single discount rate was based on the suspected rate of return on pension plan investments of 6.80%. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and non-active plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the City's proportionate share of the System's net pension liability, calculated using a single discount rate of 6.80%, as well as what the net pension liability would be if it were calculated using a single discount rate that is 1 percentage point lower (i.e., 5.80%) or 1 percentage point higher (i.e., 7.80%) than the current rate:

	1% Lower - <u>5.80%</u>	Current Rate - <u>6.80%</u>	1% Higher - <u>7.80%</u>
The City's proportionate share of net pension liability for the Employee's Retirement and Pension Systems	\$ 9,350,451	\$ 6,305,952	\$ 3,779,546
The City's proportionate share of net pension liability for the Law Enforcement Officers' Pension Systems	\$ 15,217,162	\$10,262,466	\$ 6,150,929

Pension Liabilities, Pension Expense, and Deferred Outflow of Resources and Deferred Inflows of Resources Related to Pensions

In relation to employees participating in the ERPS and in the LEOPS, at June 30, 2024, the City reported a liability of \$16,568,418 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all PGUs, actuarially determined. At the measurement date of June 30, 2023, the City's proportionate shares, which are based on total System contributions for fiscal year 2023, approximate 0.0274% and 0.0446%, respectively, for the ERPS and the LEOPS.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

At the measurement date of June 30, 2024, the City reported deferred outflows of resources and deferred inflow of resources related to pensions from the following sources:

	Deferred Outflows	Deferred Inflows
Changes in assumptions	\$ 1,138,694	\$ 58,823
Difference between actual and expected experience	582,330	707,298
Net difference between projected and actual earnings on pension plan investments	1,482,032	-
Change in proportion	2,743,553	549,800
Contributions subsequent to the measurement date	2,046,086	-
Total	\$ 7,992,695	\$ 1,315,921

The City's net deferred outflows/(inflows) will be amortized as follows:

<u>June 30,</u>	<u>Deferred Outflows</u> <u>(Inflows)</u>
2025	\$ 1,141,240
2026	925,288
2027	1,902,538
2028	529,259
2029	132,363
Total	\$ 4,630,688

The deferred outflow of resources of \$2,046,086 relating to contributions subsequent to the measurement date of June 30, 2023 will be recognized as a reduction of the City's net pension liability in the year ended June 30, 2025.

The Pension Plan Fiduciary

Plan Information as well as the Comprehensive Annual Financial Report of the Maryland State Retirement and Pension System are available from:

State Retirement & Pension System of Maryland
120 East Baltimore Street
Baltimore, MD 21202
www.sra.state.md.us

Savings Plans

457 Deferred Compensation Plan

The City offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all City employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 7 EMPLOYEE RETIREMENT PLANS (CONTINUED)

In accordance with the provisions of IFC Section 457(g), assets of the plan are in trust for the exclusive benefit of participants and their beneficiaries. The City does not own the amounts deferred by employees, or the related income on those amounts. Accordingly, the assets and the liability for the compensation deferred by plan participants, including earnings on plan assets, are not reflected in the City's financial statements.

401(A) Money Purchase Plan

The City established a 401(A) Money Purchase Plan. All full and part time civilian employees are eligible to participate. Under the plan, the City will match employee contributions to the 457 Deferred Compensation Plan up to 5% of gross salary. The matching contribution will be placed in the 401(A) Money Purchase Plan. In addition, the City will contribute an additional 5% (above the 5% match) for all employees in the Maryland State Retirement Plan. The City's cost to fund the 401(A) Money Purchase Plan in fiscal year 2024 was \$431,376. Employees become fully vested after five years of service. The City receives the 5% share back as a refund when employees leave prior to completing five years of service. The City receives its vested share back as a refund when employees leave employment prior to five years. All amendments to the City of Hyattsville's 401(A) Money Purchase Plan must be approved by the Hyattsville City Council.

Investments are managed by ICMA-Retirement Corporation under one or a combination of various investment options. The choice of investment option is made by the participant. Plan assets are related to earnings are not reflected in the City's financial statements.

NOTE 8 SPECIAL OBLIGATION BOND

On August 1, 2004, the City issued bonds designated "City of Hyattsville Special Obligation Bonds (University Town Center Project) Series 2004" in the amount of \$18,000,000. The bond proceeds were used to finance the construction of public improvements in a special taxing district. The bonds bear an initial interest rate of 5% through September 1, 2017, at which time the rate adjusts to 5.75% through September 1, 2034. While the City is the issuer of the bonds, the bonds do not carry the full faith obligation of the City. The City's obligation does not extend beyond the collections of real estate property taxes generated from tax increment revenues and special tax revenues from the property owners in the special taxing district and making those revenue collections available for the bond holders. As a result, the Special Obligation Bonds are not recorded as a liability on the City's statement of net position.

NOTE 9 OTHER POST-EMPLOYMENT BENEFITS

The City provides medical and dental insurance benefits to eligible employees who retire from employment with the City. Pre-Medicare retirees (age 64 or younger) may choose between several medical plans including PPO, HMO, and POS plans. There are separate plans for prescription drugs and dental insurances. The City subsidizes the retiree and spouse/dependent premiums based on years of service as follows:

Years of Service	Subsidy Percent
0 - 4	0%
5 - 15	8.33% per Year
16	100%

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 9 OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

The maximum subsidy that may be received for retiree insurance is as follows:

- 80% for retirees age 64 or younger
- 100% for retirees age 65 or older
- 80% for dental and prescription drug coverage

Surviving spouses are eligible to participate in the plan, but must pay the full premium. Disabled participants are eligible to receive the subsidy listed above. As of June 30, 2024, 43 eligible participants were receiving benefits.

Funding Policy and Funded Progress

The City has elected not to fund this obligation and as such, no trust that meets the criteria of GASB Statement No. 75 has been established. Contributions continue on a pay-as-you-go basis, and the future payment of these benefits is contingent upon the annual approval of the operating budget by the City Council. The City made a contribution to the OPEB plan in the amount of \$536,894 for the year ended June 30, 2024.

Net OPEB Liability

The City's net OPEB liability was measured as of June 30, 2024 and the total OPEB liability used to calculate the net OPEB liability was measured by an actuarial valuation as of June 30, 2024.

Actuarial methods and assumptions

Projections of budgets for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The City's annual other post-employment benefit cost (expense) is calculated based on the *Entry Age Normal* ("EAN") cost method (using a 3.97% discount rate based on the 20 year GO bond index as of the measurement date) as required by GASB 75. The EAN actuarial cost method requires a salary scale assumption. The State of Maryland salary assumption was used for general employees. A separate assumption was used for Law Enforcement Officers. Significant actuarial assumptions used include a) a rate of return on the investment – N/A as the OPEB Plan is unfunded, b) projected salary increases of 2.5 percent compounded annually (used for amortization purposes), c) annual medical and prescription drug trend rate of 7.5 percent initially, reduced annually to arrive at an ultimate healthcare cost trend rate of 7 percent. d) rates of mortality based upon MP-2021 Health Mortality Table, e) termination of service rates based upon age and sex, ranging from 1.0 percent to 19.0 percent, f) disablement rates based on age, ranging from .15 percent to 2.5 percent, g) retirement rates based on age, sex, and length of service, ranging from 0 percent to 100 percent, and h) a rate of inflation of 2.5 percent.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 9 OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Sensitivity of the net OPEB liability to changes in the discount rate

The following presents the total and net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher.

	1% Decrease 2.97%	Discount Rate 3.97%	1% Increase 4.97%
Discount Rate			
Total OPEB Liability	<u>\$ 26,108,782</u>	<u>\$ 22,051,463</u>	<u>\$ 18,854,105</u>

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rate

The following presents the total and net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1 percentage point lower or 1 percentage point higher.

	1% Decrease 2.92%	Medical Trend 3.92%	1% Increase 4.92%
Ultimate Trend			
Total OPEB Liability	<u>\$ 18,543,287</u>	<u>\$ 22,051,463</u>	<u>\$ 26,624,388</u>

Changes in net OPEB liability

The following details the changes in the net OPEB liability for the year ended June 30, 2024:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balance as of June 30, 2023	\$ 22,252,122	\$ -	\$ 22,252,122
Changes for the Year			-
Service Cost	881,600	-	881,600
Interest	882,600	-	882,600
Changes of Benefit Terms	-	-	-
Experience Losses/(Gains)	(1,080,370)	-	(1,080,370)
Trust Contribution - Employer	-	536,894	(536,894)
Net Investment Income	-	-	-
Changes in Assumptions	(347,595)	-	(347,595)
Benefit Payments (net of retiree contributions)	(536,894)	(536,894)	-
Net Changes	(200,659)	-	(200,659)
Balance as of June 30, 2024	\$ 22,051,463	\$ -	\$ 22,051,463

Changes in assumptions reflects a change in the discount rate from 3.86% at June 30, 2023 to 3.97% at June 30, 2024.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 9 OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Deferred outflows and deferred inflows of resources related to OPEB

For the year ended June 30, 2024, the City recognized OPEB expense of \$855,782. At June 30, 2024, the City reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows	Deferred Inflows
Changes in assumptions	\$ 2,739,092	\$ 6,166,039
Difference between actual and expected experience	1,076,005	1,727,307
Contributions subsequent to the measurement date	-	-
Total	<u>\$ 3,815,097</u>	<u>\$ 7,893,346</u>

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending June 30:	
2025	\$ (371,439)
2026	(371,436)
2027	(348,713)
2028	(559,105)
2029	(552,065)
Thereafter	(1,875,491)
	<u>\$ (4,078,249)</u>

The amount of OPEB expense recognized in the reporting period is as follows:

Service Cost	\$ 881,600
Interest Cost	882,600
Changes in Benefit Terms	-
Differences Between Expected and Actual Experience	(156,722)
Changes in Assumptions	(214,717)
Administrative Expense	-
Other changes in fiduciary net position	-
Total OPEB expense (income)	<u>\$ 1,392,761</u>

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 10 COMMITMENTS AND CONTINGENCIES

Grant Compliance – The City participates in a number of state and federally assigned grant programs, which are subject to financial and compliance audits by the grantors or their representatives. Disallowed claims, if any, may constitute a liability of the applicable fund. The claims, which may be disallowed, cannot be currently determined. Management expects, if any claims disallowed, the amount would be immaterial.

Litigation – The City is subject to various legal proceedings. In the opinion of the City Attorney, the potential liability arising from claims against the City not covered by insurance, would not materially affect the financial statements.

NOTE 11 TAX ABATEMENTS

In accordance with GASB 77, the City is authorized under Section 9-318(g) of the Tax-Property Article, Annotated Code of Maryland to enter into property tax abatement agreements for properties located within a revitalization district.

Beginning in the fiscal year ended June 30, 2021, the City has agreed to abate a maximum of \$400,000 in property taxes to a company over a maximum of 4 years for the purpose of building a grocery store.

NOTE 12 NOTES RECEIVABLE

In April 2017, the City made a loan to the Hyattsville Volunteer Fire Department (HVFD) in the amount of \$350,000 to provide financing equipment. The loan accrues interest at 3.2% per annum. Beginning April 2019, annual payments of principal and interest are due through maturity on April 12, 2027. As of June 30, 2024, the outstanding balance is \$116,798. Future payments due for through maturity are as follows:

For years ending	
<u>June 30</u>	
2025	\$ 37,640
2026	38,770
2027	40,388
	<u>\$ 116,798</u>

In January 2020, the City made a loan to HVFD in the amount of \$650,000. The loan accrues interest at 2.95% per annum. Beginning July 2022, annual payments of principal and interest are due through maturity on July 8, 2030. As of June 30, 2024, the outstanding balance is \$412,420. Future payments due for the next five years and thereafter are as follows:

For years ending	
<u>June 30</u>	
2025	\$ 63,839
2026	65,729
2027	74,014
2028	76,214
2029	78,998
2030 - 2031	53,626
	<u>\$ 412,420</u>

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 13 DEFICIT BALANCES

For the year ended June 30, 2024, the City has a deficit of unrestricted net position of (\$24,509,602) for governmental-type activities. Management is working towards decreasing the deficit during 2025 by increasing revenues and controlling expenses.

NOTE 14 FUND BALANCE REPORTING

Fund balances for the Town's governmental funds consisted of the following as of June 30, 2024:

Non-Spendable Fund Balance: The non-spendable fund balance in the general fund is made up of prepaid expenses totaling \$392,201, inventory totaling \$22,831 and a portion of the loans receivable totaling \$427,739.

Assigned Fund Balance: The assigned fund balance in the general fund of \$416,175 pertains to encumbrances. The assigned fund balance in the capital projects fund of \$7,349,048 pertains to a building renovation project.

Unassigned Fund Balances: All remaining fund balances are unassigned. In the general fund, this amount was \$6,993,946; in the special revenue fund this amount was \$(3,248,654).

NOTE 15 INDIVIDUAL FUND DISCLOSURES

The following funds had an excess of expenditures over appropriations for the year ended June 30 2024:

Fund	Budgeted Expenditures	Actual Expenditures	Excess of Actual Over Budgeted Expenditures
Special Revenue Fund	\$ 1,460,853	\$ 5,149,001	\$ (3,688,148)
Debt Service Fund	\$ -	\$ 1,648,463	\$ (1,648,463)

Funds to provide for excess expenditures were made available from additional tax revenue, additional government grant revenue and transfers from other funds.

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 16 PRIOR PERIOD RESTATEMENT

The City determined the need to restate its Statement of Net Position and its Statement of Activities at June 30, 2023. The determination was made to restate these financial statements in connection with the following:

Notes receivable recorded on the statement of net position were overstated by \$873,065 as they were being double counted within both notes receivable and other receivables.

The long term portion of general obligation debt was understated by \$34,610 as it was not in agreement with the future principal payments of the outstanding bonds.

Unspent funds from the State and Local Fiscal Recovery Program grant were recorded as a restricted net asset in the amount of \$12,276,113. These funds should have been recorded as unearned revenue rather than a restricted net asset.

Certain grants receivable and unearned revenue balances were identified that had not changed since June 30, 2020. It was determined that cash had been received on these outstanding receivables prior to June 30, 2023 and therefore the receivables should have been reduced accordingly. It was also determined that any remaining performance obligations on the unearned revenue were met prior to June 30, 2023 and therefore these unearned revenue balances should have been recognized to revenue accordingly.

It was determined that certain due from other funds and due to other funds balances at June 30, 2023 had been accumulating for years and no longer represented actual amounts that would never be settled among the various funds. Therefore, these balances were eliminated as of June 30, 2023.

The following table is a summary of the effects of these changes on the statement of net position at June 30, 2023:

	Governmental Activities
Net Position at July 1, 2023 as previously reported	\$ 11,552,016
Overstatement of notes receivable	(873,065)
Understatement of loans payable - long term	(34,610)
Understatement of unearned revenue	(10,447,514)
Overstatement of accounts receivable	(445,187)
Net Position at July 1, 2023 as restated	<u>\$ (248,360)</u>

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 16 PRIOR PERIOD RESTATEMENT (CONTINUED)

The following table is a summary of the effects of these changes on the governmental funds balance sheet at June 30, 2023:

	General Fund	Special Revenue Fund	Capital Fund	Debt Service Fund	Governmental Funds
Fund Balance at July 1, 2023, as previously reported	\$ 25,266,734	\$ 14,513,558	\$ (27,116,446)	\$ 24,724,246	\$ 37,388,092
To defer ARPA revenue previously recorded in restricted net assets	-	(12,276,113)	-	-	(12,276,113)
Recognition of unearned revenue	1,355,521	289,995	183,083	-	1,828,599
Due from other funds	(11,528,949)	(7,486,963)	-	(24,724,246)	(43,740,158)
Due to other funds	-	-	43,740,158	-	43,740,158
Write off of accounts receivable	(349,868)	(95,319)	-	-	(445,187)
Fund Balance at July 1, 2023, as restated	<u>\$ 14,743,438</u>	<u>\$ (5,054,842)</u>	<u>\$ 16,806,795</u>	<u>\$ -</u>	<u>\$ 26,495,391</u>

CITY OF HYATTSVILLE, MARYLAND
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2024

NOTE 17 NEW GOVERNMENTAL ACCOUNTING STANDARDS BOARD STANDARDS

Adoption of Governmental Accounting Standards Board Statements

The City adopted the provisions of GASB Statement No. 99, "Omnibus 2022", and Statement No. 100, "Accounting Changes and Error Corrections an Amendment of GASB Statement No. 62". The adoption of these statements had no effect on previously reported amounts.

Pending Changes in Accounting Principles

In June 2022, the GASB issued Statement No. 101, "Compensated Absences". The City is required to adopt statement No. 101 for its fiscal year 2025 financial statements.

In December 2023, the GASB issued Statement No. 102, "Certain Risk Disclosures". The City is required to adopt the provisions of Statement No. 102 for its fiscal year 2025 financial statements.

In April 2024, the GASB issued Statement No. 103, "Financial Reporting Model Improvements". The City is required to adopt the provisions of Statement No. 103 for its fiscal year 2026 financial statements.

In September 2024, the GASB issued Statement No. 104, "Disclosure of Certain Capital Assets". The City is required to adopt the provisions of Statement No. 104 for its fiscal year 2026 financial statements.

In December 2025, the GASB issued Statement No. 105, "Subsequent Events". The City is required to adopt the provisions of Statement No. 105 for its fiscal year 2027 financial statements.

The City has not yet completed the various analyses required to estimate the financial statement impact of these new pronouncements.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance -
	Original	Final	Amounts	Favorable (Unfavorable)
Revenues				
Taxes				
Real property	\$ 17,154,392	\$ 17,154,392	\$ 17,421,514	\$ 267,122
Personal property	975,000	975,000	913,174	(61,826)
Operating property	885,000	885,000	800,135	(84,865)
Income tax	2,985,650	2,985,650	3,995,714	1,010,064
Admission and amusement	192,000	192,000	163,680	(28,320)
Total taxes	22,192,042	22,192,042	23,294,217	1,102,175
Licenses and permits	695,000	695,000	668,114	(26,886)
Other governments - grants	895,000	895,000	1,208,812	313,812
Service charges	105,000	105,000	228,428	123,428
Fines and forfeitures	295,000	295,000	341,420	46,420
Miscellaneous	395,000	395,000	966,071	571,071
Total Revenues	24,577,042	24,577,042	26,707,062	2,130,020
Expenditures				
Current:				
Legislative	839,951	839,951	703,770	136,181
General Government	5,440,003	5,440,003	4,584,336	855,667
Public Safety				
Police services	11,972,859	11,972,859	10,543,036	1,429,823
Fire	50,000	50,000	50,000	-
Code compliance	751,073	751,073	705,697	45,376
Public works	7,244,605	7,244,605	5,318,377	1,926,228
Community services	869,350	869,350	1,672,962	(803,612)
Community development	695,814	695,814	603,459	92,355
Capital outlay	-	-	18,201	(18,201)
Total Expenditures - uses	27,863,655	27,863,655	24,199,838	3,663,817
Excess (deficiency) of revenues over expenditures	(3,286,613)	(3,286,613)	2,507,224	(1,533,797)
Other Financing Sources (Uses):				
Transfers out	(2,408,972)	(2,408,972)	(8,997,770)	(6,588,798)
Total Other Financing Sources (Uses)	(2,408,972)	(2,408,972)	(8,997,770)	(6,588,798)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	(5,695,585)	(5,695,585)	(6,490,546)	(794,961)
Net change in fund balance	\$ (5,695,585)	\$ (5,695,585)	\$ (6,490,546)	\$ (794,961)

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
SPECIAL REVENUE FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance -
	Original	Final	Amounts	Favorable (Unfavorable)
Revenues				
Government grants	\$ 150,000	\$ 150,000	\$ 4,016,012	\$ 3,866,012
Charges for service	-	-	129,139	129,139
Fines and forfeitures	1,237,500	1,237,500	677,614	(559,886)
Miscellaneous	150,000	150,000	3,510	(146,490)
Total Revenues	1,537,500	1,537,500	4,826,275	3,288,775
Expenditures				
Current:				
General Government	125,000	125,000	2,184,741	(2,059,741)
Public Safety				
Police services	422,775	422,775	788,854	(366,079)
Speed camera	-	-	285,950	(285,950)
Parking compliance	718,078	718,078	-	718,078
Community services	120,000	120,000	591	119,409
Community development	75,000	75,000	144,187	(69,187)
Social services	-	-	22,480	(22,480)
Capital outlay	-	-	1,722,198	(1,722,198)
Total Expenditures	1,460,853	1,460,853	5,149,001	(3,688,148)
Excess (Deficiency) of Revenues Over Expenditures	76,647	76,647	(322,726)	(399,373)
Other Financing Sources (Uses):				
Transfers In	-	-	2,128,914	(2,128,914)
Total Other Financing Sources (Uses)	-	-	2,128,914	(2,128,914)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	76,647	76,647	1,806,188	(1,729,541)
Net change in fund balance	\$ 76,647	\$ 76,647	\$ 1,806,188	\$ (1,729,541)

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
CAPITAL PROJECT FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance -
	Original	Final	Amounts	Favorable (Unfavorable)
Revenues				
Miscellaneous	\$ -	\$ -	\$ 795,554	\$ 795,554
Bond proceeds	18,896,213	18,896,213	-	(18,896,213)
Lease proceeds	125,000	125,000	-	(125,000)
Other Sources - Transfers In/Out	2,279,300	2,279,300	110,000	(2,169,300)
Total Revenues	<u>21,300,513</u>	<u>21,300,513</u>	<u>905,554</u>	<u>(20,394,959)</u>
Expenditures				
Current:				
General Government	292,500	292,500	409,036	(116,536)
Public Safety				
Police services	1,909,606	1,909,606	94,787	1,814,819
Parking compliance	276,000	276,000	-	276,000
Code compliance	-	-	-	-
Public works	13,088,469	13,088,469	1,523,286	11,565,183
Community services	100,000	100,000	35,582	64,418
Community development	15,000	15,000	295	14,705
Capital outlay	-	-	13,520,808	(13,520,808)
Total Expenditures	<u>15,681,575</u>	<u>15,681,575</u>	<u>15,583,794</u>	<u>97,781</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>5,618,938</u>	<u>5,618,938</u>	<u>(14,678,240)</u>	<u>(20,297,178)</u>
Other Financing Sources (Uses):				
Transfers In	-	-	5,220,493	(5,220,493)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>5,220,493</u>	<u>(5,220,493)</u>
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	<u>5,618,938</u>	<u>5,618,938</u>	<u>(9,457,747)</u>	<u>15,076,685</u>
Net change in fund balance	<u>\$ 5,618,938</u>	<u>\$ 5,618,938</u>	<u>\$ (9,457,747)</u>	<u>\$ 15,076,685</u>

CITY OF HYATTSVILLE, MARYLAND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
DEBT SERVICE FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance -
	Original	Final	Amounts	Favorable (Unfavorable)
Revenues				
Miscellaneous	\$ -	\$ -	\$ 100	\$ 100
Total Revenues	-	-	100	100
Expenditures				
Debt service:				
Principal	-	-	856,424	(856,424)
Interest	-	-	630,637	(630,637)
Fees	-	-	161,402	(161,402)
Capital outlay	-	-	-	-
Total Expenditures - uses	-	-	1,648,463	(1,648,463)
Excess (Deficiency) of Revenues Over Expenditures	-	-	(1,648,363)	(1,648,363)
Other Financing Sources (Uses):				
Transfers In	2,408,972	2,408,972	1,648,363	760,609
Transfers Out	(2,408,972)	(2,408,972)	-	(2,408,972)
Total Other Financing Sources (Uses)	-	-	1,648,363	(1,648,363)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	-	-	-	-
Net change in fund balance	\$ -	\$ -	\$ -	\$ -

CITY OF HYATTSVILLE, MARYLAND
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2024

Budgetary Information

Formal budgetary integration is employed as a management control device during the year for the general fund, special revenue fund, the capital projects fund, and the debt service fund. The City Council approved, by ordinance, the total annual budget consisting of anticipated revenues and proposed expenditures (appropriations). Any subsequent transfer of funds between major appropriations for different purposes must be approved by the Council before becoming effective. All appropriations lapse at the end of the budget year to the extent that they shall not have been expended or lawfully encumbered. Any unexpended and unencumbered funds shall be considered a surplus at the end of the budget year and shall be included among the anticipated revenues of the next succeeding year. The original budget was not amended during the year.

Reconciliation of Budgetary Basis to GAAP Basis

While the City reports financial position, results of operations and changes in fund balance on the basis of GAAP, the budgetary basis as provided is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Comparative Statement of Budgeted and Actual Revenues and Expenditures Non—GAAP Budgetary Basis is presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. For expenditures the major difference between the budget basis and GAAP basis is due to the treatment of capital outlays, which are broken out on the statement of revenues, expenditures and changes in fund balances – governmental funds, but are included within the various departments on the budget and actual statements. Also, on the GAAP basis statement of revenues, expenditures and changes in fund balance – governmental funds, transfers to and from other funds are reported as other financing sources (uses), while on the budgetary basis they are included within total expenditures.

Regarding revenues, the major differences between the budget basis and GAAP basis are in the classification of certain revenues. On the budgetary basis, property taxes are broken out in additional detail, while just reported in one property tax line on a GAAP basis. On a budgetary basis state taxes are broken out into income tax and admission and amusement tax. Lastly, on the budgetary basis miscellaneous revenue includes interest and rental income, while on a GAAP basis interest income and rental income are broken out separately.

CITY OF HYATTSVILLE, MARYLAND
MARYLAND STATE RETIREMENT AND PENSION SYSTEMS
SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
(As of measurement date)
June 30, 2024

City Employees	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
City's proportion (%) of the collective net pension liability	0.02738%	0.02532%	0.02438%	0.01910%	0.01838%	0.01672%	0.01499%	0.01490%	0.01340%	0.01256%
City's proportionate share (\$) of collective net pension liability	\$ 6,305,952	\$ 5,168,563	\$ 3,657,745	\$ 4,316,426	\$ 3,791,207	\$ 3,508,884	\$ 3,242,373	\$ 3,511,106	\$ 2,908,393	\$ 2,228,964
City's covered payroll (\$)	\$ 6,604,727	\$ 6,242,653	\$ 5,699,367	\$ 5,360,978	\$ 4,509,061	\$ 4,348,034	\$ 4,067,439	\$ 3,881,675	\$ 3,519,833	\$ 3,138,747
City's proportionate share of collective net pension liability as a percentage of its covered payroll	95.48%	82.79%	64.18%	80.52%	84.08%	80.70%	79.72%	90.45%	82.63%	71.01%
Pension plan's fiduciary net position as a percentage of the total pension liability	73.81%	76.27%	81.84%	70.72%	72.34%	71.18%	69.38%	65.79%	68.78%	71.87%
LEOPS	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
City's proportion (%) of the collective net pension liability	0.04456%	0.04140%	0.45474%	0.03344%	0.03537%	0.03368%	0.02818%	0.03160%	0.02950%	0.02737%
City's proportionate share (\$) of collective net pension liability	\$ 10,262,466	\$ 8,283,287	\$ 6,822,131	\$ 7,557,892	\$ 7,296,257	\$ 7,066,653	\$ 6,093,570	\$ 7,467,056	\$ 6,131,341	\$ 4,857,967
City's covered payroll (\$)	\$ 3,612,102	\$ 3,180,706	\$ 2,949,814	\$ 3,051,660	\$ 2,426,879	\$ 2,518,195	\$ 2,394,880	\$ 2,045,690	\$ 2,131,449	\$ 2,253,374
City's proportionate share of collective net pension liability as a percentage of its covered payroll	284.11%	260.42%	231.27%	247.66%	300.64%	280.62%	254.44%	365.01%	287.66%	215.59%
Pension plan's fiduciary net position as a percentage of the total pension liability	73.81%	76.27%	81.84%	70.72%	72.34%	71.18%	69.38%	65.79%	68.78%	71.87%

The above schedule is presented to illustrate the requirement for specified information for 10 years.

CITY OF HYATTSVILLE, MARYLAND
MARYLAND STATE RETIREMENT AND PENSION SYSTEMS
SCHEDULE OF CONTRIBUTIONS
(As of fiscal year end)
June 30, 2024

City Employees	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	\$ 834,815	\$ 667,803	\$ 589,045	\$ 537,246	\$ 409,475	\$ 377,455	\$ 333,462	\$ 305,190	\$ 289,901	\$ 294,976
Contributions in relation to the contractually determined contribution	<u>\$ 834,815</u>	<u>\$ 667,803</u>	<u>\$ 589,045</u>	<u>\$ 537,246</u>	<u>\$ 409,475</u>	<u>\$ 377,455</u>	<u>\$ 333,462</u>	<u>\$ 305,190</u>	<u>\$ 289,901</u>	<u>\$ 294,976</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered payroll	\$ 6,604,727	\$6,242,653	\$5,699,367	\$5,360,978	\$4,509,061	\$4,348,034	\$4,067,439	\$3,881,675	\$3,519,833	\$3,138,747
Contributions as a percentage of covered-employee payroll	12.64%	10.70%	10.34%	10.02%	9.08%	8.68%	8.20%	7.86%	8.24%	9.40%
LEOPS	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	\$ 1,211,271	\$1,086,798	\$1,009,132	\$1,002,028	\$ 716,974	\$ 726,420	\$ 671,610	\$ 573,560	\$ 616,531	\$ 621,855
Contributions in relation to the contractually determined contribution	<u>\$ 1,211,271</u>	<u>\$1,086,798</u>	<u>\$1,009,132</u>	<u>\$1,002,028</u>	<u>\$ 716,974</u>	<u>\$ 726,420</u>	<u>\$ 671,610</u>	<u>\$ 573,560</u>	<u>\$ 616,531</u>	<u>\$ 621,855</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered payroll	\$ 3,612,102	\$3,180,706	\$2,949,814	\$3,051,660	\$2,426,879	\$2,518,195	\$2,394,880	\$2,045,690	\$2,131,449	\$2,253,374
Contributions as a percentage of covered-employee payroll	33.53%	34.17%	34.21%	32.84%	29.54%	28.85%	28.04%	28.04%	28.93%	27.60%

CITY OF HYATTSVILLE, MARYLAND
MARYLAND STATE RETIREMENT AND PENSION SYSTEMS
ACTUARIAL ASSUMPTIONS
June 30, 2024

Changes in Benefit Terms

There were no benefit changes during the year.

Changes in Assumptions

Discount rate changed from 7.40% to 6.80%

Method and Assumptions used in Calculations of Actuarially Determined Contributions

Actuarial	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	25-year closed amortization period ending June 30, 2039; 15 years remaining.
Asset Valuation Model	Five-year smoothed market (max. 120% and min 80% of market value)
Inflation	2023 & 2022 - 2.25% general, 2.75 wage
Salary Increases	2023 & 2022 2.75% to 11.25%, including wage inflation
Investment Rate of Return	2023 & 2022 - 6.80%
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2019 valuation pursuant to an experience study of the period July 1, 2014 to June 30, 2018
Mortality	Various versions of the Pub-2010 Mortality Tables for males and females with projected generational motility improvements based on the MP-2018 fully generational motility improvements scale for males and females.

CITY OF HYATTSVILLE, MARYLAND
OTHER POSTEMPLOYMENT BENEFIT PLAN
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
(As of measurement date)
June 30, 2024

Changes in Employer's Net OPEB Liability and Related Ratios
Last 10 Fiscal Years
Information for FY2018 and earlier is not available

Disclosure for fiscal year: Measurement date:	2024 6/30/2024	2023 6/30/2023	2022 6/30/2022	2021 6/30/2021	2020 6/30/2020	2019 6/30/2019
Total OPEB Liability						
Service Cost	\$ 881,600	\$ 923,687	\$ 1,379,519	\$ 1,134,796	\$ 1,030,126	\$ 855,220
Interest Cost	882,600	791,011	499,980	546,405	659,900	653,022
Changes in Benefit Terms	-	-	-	-	-	-
Differences Between Expected and Actual Experience	(1,080,370)	1,537	1,535,396	(49,328)	(1,664,044)	-
Changes in Assumptions	(347,595)	(652,063)	(7,557,098)	2,513,676	1,600,688	1,893,558
Benefit Payments	(536,894)	(495,791)	(452,683)	(387,672)	(380,149)	(338,000)
Net Change in Total OPEB Liability	(200,659)	568,381	(4,594,886)	3,757,877	1,246,521	3,063,800
Total OPEB Liability - Beginning of Year	22,252,122	21,683,741	26,278,627	22,520,750	21,272,080	18,208,280
Total OPEB Liability - End of Year	<u>\$ 22,051,463</u>	<u>\$ 22,252,122</u>	<u>\$ 21,683,741</u>	<u>\$ 26,278,627</u>	<u>\$ 22,518,601</u>	<u>\$ 21,272,080</u>

Plan Fiduciary Net Position
Last 10 Fiscal Years
Information for FY2017 and earlier is not available

Disclosure for fiscal year: Measurement date:	2024 6/30/2024	2023 6/30/2023	2022 6/30/2022	2021 6/30/2021	2020 6/30/2020	2019 6/30/2019
Contributions - Employer	\$ 536,894	\$ 495,791	\$ 452,683	\$ 387,672	\$ 380,149	\$ 338,000
Net Investment Income	-	-	-	-	-	-
Benefit Payments (net of retiree contributions)	(536,894)	(495,791)	(452,683)	(387,672)	(380,149)	(338,000)
Administrative expense	-	-	-	-	-	-
Net Change in Fiduciary Net Position	-	-	-	-	-	-
Fiduciary Net Position - Beginning of Year	-	-	-	-	-	-
Fiduciary Net Position - End of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net OPEB Liability	<u>\$ 22,051,463</u>	<u>\$ 22,252,122</u>	<u>\$ 21,683,741</u>	<u>\$ 26,278,627</u>	<u>\$ 22,518,601</u>	<u>\$ 21,272,080</u>
Fiduciary Net Position as a % of Total OPEB Liability	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
Covered-Employee Payroll	\$ 10,216,829	\$ 9,423,359	\$ 8,649,181	\$ 8,412,638	\$ 6,935,940	\$ 6,866,229
Net OPEB Liability as a Percentage of Covered Employee Payroll	216%	236%	251%	312%	325%	310%
Expected Average Remaining Service Years of All Participants	9	10	10	9	9	9

Notes to Schedule:

Benefit Changes: None

Changes of Assumptions: The discount rate was changed as follows:
The discount rate changes year-to-year:

3.97%	3.86%	3.69%	1.92%	2.45%	3.13%
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CITY OF HYATTSVILLE, MARYLAND
OTHER POSTEMPLOYMENT BENEFIT PLAN
SCHEDULE OF ACTUARIAL ASSUMPTIONS
(As of measurement date)
June 30, 2024

Actuarial cost method	Entry Age Normal
Asset cost method	N/A
Interest rates:	
Discount rate	3.97%
Investment rate of return	N/A
Municipal bond rate	3.97%
Inflation	2.50%
Salary increases	N/A
Mortality table	Pub-2010 headcount-weighted mortality tables projected using mortality improvements Scale MP-2021.
Changes from prior valuation:	
Interest rates:	
Discount rate	The discount rate was updated from 3.86% as of June 30, 2023 to 3.97% as of June 30, 2024.

City Council
September 14, 2026

Submitted by: Shakira Louimarre
Submitting Department: Administration
Agenda Section: Proclamations

Item Title:
Hispanic Heritage Month Proclamation

Suggested Action:
I move the Mayor and Council adopt the proclamation recognizing September 15 - October 15 2026, as Hispanic Heritage Month in the City of Hyattsville.

Legal Review Required?
N/A

Summary Background:
National Hispanic Heritage Month is celebrated from September 15 to October 15 in the United States. It honors the history, culture, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America

Next Steps:
Adopt the proclamation.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
N/A

Strategic Goals:
Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING SEPTEMBER 15, 2026, THROUGH OCTOBER 15, 2026 TO BE HISPANIC HERITAGE MONTH

This proclamation declares September 15, 2026, through October 15, 2026, to be Hispanic Heritage Month in the City of Hyattsville, celebrating the contributions and achievements that residents of Hispanic heritage make in our community every day.

WHEREAS, Hispanic Heritage month has been celebrated annually mid-September to mid-October since 1968 and highlights the independence of several Latin American countries; and

WHEREAS, the theme of this year's celebration is "Unidos, Somos Más" ("Together, We Are More"); and

WHEREAS, this year's theme underscores that while Hispanic stories span many countries and cultures, shared values such as perseverance, family, service, and creativity continue to unite them; and

WHEREAS, the City of Hyattsville is fortunate to be an ethnically and linguistically diverse community, with many residents having roots and cultural ties to Latin and South America and whose ancestors came from Spain and 19 Spanish-speaking countries and territories: Mexico, Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica, Panama, Colombia, Venezuela, Ecuador, Peru, Bolivia, Paraguay, Chile, Argentina, Uruguay, Cuba, Puerto Rico, and the Dominican Republic; and

WHEREAS, people of Hispanic and heritage have shaped and strengthened the fabric of the United States, as well as enriched every facet of our regional and local identities with rich cultural traditions; and

WHEREAS, residents of Hispanic descent who have lived in our community for generations, as well as residents who have come to us more recently, merit the City of Hyattsville's recognition for sharing a commitment to this country and its promises of a more perfect union with liberty and justice for all.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville acknowledge the many contributions that Hispanic residents make to our city and that our community embraces and celebrates its own brothers, sisters, and friends this Hispanic Heritage Month.

Robert Croslin

Mayor, City of Hyattsville

September 14, 2026



City Council
September 14, 2026

Submitted by: Shakira Louimarre
Submitting Department: Administration
Agenda Section: Proclamations

Item Title:
National Preparedness Month Proclamation

Suggested Action:
I move the Mayor and Council adopt the proclamation recognizing September as National Preparedness Month in the City of Hyattsville.

Legal Review Required?
N/A

Summary Background:
National Preparedness Month is observed every September across the United States. Sponsored by FEMA's Ready Campaign, the annual campaign encourages individuals, families, and communities to plan for natural and man-made disasters.

Next Steps:
Adopt the proclamation.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
N/A

Strategic Goals:
Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING SEPTEMBER 2026 TO BE NATIONAL PREPAREDNESS MONTH

This proclamation declares the month of September 2026 to be National Preparedness Month to raise awareness about the importance of preparing for disasters and emergencies that could happen at any time.

WHEREAS, The Federal Emergency Management Administration's National Preparedness Month takes place each year throughout the month of September and allows individuals and organizations to focus their efforts on preparedness activities with numerous events, initiatives, and educational resources, which are available to help people become better prepared for emergencies; and

WHEREAS, it is vital for residents and businesses in the City of Hyattsville to be prepared for potential hazards such as severe weather events, flooding, power outages, public health emergencies, and other unforeseen incidents. The City of Hyattsville encourages community members to create and maintain supply kits, emergency plans, and communication strategies to stay prepared; and

WHEREAS, the Hyattsville Community Emergency Response Team (CERT) strengthens our community by training volunteers to assist first responders, promote emergency preparedness, educate residents on disaster readiness, and support community events; and

WHEREAS, the City of Hyattsville is committed to safeguarding the well-being of its residents, businesses, and visitors and aims to enhance the overall resilience and readiness of the community by encouraging all to participate in preparedness activities throughout the month.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville recognize National Preparedness Month by dedicating this time to promoting emergency preparedness and fostering a culture of safety, resilience, knowledge, and proactive planning.

Robert Croslin

Mayor, City of Hyattsville

September 14, 2026



CITY OF HYATTSVILLE

PROCLAMATION

HONORING THE LIFE AND LEGACY OF STUART EISENBERG AND HIS YEARS OF SERVICE TO THE CITY OF HYATTSVILLE

In recognition of Stuart Eisenberg's three decades of elevating the social, economic and environmental profile of the Hyattsville community, the Gateway Arts District, the Anacostia watershed, and Prince George's County.

WHEREAS, Stuart served as a community change catalyst through leadership roles with local and regional organizations and through willing and ready mentorship of emerging leaders; and

WHEREAS, Stuart chaired the Environmental Advisory Committee of the Washington Suburban Sanitation Commission from 1999 to 2001, protecting watersheds and minimizing the ecological footprint of regional sanitary projects; and

WHEREAS, Stuart served as Chair of the Board of the Anacostia Trails Heritage Association from July 2010 to November 2012, leading an organizational transition to a state-certified Heritage Area Management Entity with the capacity to manage regional heritage tourism and support arts, history, and nature trails across Prince George's County; and

WHEREAS, Stuart served as a Hyattsville City Councilmember from 2001 to 2005, representing Ward 2, leading his colleagues as Council President, championing legislative and administrative efforts that laid a foundation for revitalizing the Route 1 commercial corridor, and fostering public-private frameworks and partnerships that implemented the revitalization plans; and

WHEREAS, Stuart founded and served as the first Executive Director of the Hyattsville Community Development Corporation from October 2005 to April 2025, enriching the community through his grant writing, placemaking, and matchmaking, enlivening and prioritizing both commercial and residential improvements, and attracting and retaining talented residents, proprietors, investors, and patrons; and

WHEREAS, Stuart imbued the Gateway Arts District with a sense of place by advocating to establish the Trolley Trail, and brokering and managing the installation of public art including a mural at West Hyattsville Metro Station, a rotating gallery of metal sculptures in Riverdale Park, and colorful art wraps on utility boxes Hyattsville; and

CITY OF HYATTSVILLE

PROCLAMATION

WHEREAS, Stuart launched, organized and directed the Arts and Ales festival, now known as the Hyattsville Arts Festival, which attracts up to 10,000 attendees every September to browse and purchase art, enjoy music, and taste libations, all created by local and regional artists and makers; and

WHEREAS, Stuart dedicated himself to a project called Mapping Racism through which the Hyattsville CDC, Joe's Movement Emporium, and the Hyattsville Preservation Association conducted research about legal entitlements and land use, uncovered segregationist deeds and covenants on local homes and parks, and inspired Hyattsville City Council and the community to reclaim and rename Driskell Park; and

WHEREAS, Stuart dedicated himself to a civic life and the common good, through his membership with the Independent Order of Odd Fellows Oriole #47 Lodge, the Hyattsville Preservation Association, and the Maryland Arts and Entertainment Advisory Committee; and

WHEREAS, Stuart led from a place of passion and dedication, craft and creativity, vision and vigor, as he spearheaded policies, projects and campaigns throughout Hyattsville and its neighboring communities;

NOW, THEREFORE BE IT RESOLVED, I, the Mayor of the City of Hyattsville, Maryland, on behalf of the City Council and our residents, do hereby honor the life and legacy of Stuart Eisnberg, expressing our deepest condolences to all those whose lives were touched by his leadership and unwavering dedication. We further extend our profound gratitude for his more than two decades of exemplary service in community and economic development; and commend his significant contributions to the health and wellness of our local and regional sphere.

Robert Croslin

Mayor, City of Hyattsville

September 14, 2026



City Council
September 14, 2026

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

Item Title:
Appointment to the Hyattsville Environment Committee

Suggested Action:
I move the Mayor and Council approve the appointment of Jahmal Clemons (Ward 5) and Jake Parreira (Ward 4) to the Hyattsville Environment Committee for a term of two years, ending on September 14, 2028.

Legal Review Required?
N/A

Summary Background:
Please see the attached application.

Next Steps:
The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Supports approval.

Community Engagement:
Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

06/27/2026 1:02 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	06/27/2026
First Name	Jahmal
Last Name	Clemons
Preferred Pronouns	He, him, his

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

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

Please enter your address below.

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

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

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

City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	No
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Board/Committee of Interest - First Choice	Hyattsville Environment Committee
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Board/Committee of Interest - Second Choice	Shade Tree Board
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[Hyattsville Environment Committee](#)

[Shade Tree Board Worksheet](#)

Please select your ward from the drop down list below.	Ward 5
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Please provide a brief background statement including why you want to serve on the committee/s for	I am passionate about creating a healthier community and making Hyattsville's outdoor environment more accessible. I moved to Hyattsville in 2023 from Houston, Texas, where I worked at Air Alliance Houston, a nonprofit organization
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which you are applying. This statement may be posted on the City's website.

focused on reducing the public health impacts of air pollution and advancing environmental justice. Through this work, I gained valuable insights into the importance of shade and creating comfortable outdoor spaces for residents.

In 2025, I served as an Environmental Leaders Fellow with Soul Trak, a D.C.-based nonprofit that connects the residents of D.C. Wards 7 and 8 to the outdoors. In this role, I coordinated and planned year-round programs, including seasonal outdoor activities such as top-rope climbing, bouldering, and kayaking, as well as workshops like foraging, all designed to engage the community.

Signature Date

06/27/2026

City of Hyattsville Board, Committee, and Commission Application

08/23/2026 10:28 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	08/23/2026
First Name	Jake
Last Name	Parreira
Preferred Pronouns	He, him, his

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

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- Race and Equity Task Force (up to one-non City resident appointment)

What Ward do you live in?	Ward 4
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	No
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Board/Committee of Interest - First Choice	Hyattsville Environment Committee
Board/Committee of Interest - Second Choice	Shade Tree Board

[Hyattsville Environment Committee](#)

[Shade Tree Board Worksheet](#)

Please select your ward from the drop down list below.

Ward 4

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

Since moving Hyattsville's Ward 4, I have enjoyed the parks, gardens, and trails this city maintains for its residents. I have also witnessed the harm that climate change and invasive species cause to my neighborhood's native plants and animals. These experiences have inspired me to help my city sustainably improve its public amenities and maintain the health of its urban ecosystem.

Signature Date

08/23/2026

City Council
September 14, 2026

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

Item Title:
Appointment to the Board of Supervisors of Elections

Suggested Action:
I move that the Mayor, with Council approval, appoint Jocelyn Gipson (Ward 3) to the Board of Supervisors of Elections for a term to expire on January 12, 2027.

Legal Review Required?
N/A

Summary Background:
Application attached.

Ms. Gipson is being appointed to the Board to fill the vacancy created by the recent resignation of Nicola Konigkramer, who has moved outside the City limits. Ms. Konigkramer's term runs through January 12, 2027. At that time, Ms. Gipson will be eligible for appointment for a full four-year term.

Next Steps:
The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Recommends support.

Community Engagement:
Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance



City of Hyattsville Board, Committee, and Commission Application

Application Date	07/20/2026
First Name	Jocelyn
Last Name	Gipson
Preferred Pronouns	She, her, hers

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

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

Please enter your address below.

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- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one-non City resident appointment)

What Ward do you live in?	Ward 3
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	No
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Board/Committee of Interest - First Choice	Board of Supervisors of Elections
Board/Committee of Interest - Second Choice	Ethics Commission

Please select your ward from the drop down list below.	Ward 3
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Referred By:	Gopi Dhokai
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Please provide a brief background statement including why you want to serve on the committee/s for	As a seven year resident of Prince George's County and Hyattsville, I have had an extensive amount of experience as an Election Judge, and in the previous years, as a Chief Election Judge. I have a strong foundation in maintaining electoral
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which you are applying. This statement may be posted on the City's website.

integrity, managing a precinct, and a knowledge of state election laws that I could bring as a representative on the Board of Supervisors of Elections. Having managed busy polling places, trained poll workers, and enforced nonpartisan standards to safeguard voter trust, I am excited about the opportunity to apply my experience to our local elections. I am passionate about serving our community and look forward to contributing to fair, transparent, and seamless election administration for all Hyattsville voters.

Do you have experience working in elections?	Yes
What specifically interests you in the election process?	Yes
Are you a registered voter in the City of Hyattsville?	Yes

What skills and experience will you bring to the Commission? Include any governmental experience, activities with civic and business organizations, accounting experience, or any other experience that would contribute to your effectiveness as a Commissioner.	2020 - Present: Election Judge for Prince George's County Board of Elections (primary, special elections, and general elections) 2024 - Present: Chief Election Judge for Prince George's County Board of Elections (General election) 2019 - Present: Senior IT Product Quality Lead for Blue Cross Blue Shield Association
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Signature Date	07/20/2026
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City Council
September 14, 2026

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

Item Title:

Appointment to the Common Ownership Community Advisory Committee

Suggested Action:

I move the Mayor and Council approve the appointment of Sharon Saldarriaga (Ward 1) to the Common Ownership Community Advisory Committee for a term of two years, ending on September 14, 2028, and Evan Bray as an alternate member of the Common Ownership Community Advisory Committee for a term of two (2) years, ending on September 14, 2028.

Legal Review Required?

N/A

Summary Background:

Please see the attached applications.

Next Steps:

The staff committee liaison will contact the applicants to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council and Committee Meetings tab.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

06/26/2026 6:08 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	06/26/2026
First Name	Sharon L
Last Name	Saldarriaga
Preferred Pronouns	She, her, hers

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

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

Please enter your address below.

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

What Ward do you live in?	Ward 1
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	No
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Board/Committee of Interest - First Choice	Common Ownership Community Advisory Committee
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Please select your ward from the drop down list below.	Ward 1
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Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.	I attended a city council meeting in which a discussion took place about forming a committee to represent the interests of residents who reside in condominiums. Later, I heard that such a committee was formed and that it would include a representative from each condo in the city. I would like to be a part of this committee to represent residents like myself. Thank you.
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City of Hyattsville Board, Committee, and Commission Application

07/28/2026 6:45 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	07/28/2026
First Name	Evan
Last Name	Bray
Preferred Pronouns	Prefer not to answer.

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

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

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

What Ward do you live in?	Ward 3
City	Hyattsville
State	MD
Do you currently serve on this committee and are applying for re-appointment?	No

Board/Committee of Interest - First Choice	Common Ownership Community Advisory Committee
Please select your ward from the drop down list below.	Ward 3
Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.	I am applying to be an alternate for the Gateway West HOA, of which I am a board member.
Signature Date	07/28/2026

City Council
September 14, 2026

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

Item Title:
Appointment to the Ethics Commission

Suggested Action:
I move that the Mayor, with the approval of the Council, reappoint David Sip (Ward 1) to the Ethics Commission for a term of three years, to end on September 14, 2029.

Legal Review Required?
N/A

Summary Background:
Please see the attached application.

Next Steps:
The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Recommends support.

Community Engagement:
Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

07/17/2026 9:46 AM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	07/17/2026
First Name	David
Last Name	Sip
Preferred Pronouns	He, him, his

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

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

Please enter your address below.

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

What Ward do you live in?	Ward 1
City	Hyattsville
State	Maryland

Do you currently serve on this committee and are applying for re-appointment?	Yes
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Board/Committee of Interest - First Choice	Ethics Commission
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Please select your ward from the drop down list below.	Ward 1
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Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.	Serving on the Ethics Commission provides an opportunity for me to remain engaged with the City and informed as to current activities and issues in Hyattsville.
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What skills and experience will	I currently manage a municipal integrity and anti-corruption program in North
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you bring to the Commission? Include any governmental experience, activities with civic and business organizations, accounting experience, or any other experience that would contribute to your effectiveness as a Commissioner.

Macedonia and serving on the Ethics Commission helps to keep me informed and provides opportunities for me to share Hyattsville's good municipal practices, such as the importance of elected officials submitting annual financial disclosures; participatory budget processes, etc., with my colleagues in North Macedonia.

Signature Date	07/17/2026
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City Council
September 14, 2026

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

Item Title:
Appointment to the Shade Tree Board

Suggested Action:
I move the Mayor, with Council approval, approve the reappointment of Deb Taylor (Ward 2) to the Shade Tree Board for a term of three years, to end on September 14, 2029.

Legal Review Required?
N/A

Summary Background:
Please see the attached application.

Next Steps:
The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Recommends support.

Community Engagement:
Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

07/23/2026 8:34 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	07/23/2026
First Name	Deb
Last Name	Taylor
Preferred Pronouns	She, her, hers

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

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

Please enter your address below.

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

What Ward do you live in?	Ward 2
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	Yes
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Board/Committee of Interest - First Choice	Shade Tree Board
Board/Committee of Interest - Second Choice	Hyattsville Environment Committee

[Hyattsville Environment Committee](#)

[Shade Tree Board Worksheet](#)

Please select your ward from the drop down list below.	Ward 2
--	--------

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

I've been on the committee and think it's important!

Signature Date 07/23/2026

City Council
September 14, 2026

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

Item Title:

Appointment to the Police & Public Safety Community Advisory Committee

Suggested Action:

I move the Mayor and Council approve the reappointment of Patricia Page (Ward 5) to the Police and Public Safety Community Advisory Committee for a term of two years to end on September 14, 2028.

Legal Review Required?

N/A

Summary Background:

Please see the attached summary

Next Steps:

The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommends support.

Community Engagement:

Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

07/16/2026 1:45 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	07/16/2026
First Name	Patricia
Last Name	Page

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

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

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- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one-non City resident appointment)

What Ward do you live in?	Ward 5
City	Hyattsville
State	Md

Do you currently serve on this committee and are applying for re-appointment?	Yes
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Board/Committee of Interest - First Choice	Police & Public Safety Citizens' Advisory Committee
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Board/Committee of Interest - Second Choice	Race and Equity Task Force
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[Police & Public Safety Citizens' Advisory Committee](#)

[Race and Equity Task Force](#)

Please select your ward from the drop down list below.	Ward 5
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Referred By:	Self
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Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.

Building trust between police and our communities while improving community safety

Signature Date

07/16/2026

City Council
September 14, 2026

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

Item Title:
Appointment to the Race & Equity Task Force

Suggested Action:
I move the Mayor and Council approve the reappointment of Jocelyn Medallo (Ward 1) to the Race and Equity Task Force for a term of two years to end on September 14, 2028.

Legal Review Required?
N/A

Summary Background:
Please see the attached application.

Next Steps:
The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Recommends support.

Community Engagement:
Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

08/29/2026 8:47 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	08/29/2026
First Name	Jocelyn
Last Name	Medallo
Preferred Pronouns	She, her, hers

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

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

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- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one-non City resident appointment)

What Ward do you live in?	Ward 1
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	Yes
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Board/Committee of Interest - First Choice	Race and Equity Task Force
Board/Committee of Interest - Second Choice	Race and Equity Task Force

[Race and Equity Task Force](#)

Please select your ward from the drop down list below.	Ward 1
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Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.

I have lived in Hyattsville for nearly 5 years and have served on the RETF for 4.5 years of that time. I contributed to the Equity Plan and I am invested in supporting the RETF in this phase as the Committee transitions into its new role.

Signature Date

08/29/2026

City Council
September 14, 2026

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

Item Title:
Appointment to the Health, Wellness & Recreation Advisory Committee

Suggested Action:
I move the Mayor and Council approve the appointment of Josefa Martinez to the Health, Wellness, and Recreation Advisory Board for a term of two years, to end on September 14, 2028.

Legal Review Required?
N/A

Summary Background:
Please see the attached application.

Next Steps:
The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Recommends support.

Community Engagement:
Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance



City of Hyattsville Board, Committee, and Commission Application

Application Date	07/23/2026
First Name	Josefa
Last Name	Martinez

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

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- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one-non City resident appointment)

What Ward do you live in?	Ward 1
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	No
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Board/Committee of Interest - First Choice	Health, Wellness and Recreation Advisory Committee
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Board/Committee of Interest - Second Choice	Race and Equity Task Force
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[Health, Wellness and Recreation Advisory Committee](#)

[Race and Equity Task Force](#)

Please select your ward from the drop down list below.	Ward 1
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Referred By:	Cheri Everhart
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Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.	I am particularly interested in serving on the Health and Wellness Committee and the Race and Equity Task Force because they align closely with my life experiences. I would like to leverage my expertise in designing programs and events to engage in thoughtful discussion that impacts the quality of life living in Hyattsville.
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Signature Date	07/23/2026
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City Council
September 14, 2026

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

Item Title:
Appointment to the Code Compliance Advisory Committee

Suggested Action:
I move the Mayor and Council approve the reappointment of Arinee Flurry (Ward 1) to the Code Compliance Advisory Committee for a term of two years, ending on September 14, 2028.

Legal Review Required?
N/A

Summary Background:
Please see the attached application.

Next Steps:
The committee staff liaison will contact the applicant to attend the next meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
Committee meetings are open to the public, and residents are encouraged to attend. Meeting information can be found on the City website under the Council & Committee Meetings tab.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

09/10/2026 1:30 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	09/10/2026
First Name	Arinee
Last Name	Flurry
Preferred Pronouns	She, her, hers

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

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

Please enter your address below.

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

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

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

What Ward do you live in?	Ward 1
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	Yes
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Board/Committee of Interest - First Choice	Code Compliance Advisory Committee
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[Code Compliance Advisory Committee](#)

Please select your ward from the drop down list below.	Ward 1
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Please provide a brief background statement including why you want	I am renewing my term for the Code Compliance Committee.
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to serve on the committee/s for which you are applying. This statement may be posted on the City's website.

Signature Date	09/10/2026
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City Council
September 14, 2026

Submitted by: Sandra D. Shephard, Cheri Everhart

Submitting Department: Community Services

Agenda Section: Consent Items

Item Title:

Special Use Agreement - Route 1 Velo 2025 Cyclocross Race

Suggested Action:

I move the Mayor and Council authorize the City Administrator to execute a Special Use Agreement with Route 1 Velo for the use of David C. Driskell Community Park for its annual Cyclocross race on Sunday, September 20, 2026.

Legal Review Required?

Pending

Summary Background:

The City has supported the annual Cyclocross race for more than 15 years by allowing Route 1 Velo use of Driskell park for this event as it supports Special Olympics organizations and athletes in Prince George's County. The race is scheduled for Sunday, September 20, 2026, with set-up in the afternoon of Saturday, September 29.

Next Steps:

Execute Agreement

Fiscal Impact:

Staff time for event oversight.

City Administrator Comments:

Recommend support

Community Engagement:

NA

Strategic Goals:

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



City of Hyattsville
SPECIAL USE AGREEMENT FOR DRISKELL PARK

This agreement between the City of Hyattsville and Route 1 Velo, hereby referred to as the APPLICANT, is to cover special use request to host Cyclocross Bicycle Race in Driskell Park on Sunday, September 20, 2026.

DESCRIPTION OF PERMITTED ACTIVITIES

APPLICANT is permitted to use Driskell Park to host the proposed bicycle race during daylight hours on September 20, 2026 with setup taking place on September 19, 2026 that shall not interfere with any other activities taking place on the athletic field within Driskell Park.

The route of the course will be determined in consultation with the City's Department of Community Services. Conditions along the course route will be documented prior to the start of any use activity.

All vendors must obtain all applicable permits for the event. Vendors are solely responsible for contacting any agencies that may require permits for their activities.

To fully serve the community, the City reserves the right to set-up additional activities and vendors at the event location. Any activities that the City wants to offer will be coordinated with the APPLICANT to eliminate any conflicts.

APPLICANT is responsible for restoring any disturbed areas to acceptable pre-race conditions. This may include, but is not limited to, raking out tire ruts, seeding, providing straw mats, removing obstacles or any ground modifications, and picking up trash on the site. The expectations for doing so will be determined during pre-race course inspection with the Department of Community Services. Any hazardous conditions must be repaired at the immediate conclusion of the race, while vegetation restoration will be reevaluated 30 days after the race to determine any additional remediation activities to be performed.

APPLICANT is responsible to provide all event security and personnel.

All Park rules and regulations, as outlined in the City Code and Charter, and all local, state, and federal laws must be adhered to.

In the case of an emergency situation, or a threat to public health, the City reserves the right to change or cancel any portion of the permitted use.

City of Hyattsville
SPECIAL USE AGREEMENT FOR DRISKELL PARK

INSURANCE

The APPLICANT or group executing this special use agreement shall provide the City of Hyattsville with a Certificate of Insurance evidencing the following coverage:

COVERAGES	LIMITS
Comprehensive General Liability Bodily Injury and Property Damage	\$1,000,000 Combine single limit – each occurrence and aggregate

In addition, the certificate **MUST** indicate that the **Maryland- National Capital Park and Planning Commission**, and the **City of Hyattsville**, its elected and appointed officials, agents, representatives, boards, commissions, departments, employees and volunteers, and others working behalf of the City of Hyattsville are named as an “Additional Insured” or “Certificate Holder”.

The certificate of Insurance **MUST** be delivered to the City of Hyattsville no less than one (1) week before the event.

HOLD HARMLESS, INDEMNITY AND RELEASE OF LIABILITY

To the fullest extent permitted by the law, APPLICANT agrees to defend, pay on behalf of, indemnify, and hold harmless the city of Hyattsville, its elected and appointed officials, agents, representatives, boards, commissions, departments, employees and volunteers, and others working on behalf of the City of Hyattsville against any and all claims, liabilities, actions, damages, judgments, expenses, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Hyattsville, its elected and appointed officials, agents, representatives, boards, commissions, departments, employees and volunteers, and others working on behalf the City of Hyattsville by reason or personal injury, including bodily injury or death and/or property damage, including loss of use thereof, however caused, which arises out of, results from, or is any way directly or indirectly connected or associated with the sponsoring applicants and/or guests, patrons, members, agents, invitees and employees.

Date

Pete Van Riper
Race Promotor

Route 1 Velo
5108 Baltimore Avenue
Hyattsville, MD 20781

Date

Tracey Douglas
City Administrator

City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

City Council
September 14, 2026

Submitted by: Sandra D. Shephard, Cheri Everhart

Submitting Department: Community Services

Agenda Section: Consent Items

Item Title:

FY27 Budget Appropriation, Maryland Department of Service and Civic Innovation, Maryland Corps/Service Year Option Grant Award

Suggested Action:

I move the Mayor and Council amend the FY27 Budget to accept and appropriate the Maryland Corps/Service Year Option Grant award from the Maryland Department of Service and Civic Innovation in the amount of \$21,875 to provide a Service Corps Member to support the City's Community Services programs.

Legal Review Required?

Pending

Summary Background:

In FY27, the City was awarded a grant in the amount of \$21,875 to host a Service Corps member to work alongside Community Services staff to support City programs. The Service Corps member will serve with the City for 9.5 months (41 weeks), beginning September 15, for 40 hours each week.

The Maryland Department of Service and Civic Innovation creates workforce pathways that allow Marylanders to serve their communities while building their futures. Members gain hands-on experience and mentorship at organizations across the state. The program was created in 2023, as part of the SERVE Act. The State of Maryland launched a first-in-the-nation public service year program for high school graduates that creates education and employment opportunities for Marylanders to thrive.

The Maryland Corps/Service Year Option Program empowers residents 18 years or older to serve their communities while building professional skills in a supportive environment. They connect program Members with Host Site Partners, including nonprofits, government agencies, and businesses, that match their interests.

Next Steps:

Upon Council approval, accept the grant award & execute the MOU

Fiscal Impact:

\$21,875 in grant funding

City Administrator Comments:

Recommend approval. This is a tremendous opportunity for the participants and the cityof

Hyattsville.

Community Engagement:

NA

Strategic Goals:

5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

**MARYLAND DEPARTMENT OF SERVICE AND CIVIC INNOVATION
MARYLAND CORPS/SERVICE YEAR OPTION
GRANT AGREEMENT**

GRANT APPLICATION ID: 27DSCIMCSYOC41702

THIS MARYLAND CORPS/SERVICE YEAR OPTION GRANT AGREEMENT (this “**Agreement**”) is entered into as of July 14 2026 (“**Effective Date**”), by and between the **MARYLAND DEPARTMENT OF SERVICE AND CIVIC INNOVATION**, a unit of the State of Maryland (the “**Department**” or “**DSCI**”), **AND** City of Hyattsville (the “**Grantee**”), with tax identification number 52-6000797 .

RECITALS

WHEREAS, the purpose of this Agreement is to support the placement and participation of individuals in the Maryland Corps Program (“**Program**”) as established under Subtitle 2 of Title 21 of the Maryland State Government Code and administered by the Department.

WHEREAS, the Program provides Maryland residents with the opportunity to spend at least nine months working full-time (30-40 hours/week) at selected host site partners that support their growth and development, strengthening Maryland’s workforce and expanding employment and educational opportunities after the Program.

WHEREAS, in reliance upon the representations and certifications contained in the Grantee’s applications and supporting documents, the Department has approved the placement of members at the Grantee.

AGREEMENT

IN CONSIDERATION of the Recitals, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Department and Grantee agree as follows:

1) **Definitions:**

- a) “**Base Compensation**” means the required statutory Program compensation determined as the minimum hourly wage rate set by the applicable jurisdiction multiplied by the number of compensable hours (worked or earned). For the avoidance of doubt, Base Compensation excludes employer-paid payroll taxes, benefits, bonuses, overtime premiums, and any other remuneration or expense of any kind.
- b) “**Member Fee**” means the agreed-upon, not-to-exceed reimbursement per Program Member, which shall be specified in the Program Term Amendment and will be an amount up to \$20,000 per 1Y Program Member and \$21,875 per 2Y Program Member, unless the Grantee was approved for a cost-share waiver for a higher reimbursement amount. The Member Fee assumes that the member will serve for a period of 9.5 months (41 weeks) and will work or earn 40 compensable hours per week.

- c) “Program Member” means a member serving for the Grantee in the specific Program Term. Program Members can be new participants in the Program (“1Y”) or participating for a second year (“2Y”).
- d) “Program Term” means each Program cycle that will start in early summer with matching and placement activities and will culminate the next year in late summer with a graduation ceremony. Program Members are enrolled on a rolling basis from the start of the Program Term, but all Program Members must complete their Service Term on or before the last day of the applicable Program Term.
- e) “Program Term Amendment” means the amendment describing the specific requirements for the applicable Program Term, including the Member Fee and maximum participant levels. Program Term Amendments may also include additional terms and conditions or revisions to this Agreement.
- f) “Program Member Agreement” means the Agreement between the Department and the Program Members that sets the responsibilities and expectations for the member’s participation in the Program.
- g) “Reimbursable Grant” means a grant under which DSCI reimburses the Grantee for Base Compensation actually incurred and paid, up to the Member Fee per Program Member, and contingent on timely submission and approval of required invoices and supporting payroll documentation.
- h) “Service Term” means the period that the Program Member works or serves for the Grantee as a member of the Program.
- i) “State” means the State of Maryland.

2) Grant.

- a) This Agreement shall be effective as of the Effective Date and shall remain in effect for an initial term of one (1) year. At the Department’s sole discretion, this Agreement may be renewed for up to two (2) additional one-year terms, provided that any such renewal is executed in a written amendment signed by both Parties. The total duration of this Agreement shall not exceed three (3) years. The Parties intend to execute subsequent Program Term Amendments to define the specific requirements for each applicable term. The Department reserves the right, in its sole discretion, to terminate this Agreement if the Grantee fails to enroll members by October 31st of any given Program Term.
- b) The Grantee agrees to host up to the approved number of Program Members to participate in the Program as set forth in the Program Term Amendment.
- c) The Grantee agrees to provide compensation, supervision, training, and mentoring to Program Members in accordance with the Program statutory requirements, applicable law and regulations, the applicable Host Site Partner Handbook (“Handbook”) as amended from time to time and incorporated herein by reference, and any other guidance provided by the Department.
- d) Grantee agrees that it will participate in all Program activities in accordance with the statutory Program requirements, the applicable Handbook, and any other guidance provided by the Department.
- e) Grantee agrees to work closely with the Department to operate a high-quality Program for the benefit of Maryland communities, and the members serving in the Program.
- f) Grantee will endeavor to continuously improve its Program management operations in order to maximize Program impact on the communities served.

- g) Grantee agrees to assign one mentor to serve as the official point of contact and a direct supervisor for each Program Member through the Program Term.
- h) Grantee agrees to:
 - i) Pay Program Members at least bi-weekly, providing a pay schedule upon onboarding each Program Member.
 - ii) Ensure Program Members work or serve at least thirty (30) hours per week and are compensated at a rate equal to or greater than the applicable minimum wage and ensure any required payroll expenses, including FICA, FUTA, etc., are properly deducted.
 - iii) Provide fringe benefits, including healthcare benefits, as set forth in the applicable Handbook.
 - iv) Enable Program Members to participate in and be compensated for all required Program professional development and other activities (including travel time). Grantee acknowledges that some required Program training sessions may last up to 10 hours.
 - v) Report Program Member work/service hours as requested by the Department.
 - vi) Immediately notify DSCI staff of any change in employment (e.g. termination, suspension of service members).
 - vii) Ensure that the BuildWithin Platform (please refer to the Handbook) is reviewed and updated as required, at least weekly if not more frequently, to track the progress, proficiencies, and tasks of Program Members in an apprenticeship track and acknowledge that failure to maintain current BuildWithin entries may result in delayed or denied reimbursement for the affected period.
 - viii) Provide adequate and safe work conditions, dedicated workspace, and professional support to all Program Members.
 - ix) Provide parking and travel reimbursement for Program activities and training consistent with their standard reimbursement policies.
 - x) Cooperate with the Department in compliance activities, including, without limitation, attending Service Success Coach and Professional Development meetings, and maintaining compliance with BuildWithin activities.
 - xi) Immediately notify the Department of any relevant staff changes (e.g. Program Member supervisor, mentor, etc.) or significant Program issues (e.g., funding, Program Member concerns, extended Program Member leave, general workplace challenges, etc.).
 - xii) Have sufficient resources to fully fund payroll for four (4) months in the event of a delay in the reimbursement of the Grant funds, and shall, upon request, provide evidence satisfactory to the Department that it maintains such sufficient financial resources. Failure to provide such evidence upon request shall constitute a default.
 - xiii) Grantee agrees that all information regarding the Program provided to Program Members and other sites where Program Members are working or serving shall be pre-approved by the Department.
 - xiv) Report programmatic accomplishment data to the Department as requested.
 - xv) Identify the Grantee as a partner of the Department and Program Members as Maryland Corps/Service Year Option Members. All promotional materials, special invitations and programs, promotional flyers, posters, pamphlets, event signage, printed programs, newsletters, websites, videos, media interviews,

events, press releases, and advertisements related to the Program Members and/or participation in the Program must acknowledge the Department and use the approved Program logo.

- xvi) Endeavor to participate in the Department-sponsored events for host site partners.
- xvii) Encourage Program Members to participate in non-required Program activities and State service opportunities if offered by the Department.
- xviii) Provide information to the Department and its designee to evaluate the effectiveness of the Program.
- i) Grantee shall obtain all certifications, licenses, permits, and approvals necessary to operate the Program, and shall otherwise satisfy all requirements necessary to operate the Program throughout the duration of this Agreement.
- j) The Department may, as it deems necessary, supervise, evaluate and provide guidance and direction to Grantee in the conduct of activities performed under this Agreement. However, failure of the Department to supervise, evaluate, or provide guidance and direction shall not relieve Grantee of any liability for failure to comply with the terms of the Agreement.
- k) Grantee shall ensure that Program Members comply with the Program Member Agreement and all of the Program's policies and procedures.
- l) Grantee shall cooperate with the Department and its representatives in all Program monitoring, evaluation, and auditing activities.
- m) Initials Here: _____ Grantee agrees that Program Member supervision or payroll approval, whether directly or indirectly, shall not be performed by an immediate family member or related individual and any violation may result in immediate suspension of payments and removal of the affected Program Member. For the purpose of this provision, immediate family member or related individual includes the following: spouse, parent, child, stepchild, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, foster parents/children, members of the household of Grantee or Grantee's officers, or individuals in a romantic relationship with the Program Member. Further, participation of a Program Member in the Grantee's organization where the Program Member has an immediate family member or related individual in a leadership or ownership capacity, such as an officer or director of the Grantee, shall be disclosed to the Department.
- n) Grantee agrees that it will not engage in the following activities, directly or indirectly related to the Program or Grant funds, or allow any Program Member to perform these activities:
 - i) Lobbying activities or attempts to influence legislation.
 - ii) Partisan political activities, campaign contributions, or efforts to influence the outcome of elections.
 - iii) Discrimination against individuals or engaging in any form of harassment based on factors such as race, gender, religion, disability, or sexual orientation.
 - iv) Supporting or engaging in illegal activities, including any activity that violates local, state, or federal laws.
 - v) Engaging in any activity that will cause a conflict or potential conflict of interest with the Program, the Department, or the State.
 - vi) Misappropriation of Grant funds or using Grant funds for personal gain.
 - vii) Engaging in activities that could harm the well-being or safety of Program Members, Program beneficiaries, and the community at large.

- viii) Engaging in activities that could violate the applicable ethical guidelines of Grantee and their activities.
- ix) Duplicate or replace any full-time staff with any Program Member. Service must be additive, not a replacement of current work being performed by full-time staff members.
- o) Grantee agrees not to misrepresent their organization or the Program in any way that could deceive the public or characterize the Department as a “pass-through entity” in any application, report, or filing to a federal agency or the System for Award Management (SAM).
- p) The Department reserves the right to amend or revise the requirements if necessary for the effective administration of the Program.

3) Data Security and Breach Notification.

- a) The Grantee acknowledges and agrees that it has reasonable data security protocols and practices. If the Grantee experiences a security breach relating to this Agreement, including, without limitation, the Department’s confidential information and the personal or confidential information of a Program Member, the Grantee must notify in writing the Department, as soon as practicable and without unreasonable delay, with information relating to the breach. In the event of a breach, the Grantee, shall ensure that all regulatory requirements regarding investigation and notification are followed and shall provide the Department with an update regarding such a security incident.
- b) Grantee shall bear all reasonable costs associated with legally required notifications arising from a breach within Grantee’s control and shall implement corrective actions acceptable to the Department, which may include third-party assessments at Grantee’s expense. A material breach of this Section constitutes a default.

4) Nature of Grant Award; Allowable Reimbursement; Limitations.

- a) In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement and this Section, the Department has agreed to award Grantee the Grant funds as set forth in the Program Term Amendment.
- b) Grantee understands and agrees that participation in each Program Term will be at the Department’s discretion based on numerous factors such as the Grantee’s compliance with the terms of this Agreement. This is a reimbursable not-to-exceed grant capped by the applicable Member Fee per Program Member, contingent upon Grantee complying with all Program requirements.
- c) No Grant funds are available or will be reimbursed for any service beyond 9.5 months or 40 hours per week per Program Member.
- d) Initials Here: _____ Reimbursement is contingent upon submission by the Grantee, and approval by the Department, of quarterly invoices and supporting payroll documentation according to the schedule set forth in the Program Term Amendment. Invoices must include payroll registers, timesheets or timekeeping reports showing hours worked and required training hours, proof of payment, wage rate confirmations, and other documentation requested by the Department to support the reimbursement request. If an invoice is deficient, the Department will provide written notice; Grantee shall have 10 business days to cure. Failure to timely cure may result in permanent denial of reimbursement for the relevant period. All final documentation shall be due no later than

October 31 following the end of the applicable Program Term. If the Grantee fails to timely submit any required invoices, payroll documentation, or other information required for reimbursement, the Department may withhold reimbursement until such documentation is received and verified, or may permanently deny reimbursement for the relevant period. The Department may also withhold reimbursements for other reporting periods or grant years at its sole discretion. Funds for the applicable Program Year that are not adequately documented by the October 31 deadline may be deemed forfeited, and if so, they will revert to the Department upon written notification. Reimbursement requests will be processed after the Department's review and approval of complete and adequate documentation, in the chronological order in which the required documentation is received.

- e) The Department may offset any amount determined to be owed by the Grantee to the Department against any current or future reimbursement requests, provided that Grantee is notified and permitted to contest the offset pursuant to the notice and cure provisions of this Agreement.
- f) The parties hereby agree that this Grant will not cover all costs associated with each Program Member, including, without limitation, fringe benefits, health insurance contributions, and administrative or overhead costs, none of which are reimbursable by DSCI under this Agreement. By accepting this Grant, Grantee acknowledges that these costs are required as part of Grantee's cost share responsibilities and constitute a material assumption for approval of this Grant.
- g) Grantee understands that this is a not-exceed grant per Program Member and it shall not be entitled to the reimbursement of any other direct costs, indirect costs (including, without limitation, those set forth in Md. State Finance and Procurement Article §2-208), overhead, or administrative expenses.
- h) All Grant funds shall be expended during the Program Term as set forth in the Program Term Amendment unless otherwise approved in writing by the Department.
- i) All costs incurred by Grantee before and after the Program Term are incurred voluntarily, at Grantee's risk and upon its own credit and expense.
- j) The Department, in its sole discretion, may agree in writing to carry forward funds to the next Program Term.
- k) No cost may be billed, claimed, or reimbursed to more than one funding source. Costs reimbursed by another funder shall not be claimed for reimbursement under this Agreement.
- l) Reimbursement is based on the prorated Member Fee allocated across up to 9.5 service months/41 weeks per member assuming 40 hours per week. For each week in which a Program Member is compensated for fewer than 40 hours, the Member Fee shall be reduced proportionally. If a Program Member withdraws or is removed before completing the required 9.5-month Service Term, the total reimbursable amount shall be prorated based on the Service Term completed, not to exceed the Member Fee.
- m) Grantee shall establish and maintain fiscal control of all Grant funds and shall comply with generally accepted accounting procedures for tracking funds.
- n) Grantee shall be subject to financial review or audit by the Department or its representatives throughout the duration of the Program Term and up to three years following the conclusion of the Agreement.

- o) By accepting Grant funds, the Grantee hereby agrees to repay any funds that the Department determines have been misspent, misapplied, or otherwise not properly accounted for, after the Grantee has been provided an opportunity to cure the finding. The Grantee further agrees to pay any interest and collections fees that may subsequently be imposed by the Department and/or the State.
- p) In addition to any other rights, the Department may suspend, withhold, or delay any payment, in whole or in part, upon any noncompliance with this Agreement, pending receipt and verification of required documentation, or upon reasonable concern regarding unallowable or undocumented costs.

5) Records, Inspections and Reports.

a) Records.

- i) Grantee shall maintain accurate financial, management, programmatic and other records related to the Agreement or Program, including Grantee payroll information (collectively, the “Records”). The Records shall be in a form acceptable to the Department. Unless Grantee’s policies and procedures specify for a longer period, Grantee shall retain the Records for three (3) years following the later of the termination date of this Agreement or payment of the final reimbursement request.
- ii) Grantee shall make its (or its subcontractors', as applicable) administrative offices and personnel, whether full time, part time, consultants or volunteers, and the Records available to the Department for inspection upon request, during the term of the Agreement and for a period of three (3) years following the later of the termination date of this Agreement or the approval of the final installment payment for the final Program Term under this Agreement. The Grantee shall permit the Department to perform Program monitoring, evaluation, and audit activities as determined to be necessary, at the discretion of the Department throughout the Program Term and through the subsequent record retention period.

b) Reports.

- i) Grantee shall provide the Department with Financial Expenditure, Programmatic and other Reports as requested (the “Reports”) in the formats required by the Department.
- ii) The Reports shall contain such information as the Department requests, including, but not limited to, Program Member payroll records.
- iii) Within sixty (60) days after each Program Term end date, Grantee shall submit to the Department a Final Report providing a narrative summary of the effectiveness of funded training, challenges encountered during the Program, quantitative outcomes, and other information as the Department may require. In addition, any completed studies, surveys, reports, or other work products, if applicable, shall be attached to the Final Report.
- iv) In addition to the requirements set forth above, Grantee shall provide the Department with such additional records, reports, and other documentation as may be required by the Department.

6) Default and Remedies.

- a) A default shall consist of: (i) the breach by Grantee of any term, condition, covenant, agreement, or certification contained in this Agreement; (ii) the expenditure of Grant funds for any use other than as provided in this Agreement; (iii) Grantee’s bankruptcy,

insolvency, or the dissolution or liquidation of Grantee's business organization or assets; or (iv) a change in Grantee's staffing or financial capacity that adversely affects Grantee's ability to carry out the Grant, in the Department's sole discretion.

- b) The Department shall give Grantee written notice of default, and Grantee shall have thirty (30) days from the date of such notice to cure the default. The Department may require a corrective action plan within the cure period. Failure to implement an approved corrective action plan shall constitute a continuing default. Upon the occurrence of a default that continues beyond the cure period, the Department shall have the right to terminate this Agreement by written notice to Grantee. Notwithstanding the foregoing, upon the occurrence of a default under this Agreement involving Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets, the Department's right to terminate this Agreement shall be immediate.
 - c) The Department reserves the right to terminate this Agreement, in whole or in part, at any time, with or without cause, by providing written notice to the Grantee. In the event of such termination, the Grantee shall be compensated for allowable, properly documented, non-cancelable Base Compensation obligations incurred up to the date of termination not to exceed the applicable prorated Member Fee.
 - d) In the event of termination by the Department:
 - i) The Department may withhold further reimbursement of Grant funds. Grantee shall have no right, title, or interest in or to any of the undisbursed Grant funds;
 - ii) The Department may demand repayment from Grantee of any portion of the Grant proceeds that the Department, in its sole discretion, determines were not expended in accordance with this Agreement, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings; or
 - iii) The Department, in its sole discretion, may demand repayment of all Grant funds disbursed to the Grantee, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings.
 - e) In the event the Department, in its sole discretion, determines that noncompliance, suspected or actual fraud, misuse of funds, or failure to provide required documentation may have occurred, the Department may immediately suspend all grant payments, in whole or in part, pending investigation and resolution, without the need for prior written notice. If the Agreement is terminated subsequent to such suspension, the Grantee shall be compensated for allowable, properly documented, non-cancelable Base Compensation obligations incurred up to the date of termination not to exceed the applicable prorated Member Fee.
 - f) In addition to the rights and remedies contained in this Agreement, the Department at any time may proceed to protect and enforce all rights available to the Department by suit in equity, action at law, or by any other appropriate proceedings, all of which shall survive the termination of this Agreement.
- 7) Grantee's Certifications.
 Grantee certifies that:
- a) Grantee has all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.

- b) The acceptance of the Grant and the entering into of the Agreement have been duly authorized, executed, and delivered by Grantee, and are the valid and legally binding acts and agreements of Grantee.
 - c) The representations, statements, and other matters contained in Grantee's applications, certifications, and documents submitted to the Department as part of the application process are and remain true and complete in all material respects.
 - d) Grantee has not been, and is not currently, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
 - e) Grantee has not had any State, federal or local funding or funds rescinded or terminated for any reason other than nonappropriation.
 - f) Grantee will comply with State and federal laws and regulations, including all applicable employment laws and regulations.
 - g) The Grantee agrees to provide reasonable accommodations to Program Members with known disabilities to enable them to perform the essential job functions or enjoy equal benefits of their employment with Grantee. This obligation applies even if Grantee is not otherwise subject to Title I of the Americans with Disabilities Act (ADA) due to its size or legal status. For purposes of this Agreement, "reasonable accommodation" and "undue hardship" shall be interpreted consistent with regulations and guidance issued by the U.S. Equal Employment Opportunity Commission. The Grantee is not required to provide an accommodation that would impose an "undue hardship," defined as an action requiring significant difficulty or expense in light of the Grantee's size and financial resources.
 - h) Grantee certifies that it is registered to do business in Maryland with the Maryland State Department of Assessments and Taxation (SDAT), and that it is in good standing and will remain so throughout the term of this Agreement, both in Maryland and in its jurisdiction of incorporation (if registered as a foreign corporation). Grantee further certifies that it has filed all required annual reports and paid all associated filing fees with SDAT.
 - i) The Grantee certifies and warrants that, as of the Effective Date and for the duration of this Agreement, it has no outstanding debts, liabilities, or delinquencies owed to the State of Maryland or its agencies, including the Comptroller of Maryland. The Grantee agrees that if it has any outstanding amounts due to the State or its agencies, the State may delay, withhold, intercept, or offset the processing or payment of grant funds, in whole or in part.
- 8) Indemnification.
- a) Grantee shall (i) indemnify and hold the Department, the State, and their employees and agents harmless from and against any and all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to attorneys' fees and costs), whether or not involving a third party claim, arising out of or relating to the acts and omissions of the Grantee, its employees, officers, directors, agents, representatives, contractors, subcontractors, and the employees or agents of any of the foregoing, in connection with the performance of this Agreement, including any data breach or privacy incident within Grantee's control, and (ii) cooperate, assist, and consult with the State in the defense or investigation of any such claim, demand, action, or suit. Grantee shall not enter into any settlement involving third party claims that

contain any admission of or stipulation to any guilt, fault, liability or wrongdoing by the Department or the State or that adversely affects the Department's or the State's rights or interests, without the State's prior written consent.

- b) The Department or the State has no obligation: (i) to provide legal counsel or defense to the Grantee, its employees, officers, directors, agents, representatives, contractors, subcontractors, or the employees or agents of any of the foregoing, in the event that a suit, claim or action of any character is brought against any of them as a result of or relating to the Grantee's obligations or performance under this Agreement, or (ii) to pay any judgment or settlement of any such suit, claim or action. Notwithstanding the foregoing, the Grantee shall promptly notify the Department of any such claims, demands, actions, or suits.
 - c) In the event the Grantee receives a subpoena or other validly issued administrative or judicial process, or any discovery request in connection with any litigation, requesting information considered to be the property of the Department or the State, including, but not limited to, Department or State data stored with or otherwise accessible by the Grantee, the Grantee shall not respond to such subpoena, process or other legal request without first notifying the Department and the State, unless prohibited by law from providing such notice. The Grantee shall promptly notify the Department of such receipt thereby providing the Department with a reasonable opportunity to intervene in the proceeding before the time that Grantee is required to comply with such subpoena, other process or discovery request.
 - d) Notwithstanding the indemnification obligations set forth herein, if Grantee is a "Local government" as defined in the Local Government Tort Claims Act (Md. Code, Cts. & Jud. Proc. Art., § 5-301 et seq.), its indemnification obligations shall be limited to the extent allowed by the Local Government Tort Claims Act.
- 9) Insurance: The Grantee shall maintain, at a minimum, Commercial General Liability (CGL), with commercially reasonable limits based on its industry, and workers' compensation insurance. With respect to the CGL, Grantee shall add the Department and the State as "Additional Insureds". For governmental entities only, the insurance requirements described herein can be satisfied if the Grantee provides the Department with evidence of self-insurance status. Evidence of coverage shall be provided upon request. All insurance policies required hereunder shall contain a waiver of subrogation in favor of the Department and the State to the extent permitted by law.

10) Nondiscrimination and Drug, Alcohol-Free Workplace and Confidentiality

- a) Grantee certifies that it prohibits, and covenants that it will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, national origin, veteran status, or genetic information; (b) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
- b) Grantee shall comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including:
 - i) Titles VI and VII of the Civil Rights Act of 1964;
 - ii) Title VIII of the Civil Rights Act of 1968, as amended;
 - iii) The Americans with Disabilities Act of 1990;
 - iv) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*
- c) Grantee shall comply with the State of Maryland's policy concerning drug and alcohol-free workplaces, as set forth in the Governor's Executive Order 01.01.1989.18 and COMAR 21.11.08 and the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Grantee must remain in compliance with these policies throughout the term of this Agreement.
- d) Grantee agrees to maintain confidentiality of records as required by applicable law and regulations, including, but not limited to, Md. Code. Ann., Gen. Prov. Art. § 4-201, Lab & Emp. Art. § 8-625, COMAR 09.01.04, 09.33.01, and 42 U.S.C. § 503.

11) Notices. All official notices hereunder shall be in writing and delivered both by email and by certified mail or overnight delivery as follows:

If to the Department:

Erin Dahlin
Department of Service and Civic Innovation
45 Calvert Street
Annapolis, Maryland 21401
Email: erin.dahlin@maryland.gov

With copies to:

dsci.grants@maryland.gov

and

Carmina Perez-Fowler
Maryland Office of the Attorney General
E-mail: carmina.perezfowler@maryland.gov

If to the Grantee:

Name:
Entity Name:
Address:

email:

- 12) Force Majeure. Neither party will be liable for any delay or failure to perform its obligations under this Agreement if such delay or failure is due to causes beyond its reasonable control, including, but not limited to, acts of God, war, riot, epidemic, fire, flood, or other disaster. The affected party shall promptly notify the other in writing and shall use all reasonable efforts to resume performance as soon as practicable.
- 13) Amendment. This Agreement may not be amended except by a written instrument executed by the Department and Grantee. Handbook or guidance updates are not Amendments. In the event of a conflict between this Agreement and the Handbook, this Agreement controls unless a written Amendment states otherwise.
- 14) Assignment. This Agreement may not be assigned without the prior written approval of the Department.
- 15) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements not otherwise incorporated into this Agreement between the parties hereto with respect to the Grant.
- 16) Governing Law. The law of Maryland, excluding Maryland choice of forum rules, shall govern the interpretation and enforcement of this Agreement. The parties agree that the exclusive jurisdiction over any dispute under this Agreement shall lie in the Courts of the State of Maryland and venue shall be only in such courts located in Baltimore City, Maryland. The aforementioned choice of forum and venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to or arising out of this contract in any jurisdiction other than the State of Maryland. The Grantee waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this section, and stipulates that the Courts of the State of Maryland located in Baltimore City, State of Maryland shall have in personam jurisdiction and venue over the Grantee for the purpose of litigating any dispute, controversy, or proceeding arising out of or related to this contract.
- 17) Further Assurances and Corrective Instruments. Grantee agrees that it will, from time to time, execute and deliver, or cause to be delivered, such amendments hereto and such further instruments as may be required by the Department to comply with any existing or future State regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 18) Delay Does Not Constitute Waiver. No failure or delay of the Department to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement or any such default or preclude the Department from exercising any right, power or remedy at any later time or times.
- 19) Initials here: _____ Maryland's Public Information Act. The Department intends to make available to the public certain information regarding the Agreement and the Grantee. In addition, the Department is required to disclose information about the Program to the

Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include: the name of the Grantee; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the application, and the sources, amounts and terms of other funding used for the Program. This information may be confidential under Maryland's Public Information Act, General Provisions Article, Section 4-101 et seq. of the Annotated Code of Maryland (the "Public Information Act"). If Grantee does not want this information made available to the above referenced parties, Grantee must attach a written objection to this Agreement. Any objection must specify specific records and legal bases. Objections do not guarantee nondisclosure. If an objection is received, the Department will notify Grantee if a request is received pursuant to the Public Information Act and will review the listed objections to make a determination if disclosure is required by law.

- 20) Contingent Upon Appropriations. If the Federal and/or State government fail to appropriate funds or if funds are not otherwise made available for continued performance for any period of this Agreement, this Agreement must be cancelled automatically as of the beginning of the period for which funds were not appropriated or otherwise made available. Cancellation does not affect either the State's rights or either Party's right under any termination clause in this Agreement. The effect of cancellation of the Agreement hereunder will be to discharge both parties and the State agencies from future performance of the Agreement, but not from their rights and obligations existing at the time of termination.

IN WITNESS THEREOF, the parties have executed this Agreement as of the date hereinabove set forth.

GRANTEE:

By: _____

Name:

Title:

Date:

**MARYLAND DEPARTMENT OF SERVICE
AND CIVIC INNOVATION**, a unit of the State of
Maryland

By: _____

Name:

Title:

Date:

The template was approved by the Department's Assistant Attorney General for form and legal sufficiency on June 5, 2026.

City Council
September 14, 2026

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

Item Title:
Schedule a Council Meeting for September 22, 2026

Suggested Action:
I move the Mayor and Council schedule a Council Meeting for Tuesday, September 22, 2026, at 7:00 PM.

Legal Review Required?
N/A

Summary Background:
The agenda for the September 22, 2026 Council Meeting will include items previously scheduled for the September 14, 2026 meeting.

Next Steps:
Schedule the additional meeting

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
The community will be notified of the additional meeting and are encourage to attend.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City Council
September 14, 2026

Submitted by: Chloe Kauffman, Jeff Ulysse

Submitting Department: Community, Business, and Economic Development

Agenda Section: Consent Items

Item Title:

Variance Application 6010 43rd St: V-29-26

Suggested Action:

I move the City Council authorize the Mayor to send a letter of support to the Board of Zoning Appeals for the subject property at 6010 43rd St, Hyattsville, application #V-29-26; granting relief from Prince George's County Zoning Code section 27-4202(e) Residential, Single-Family-65 (RSF-65) Zone for the 483 ft net lot area, the 9.2% net lot coverage, the 4.98 ft width at the front setback, and the 1 ft side yard depth.

Legal Review Required?

N/A

Summary Background:

The petitioner, Michael Romero, has made an appeal to Prince George's County Board of Zoning Appeals (BZA) for four zoning variance requests for relief from the minimum net lot area of 6,500 sf, net lot coverage maximum of 35%, minimum front setback width of 65 ft, and the minimum side yard depth of 8 ft. Associated variances are 483 sf for net lot area, 9.2% of net lot coverage, 4.98 feet of lot width at the front setback, and 1 foot side yard depth.

Next Steps:

Send City Council approved comments to the Prince George's County Board of Appeals to be relayed at the hearing.

Fiscal Impact:

N/A

City Administrator Comments:

Community Engagement:

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community



Memo

To: Tracey Douglas, City Administrator
From: Chloe Kauffman, City Planner
Date: September 14th, 2026
Re: Zoning Variance Request V-29-26, 6010 43rd St, Hyattsville
Attachments: Application for Variance (Appeal No. V-29-26)
City of Hyattsville Variance Policy

The purpose of this memorandum is to provide the City Administrator with a briefing on the Zoning Variance request V-29-26, for the subject property located at 6010 43rd St, Hyattsville.

Summary of Variance Conditions:

The petitioner, Michael Romero, has made an appeal to Prince George's County Board of Zoning Appeals (BZA) for four zoning variance requests for relief from the minimum net lot area of 6,500 sf, net lot coverage maximum of 35%, minimum front setback width of 65 ft, and the minimum side yard depth of 8 ft. Associated variances are 483 sf for net lot area, 9.2% of net lot coverage, 4.98 feet of lot width at the front setback, and 1 foot side yard depth.

The requested variances are outlined in the table below:

Residential Use Table	Description	Variance Requested
Section 27-4202(e)(2)	Prescribes that each lot shall have a minimum net lot area of 6,500 square feet	Variance of 483 feet
Section 27-4202(e)(2)(1)	Prescribes that each lot shall have a maximum lot coverage of 35%.	Variance of 9.2%
Section 27-4202(e)(2)(1)	Prescribes a minimum width of 65 feet measured along the front setback	Variance of 4.98 feet
Section 27-4202(e)(2)(3)	Prescribes a minimum side yard depth of 8 feet	Variance of 1 foot on left side yard

Property Description

The subject property, known as Lot 27 in Block B of Arundel Subdivision as established in 1924, is zoned RSF-65 (Residential, Single-Family-65). The lot is improved by a single-family dwelling, deck, covered garage, driveway, and covered porch. Utilizing the County's lot coverage calculations, the total net lot coverage of the improvements is 2,293.0 sf of the 6,017-sf nonconforming lot, or 38.1%. A significant portion of the lot coverage originates from the driveway at around 817 sf. Several variances are requested to validate the existing conditions of the lot size and request relief from the net lot coverage, minimum front setback, and side yard depth.



Figure 1: Aerial View of the Subject Property

Findings & Justification

The subject property is required to adhere to Prince George's County zoning regulations set forth under the RSF-65 zoning district. However, the petitioner is seeking relief to permit the construction of a 659.64 sf one-story addition in the rear of the existing dwelling, a wooden ramp, along with associated changes to the driveway and parking area to enhance the existing structure.

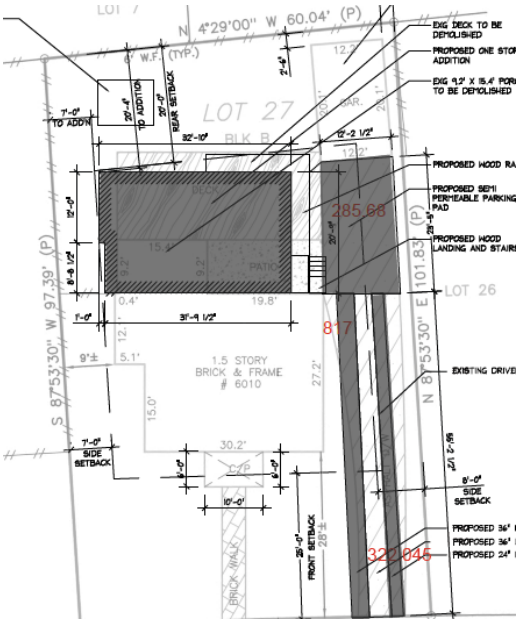


Figure 2: Proposed Addition and Driveway Shown in Gray

First, the petitioner is seeking relief from the lot minimum lot area regulation of 6,500 sf. As the lots in the Arundel Subdivision were established far before modern zoning ordinances were instituted, a 483-sf variance is requested to validate the existing lot size of 6,017 sf as well as a 4.98 front setback variance where 65 ft is the minimum. Strict conformance to both regulations is not feasible for the petitioner and does not impact the environment or surrounding neighborhood in any significant way.

Additionally, the petitioner is seeking relief from the net lot coverage requirement set forth under Section 27-4202(e)(2)(1). Currently, the subject property is 3.1% over the allotted coverage for properties under the RSF-65 zone. With the proposed addition and work to be completed with the driveway, the subject property will be 9.2% over the permitted lot coverage as set forth by the County. The one-story addition is 659.64 sf and will be placed in the rear where the existing patio area,

deck, and rear of the house are located. These existing areas will be demolished to provide space for the new addition. The driveway located on the eastern portion of the driveway will also be removed and installed in its place will be a new ribbon driveway (two concrete strips with a ribbon of grass located in the middle) along with a semi-permeable parking pad to mitigate potential stormwater complications.

Although the County denotes the proposed driveway as 817 sf in total, it shall be noted that the County accounts for the entire width of the driveway within the net lot coverage calculation, despite the existence of ribbon driveways with a center lane of grass, as the proposed driveway has in this case. Excluding the grass ribbon in lot coverage calculation decreases the lot coverage by approximately 4% and the installation of the semi-permeable parking pad would further mitigate any concerns for stormwater management or flooding. Although the net lot coverage would be approximately 9% over the permitted regulation set forth under the zoning code, the removal of the center strip and the



Figure 3: Rear View of the Property

inclusion of the semi-permeable pavement for the parking pad helps to alleviate concerns with increased pavement, like heat island effect and flooding. Historically, the City of Hyattsville has also supported variance applications with marginal increases of net lot coverage, specifically for nonconforming lots with small lot sizes, like the lot in which the subject property lies on (e.g. V-70-24). It shall also be noted that the proposed driveway is also in conformance with the City of Hyattsville's Code Section 68-8 delineating that driveways shall not exceed more than 25% total lot area in the front yard to decrease flooding. This, along with the absence of a recognized floodplain by the County's standards, both reduce potential issues associated with increased net lot coverage.

Lastly, a variance of 1 ft western side yard depth is requested as a result of the proposed addition. The 7ft setback permits the construction of a wooden ramp to be located directly east of the proposed addition and next to the parking area. The narrow lot and location of the existing garage severely restricts buildable space and creates practical difficulty for the petitioner. In summation, the requested variances result from undue hardship as a result of the lot sizes that were established in the 1920s, the narrow lot shape, and location of the existing dwelling and garage as constructed in the 1930s.

Recommendation

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

Based on the above findings, staff recommends the City Council support variance application V-29-26 for the subject property located at 6010 43rd St, Hyattsville for the requested zoning relief related to the lot area, lot coverage, front setback, and side yard depth.



BOARD of APPEALS

Zoning and Administrative

Wayne K. Curry Administration Building
1301 McCormick Drive, 3rd Floor
Largo Maryland 20774
(301) 952-3220
boardofappeals@co.pg.md.us

Received: 5/4/2026

Received Stamp

APPLICATION FOR A VIRTUAL VARIANCE

(USE BLACK INK ONLY)

PLEASE READ ALL INSTRUCTIONS BEFORE FILLING OUT APPLICATION

Owner(s) of Property ERIC WINKLER / ALISON ROACH
(AS SHOWN ON DEED)
Address of Owner(s) 6010 43RD ST
City HYATTSVILLE State MD Zip Code 20781
Telephone Number (home) _____ (cell) (202)302-8051 (work) _____
E-mail address: alison.roach1980@gmail.com

Location and Legal Description of the Property involved:

Street Address 6010 43RD ST
City HYATTSVILLE
Lot(s) 27 Block 7 Parcel _____
Subdivision Name _____

Professional Service:

► Engineer ► Contractor ► Architect ► Permit Service: (circle one) If none, use N/A:

Business Name: POMERO ARCHITECTS Phone Number: 202 436 7200

Representative Name: MICHAEL POMERO Email Address: MICHAEL@POMEROARCHITECTS.COM

Address: 4106 GALLATIN HYATTSVILLE MD 20781

Attorney representing applicant: If none, use N/A

Name: _____ Law Office of _____

Address: _____

Email Address: _____ Phone Number: _____

All Legal Representatives must submit a letter of representation.

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

Name: _____

Address: _____

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

Name KYATTSVILLE

PROPOSED WORK:

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

SINGLE FAMILY DWELLING TO HAVE REAR ONE STORY ADDITION, SEEKS RELIEF
FOR LOT COVERAGE. SEE JUSTIFICATION LETTER ATTACHED.

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

Security Exemption Plan Approval (Section 27-6610)

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

If none, use N/A:

Please indicate the requested increase in fence/wall height: _____

Reason for increase: _____

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

Correction Order: No ☒ Yes _____ Stop Work Order: No _____ Yes _____

Violation Notice: No ☒ Yes _____ No. # _____ Date Issued: _____

Inspector's Name: _____

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

Do you need the services of a foreign language interpreter or sign language interpreter at your hearing? If none, use N/A:

Foreign Language Yes _____ No ☒ Sign Language Yes _____ No ☒

Foreign Language: _____

SIGNATURE PAGE
No Electronic Signatures are permitted. Wet Signatures only.

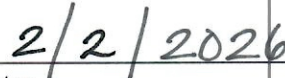


Signature of Property Owner by deed

Legal Representative (Attorney)



Printed Name



Date:

IMPORTANT:

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

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

ORDERED BY:

titleforward

O: 267-908-8999
www.titleforward.com



SURVEY NUMBER: 1606.5446

PROPERTY ADDRESS: 6010 43RD STREET

HYATTSVILLE, MARYLAND 20781

FIELD WORK DATE: 7/2/2016

REVISION HISTORY: (REV.0 7/4/2016)

16065446
LOCATION DRAWING
LOT 27, BLOCK B
ARUNDEL,
PRINCE GEORGE'S COUNTY, MARYLAND
07-02-2016 SCALE 1"=20'

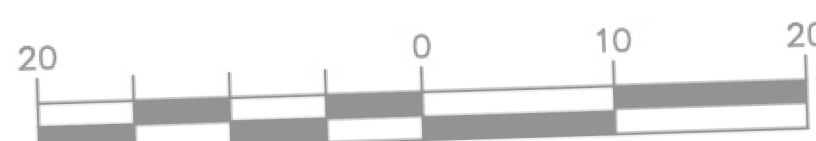


PLEASE NOTE

This House Location Drawing is for informational purposes only. Per Maryland State Code it may not be relied upon to determine property boundaries and may not be used for building permits or construction.



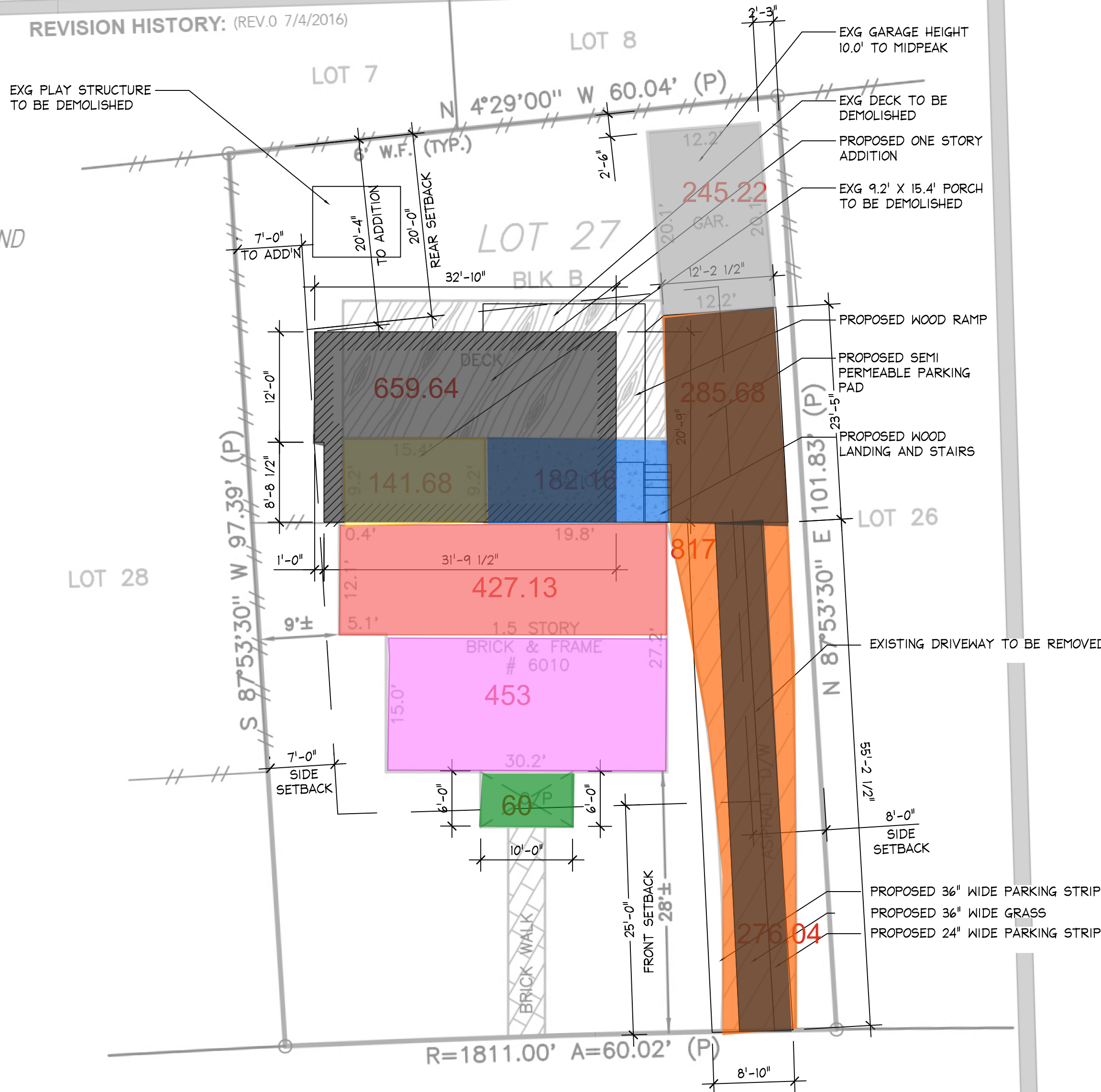
William J. Hebert
EXPIRES 1-15-2017



GRAPHIC SCALE (In Feet)
1 inch = 20' ft.

ACCURACY=3±

1 SITE PLAN
SPL SCALE = 1"=10'-0"



LOT AREA	6,017.0	
MAX LOT COVERAGE	2,106.0	35%
CURRENT LOT COVERAGE (see breakdown below)	2,293.0	38.1%
PROPOSED LOT COVERAGE (see breakdown below)	2,823.0	46.9%

CURRENT COVERAGE BREAKDOWN		
House and garage	1,476.0 sf	1509.19
Driveway	817.0 sf	817
	2,293.0 sf	2,326.19

PROPOSED COVERAGE BREAKDOWN		
House	2,006.0 sf	1,844.99
Driveway	817.0 sf	561.72
	2,823.0 sf	2406.71

Proposed net new footprint 530.0 sf 80.52

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement

APPROVED PERMIT SET

The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.

Case Name: WINKLER ADDITION

Application Number: RES-01681-2026

Permit Number:

Issuance Date: 4/8/2026

Address: 6010 43RD ST HYATTSVILLE MD 20781

Lot(s), Block(s) and Parcel(s): 27 B

-3: 1 Maximum Slope Allowed on

Residential Property

-7% Maximum Parking Pad Slope, and
12.5% Maximum Driveway Slope.

-2.5% Minimum Slope Required on Yard or
Lawn Areas. 10" in 10' Minimum slope of
Pad away from Building is Required.

Approved for one-story addition.

Alice



ROMERO ARCHITECTS, LLC
4106 GALLATIN STREET
HYATTSVILLE MD 20781

202 436 2200
info@romeroarchitects.com



REVISIONS:

ROACH WINKLER RESIDENCE
REAR ADDITION

6010 43RD ST | HYATTSVILLE, MD | 20781

DO NOT SCALE THE DRAWING. THE ORIGINAL SHEET SIZE IS 36" X 48". A COPY OF ANY OTHER SIZE MEANS SCALE ARE IN ACCORDANCE WITH THE DESIGNER'S INTENT. ANY USE OF THIS DRAWING FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF THE COPYRIGHT OWNER IS PROHIBITED.

PROFESSIONAL CERTIFICATION:

I, MICHAEL ROMERO, 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. 18846, EXPIRATION DATE JULY 11, 2026

PRINTING LOG	
DATE	PURPOSE
07.16.25	FIRST MEETING
08.29.25	SCHEMATIC DESIGN 1
09.29.25	SCHEMATIC DESIGN 1.1
11.05.25	SCHEMATIC DESIGN 1.2

DRAWN BY:
MJR

PROJECT NUMBER:
25025

SITE PLAN

SP1



1
A2
PROPOSED FRONT (SOUTH) ELEVATION
1/4" = 1'-0"



2
A2
PROPOSED SIDE (NORTH) ELEVATION
1/4" = 1'-0"



3
A2
PROPOSED FRONT (EAST) ELEVATION
1/4" = 1'-0"



4
A2
PROPOSED SIDE (WEST) ELEVATION
1/4" = 1'-0"

ROMERO ARCHITECTS, LLC
4106 GALLATIN STREET
HYATTSVILLE MD 20781
202 436 2200
info@romeroarchitects.com



REVISIONS:

ROACH WINKLER RESIDENCE
REAR ADDITION
6010 43RD ST | HYATTSVILLE, MD | 20781

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SCALES ARE INACCURATE. THE DECISIONS ON THIS SET ARE CONSIDERED FINAL AND NO SERVICE ANY USE
OR REUSE BY ANY METHOD IN WHOLE OR PART WITHOUT THE WRITTEN CONSENT OF THE COPYRIGHT
OWNER IS PROHIBITED.

PROFESSIONAL CERTIFICATION:
I, MICHAEL ROMERO, HEREBY
CERTIFY THAT THESE
DOCUMENTS WERE PREPARED OR
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UNDER THE LAWS OF THE STATE
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2026

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DATE	PURPOSE
07.16.25	FIRST MEETING
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09.29.25	SCHEMATIC DESIGN 1.1
11.05.25	SCHEMATIC DESIGN 1.2

DRAWN BY:
MJR

PROJECT NUMBER:
25025

EXTERIOR
ELEVATIONS

A2

V-29-26
ALISON ROACH & ERIC WINKLER
6010 43RD STREET
HYATTSVILLE MD 20781

V-29-26
SEAN GEORGE HENDERSON
6007 43RD AVENUE
HYATTSVILLE MD 20781

V-29-26
JANICE AMPION
6009 43RD AVENUE
HYATTSVILLE MD 20781

V-29-26
DAVID & SARAH REZA
6008 43RD STREET
HYATTSVILLE MD 20781

V-29-26
EVELYN NICHOLS
6009 43RD STREET
HYATTSVILLE MD 20781

V-29-26
GERALDINE GRIFFIN
6011 43RD STREET
HYATTSVILLE MD 20781

V-29-26
BRENDA FAWCETT
6012 43RD STREET
HYATTSVILLE MD 20781

V-29-26
CITY OF HYATTSVILLE
ECONOMIC REVIEW
4310 GALLATIN STREET
HYATTSVILLE MD 20781

MICHAEL ROMERO
4106 GALLATIN STREET
HYATTSVILLE MD 20781

JUSTIFICATION STATEMENT

Property: 6010 43rd Street, Hyattsville, MD 20781. Lot 27, Block B, Arundel

Land Area: 6,017 square feet

Petitioner: Alison Roach and Eric Winkler, Owners

Request: Rear one story addition resulting in overage of Lot Coverage (Section 27-4202 (e), Table (2), Lot Coverage) and reduction of Side Setback (Section 27-4202 (e), Table (2), Side Setbacks)

Zone: RSF-65

Factual Background

The existing lot is a middle of the block lot with a 25' front yard setbacks on the east property line, a 8' side yard setback on the north and south property line, and a 20' rear yard setback on the west property line (See Site Plan attachment). Section 27-442(c) Table II, Lot Coverage of the Prince George's County Zoning Ordinance states that the maximum Lot Coverage in the RSF-65 zone is 35%. Petitioner purchased the existing property with the existing structures (house and garage) and concrete driveway. The Petitioner wishes to create an "in law suite" for their elderly mother through the construction of a one story rear addition.

Reason for Appeal

Petitioner's lot currently exceeds allowable Lot Coverage due to the existing structures and concrete driveway. Existing Lot Coverage is 38%. The proposed construction of a rear one story addition would result in a Lot Coverage of 46.9%, or 11.9% above what is currently allowed. The proposed addition would also result in a Side Setback of 7 feet along the south property line. (Note: due to the geometry of the lot, the 7 feet dimension would only be at the corner closest to the property line. The average Side Setback for the addition would be +/-7'-6".)

Applicable Portion of Zoning Code

Petitioner is seeking a variance for the rear addition under Prince George County Zoning Ordinance Section 27-230 due to the lot-specific conditions that a strict interpretation of the Zoning Ordinance would cause Petitioner hardship, through no fault of their own. The lot is in Hyattsville, zoned RSF-65. Petitioner currently exceeds Section 27-4202 (e), Table (2), Lot Coverage).

Evidence Supporting Variance

Section 27-230 of the Zoning Ordinance states that a variance may once be granted when the Board of Zoning Appeals finds that:

1. *A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions.*

There are three extraordinary conditions of this property: lot size, lot topography, and lot geometry.

The lot size, 6,017 sf, is less than the required lot size for the RSF-65 zone, which is 6,500 sf. This reduces the overall Lot Coverage maximum by 169 SF. For the purposes of an in-law suite, that represents a substantial area that is unavailable to the Petitioner.

The lot is sloped from the front up the rear. The existing garage is located in the rear of the property. The garage was constructed long before Petitioner purchased the house. Due to the garage's location, the concrete driveway connecting the street to the garage is exceptionally long. The driveway accounts for 1,400 sf (or 18.6%) of Lot Coverage.

The lot geometry is irregular. The east/west property line is 101.83' at north, but it is 97.39' at south. The existing garage is located at the northwest corner of the lot. This precludes any ability to build in this area of the lot which has the most potential for adding buildable area.

2. *The strict application of this subtitle will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon the owner of the property.*

The original house was built in 1939, the garage and driveway sometime later. The sum of these created the existing non-conforming nature of the property, through no fault of the Petitioner's own. As such, a strict application of the Zoning Ordinance's Lot Coverage maximum and Side Setback minimum would prevent Petitioner from proposing a viable ground floor addition on their property. The exceedance of the Lot Coverage maximum is mainly due to the length of the driveway. Due to the County's interpretation, which requires the entire driveway to be included for Lot Coverage, it is impossible to consider any project that would be meaningful, let alone one that serves the purpose of the one currently proposed.

Additionally, a strict application of the Zoning Ordinance's Side Setback minimum would prevent Petitioner from proposing a viable ground floor addition on their property. While the Petitioner's mother is able to walk currently, the project is designed to accommodate future needs related to wheelchair accessibility. As proposed, each room within the addition is a minimum dimension left to right / north to south for the purposes of maximizing the suite's accessibility. Adhering to the 8' Side Setback along the south property line would greatly impact this very important goal.

As part of this project, the Petitioner proposes to take out all the non-permeable material of the driveway. In its place, it is proposed to place two driving/walking strips and grass between for the first +/- 55 feet and then a semi-permeable parking pad for the last +/- 20 feet in front of the existing garage.

Additionally, the Petitioner proposes to place rain barrels at all new downspouts. These measures will greatly reduce the amount of runoff from the property.

3. The variance will not substantially impair the intent, purpose, or integrity of the General Plan or Master Plan.

This is not applicable.

Conclusion

Petitioner submits that the subject application meets the evidentiary requirement of demonstrating the subject property's unique and unusual situation when compared to adjoining properties and the current neighborhood; and that this uniqueness causes the zoning requirements to disproportionately impact the reasonable use and enjoyment of this property, thus creating a practical difficulty.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Romero". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael Romero, Licensed Architect
Romero Architects
4106 Gallatin Street
Hyattsville, MD 20781
Phone: 202.436.2200
michael@romeroarchitects.com
Agent for Petitioner

LOT COVERAGE WORKSHEETNET LOT SIZE 6017 SQUARE FEET35 % LOT COVERAGE ALLOWED 2,106 SQUARE FEETSTRUCTURE/PARKINGMEASUREMENTSSQUARE FOOTAGE

HOUSE

15 x 30.2
12.1 x 35.3453
427.13 } 880.13

GARAGE/CARPORT

12.2 x 20.1245.22

DRIVEWAY

817817

PORCH/SUNROOM

6 x 1060

SHED(S)

ADDITION(S)

20.75 x 31.79659.64

OTHER: _____

TOTAL LOT COVERAGE

2,166.2

TOTAL % NET LOT COVERAGE

44.2 %

TOTAL % OVER NET LOT COVERAGE

9.2 % (_____ S.F.)

Permit History

Application Date	Permit Number	Permit Name	Permit Type	Work Description	Permit Mode	Issuance Date
9/10/1979 12:00:00 AM	52672-1979-0	79526720011	R (RESIDENTIAL)	GENERAL/EXTERIOR	CLOSED	9/11/1979 12:00:00 AM
10/8/1998 12:00:00 AM	8562-1998-0	98085620011	RU (RESIDENTIAL/USE)	GENERAL INTERIOR	EXPIRED	10/8/1998 12:00:00 AM
10/26/1998 12:00:00 AM	515620-1998-0	98156200031	ER (ELECTRICAL RESIDENTIAL)		CLOSED	10/26/1998 12:00:00 AM
8/2/2013 12:00:00 AM	26428-2013-0	Arundel	RESIDENTIAL DRIVEWAY PERMIT	Remove and replace Driveway Pad - Town of Hyattsville	CLOSED	8/2/2013 12:00:00 AM
9/13/2013 12:40:47 PM	32278-2013-0	Bc 6010 43rd St.	COMPLAINT	Stop work order has been place at this location, Owner id doing renovation to property, There is not a general renovation permit listed for this property in your web page. your help on solving this matter will be appreciated	CLOSED	
9/13/2013 12:40:47 PM	32278-2013-1	BVN 6010 43rd St	VN (VIOLATION)	Obtain permits (b&e) for framing basement or remove/restore & \$250	CLOSED	
3/14/2014 9:22:03 AM	7709-2014-0	BC 6010 43rd Street	COMPLAINT	QAlert #223121 - working while SWO issued	CLOSED	
6/3/2016 12:00:00 AM	27141-2016-0	SPENCER WATERPROOFING SYSTEM	DPIE RW	Installation of interior waterproofing system, w/sump pump & back up generator, 106 linear feet full perimeter install.	CLOSED	6/3/2016 12:00:00 AM
7/5/2016 12:00:00 AM	33769-2016-0	KULP RENOVATION	DPIE RW	Renovate interior of property, to add a full bathroom, new lighting, making structural foundation repairs, install central HVAC system, and remove interior walls.	CLOSED	7/21/2016 12:00:00 AM
8/23/2016 4:48:27 PM	43509-2016-0	2830242 master care electric inc	DPIE ER	Yes we doing 200amp service Pepco is power supply. We need cut in once inspectors pass. Whole how new electrical wiring.	CLOSED	8/23/2016 4:54:34 PM

Close Window

☐ Search by Reference Number ☒ Search by Address

Building Permits

Housing Licenses

Business and Trade Licenses

Health Licenses

Er

6010 43RD

Download

Application Type:

Issued Date Range:

Apply Filters

ALL

From

Select Year

To

Select Year

Keyword search

Application #:

RES-01681-2026

Permit #:

Application Type:

RGU

Application Status:

Accepted

Electronic Review Status:

In Plan Review

Application Submitted Date:

03/10/2026

Application Approved Date:

03/17/2026

Permit Issued Date:

N/A

Application Closed Date:

N/A

Address:

6010 43RD ST HYATTSVILLE, MD 20781

Scope of Work:

SFD TO HAVE REAR ONE STORY ADDITION, approximately 530 sf

U&O #:

N/A

U&O Issued Date:

N/A

Applicant:

MICHAEL ROMERO

Work Description:

Addition - Residential

Bond #:

N/A

Owner:

WINKLER ERIC

Inspections:

Results Per Page

10

1 / 1

1

Search Tax Maps

No Ground Rent Redemption on File

No Ground Rent Registration on File

Special Tax Recapture: None

Account Number:

District - 16 Account Identifier - 1798826

Owner Information

Owner Name:

WINKLER ERIC M ETAL
ROACH ALISON R

Use:

RESIDENTIAL

Principal Residence:

YES

Mailing Address:

6010 43RD ST
HYATTSVILLE MD 20781-

Deed Reference:

/38551/ 00537

Location & Structure Information

Premises Address:

6010 43RD ST
HYATTSVILLE 20781-0000

Legal Description:

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	A-0411
0042	00C3	0000	16020300.17	0300		B	27	2025	Plat Ref:	

Town: HYATTSVILLE

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1939	1,305 SF	YES	6,017 SF	001

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
1 1/2	YES	STANDARD UNIT	BRICK/	3	2 full/ 1 half	1 Detached		None

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2025	07/01/2025	07/01/2026
Land:	125,400	125,400		
Improvements	285,300	360,800		
Total:	410,700	486,200	435,867	461,033
Preferential Land:	0	0		

Transfer Information

Seller: KULP KAYLEIGH

Date: 09/21/2016

Price: \$310,000

Type: ARMS LENGTH IMPROVED

Deed1: /38551/ 00537

Deed2:

Seller: NEW SPRING LLC

Date: 07/21/2016

Price: \$217,000

Type: NON-ARMS LENGTH OTHER

Deed1: /38402/ 00022

Deed2:

Seller: ALI MOHAMMED MASUD

Date: 05/03/2013

Price: \$230,000

Type: ARMS LENGTH IMPROVED

Deed1: /34682/ 00301

Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: Approved 01/09/2017

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application

Date:

Property

Tax Account: 1798826

Owner Name: WINKLER ERIC M ETAL

Premise Address: 6010 43rd St, Hyattsville, MD 20781

Parcel Details

Tax Account #: 1798826

Assessment District: 16

Lot: 27 **Block:** B **Parcel:**

Description:

Plat: A16-0411

Subdivision: ARUNDEL

Acreage: 0.138

Ownership Information

Owner Name: WINKLER ERIC M ETAL

Owner Address: 6010 43rd St,
Hyattsville, MD 20781

Liber: 38551 **Folio:** 537

Transfer Date: 9/21/2016

Current Assessment: \$435,867.00

Land Valuation: \$125,400.00

Improvement

Valuation: \$310,467.00

Sale Price: \$310,000.00

Structure Area (Sq Ft): 1305

Administrative Details

Tax Map Grid: 042C3

WSSC Grid: 207NE04

Councilmanic District: 2

Historic District National Register (HAWP Not Required)

Name: Hyattsville Historic District

ID: 68-010-00

Historic Sites Environmental Settings (HAWP Required)

Name: Vernon Wright House

ID: 68-010-92

Municipal Boundary

Name: HYATTSVILLE

Official: Robert S. Croslin

Title: Mayor

Address: 4310 Gallatin Street

City: Hyattsville

ZIP Code: 20781

Telephone: 301-985-5000

Prior Development District Overlay (Prior)

Overlay Zone: D-D-O

Plan Name: GATEWAY ARTS DISTRICT SECTOR PLAN AND SMA

Resolution: CR-78-2004

Adoption Date: 11/30/2004

Acreage: 1907.699336

Councilmanic District (2022)

District: 2

Member: Wanika Fisher

Political Party: Democrat
Telephone: 301-952-4436
Email: CouncilDistrict2@co.pg.md.us
District: At Large
Member: Jolene Ivey
Political Party: Democrat
Telephone: 301-952-2638
Email: At-LargememberIvey@co.pg.md.us
District: At Large
Member: Wala Blegay
Political Party: Democrat
Telephone: 301-952-3426
Email: At-Largememberblegay@co.pg.md.us

Revitalization Tax Credit

Median Household Income: 83816
Census Tract 2020: Census Tract 8075
Percent Median: 0.823356

Watershed (DOE)

Name: LOWER NORTHEAST BR (ANA)

Watershed - 12 digit (DNR)

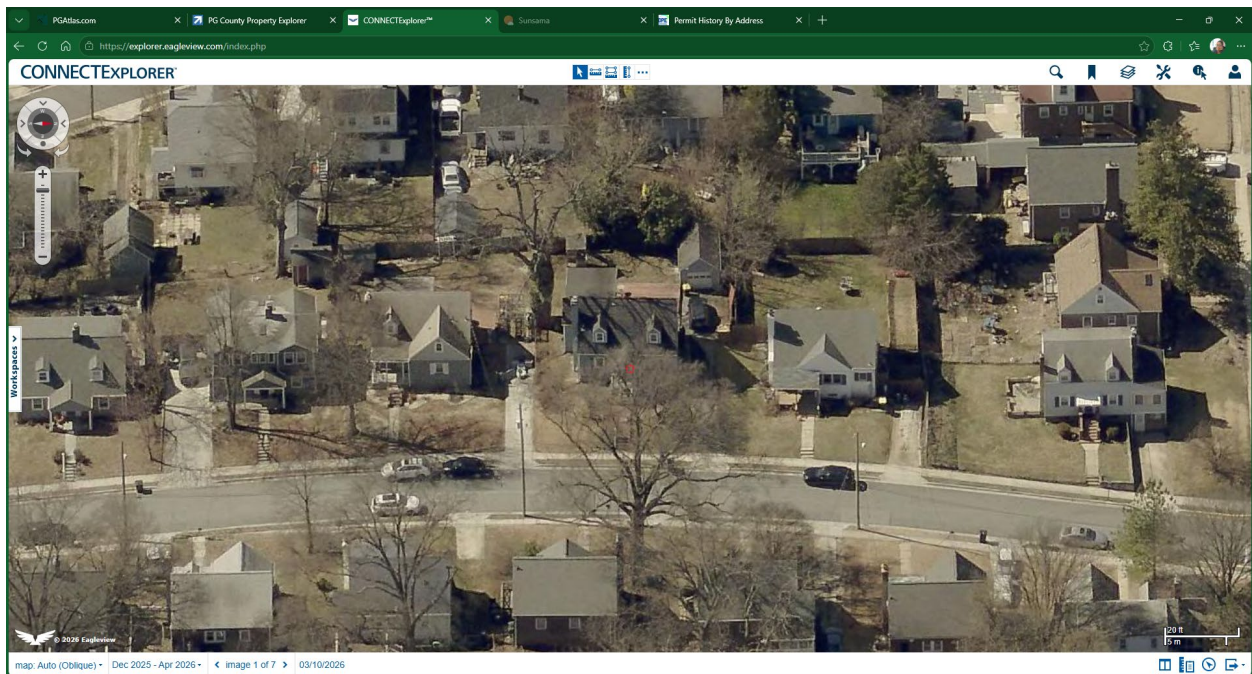
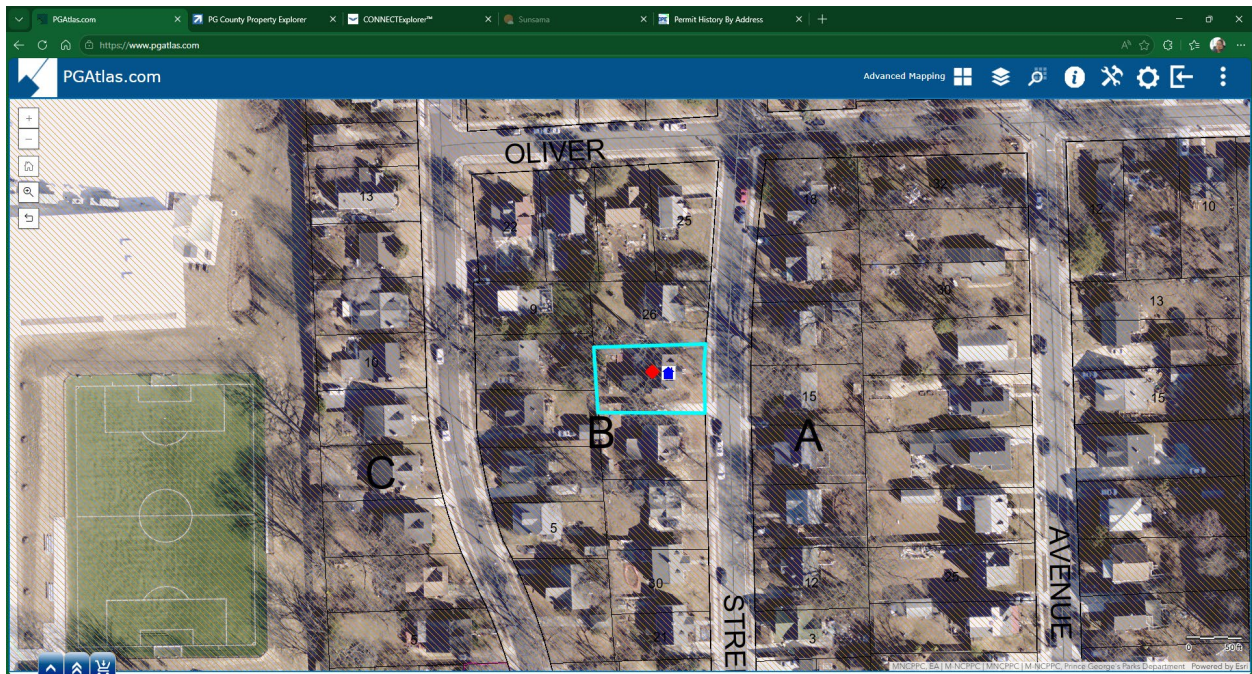
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MDE 6 Digit Name: WASHINGTON METROPOLITAN
MDE 8 Digit Code: 02140205
MDE 8 Digit Name: Anacostia River
Watershed Code: 0822
DNR 12 Digit Designator: 021402050822
Tributary Strategy Watershed: MIDDLE POTOMAC
NRCS HUA14 Digit Code: 02070010030135
NRCS HUA11 Digit Code: 02070010030
NRCS HUA8 Digit Code: 02070010
Acreage: 14246.749023

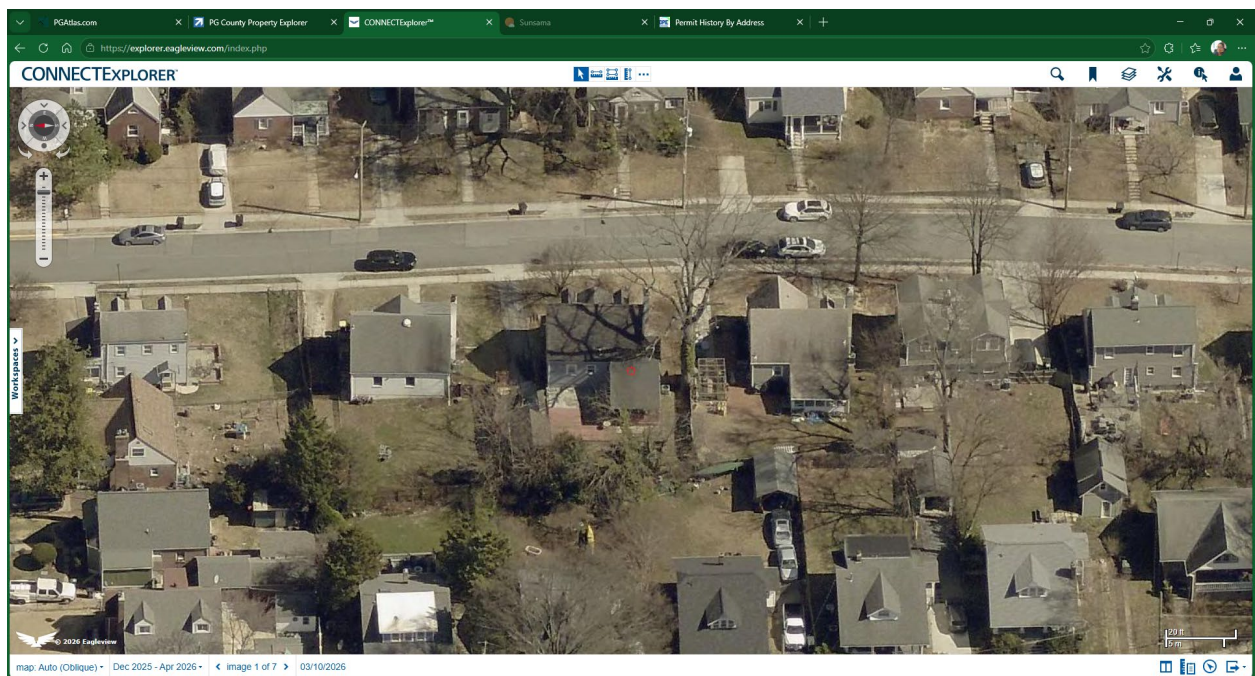
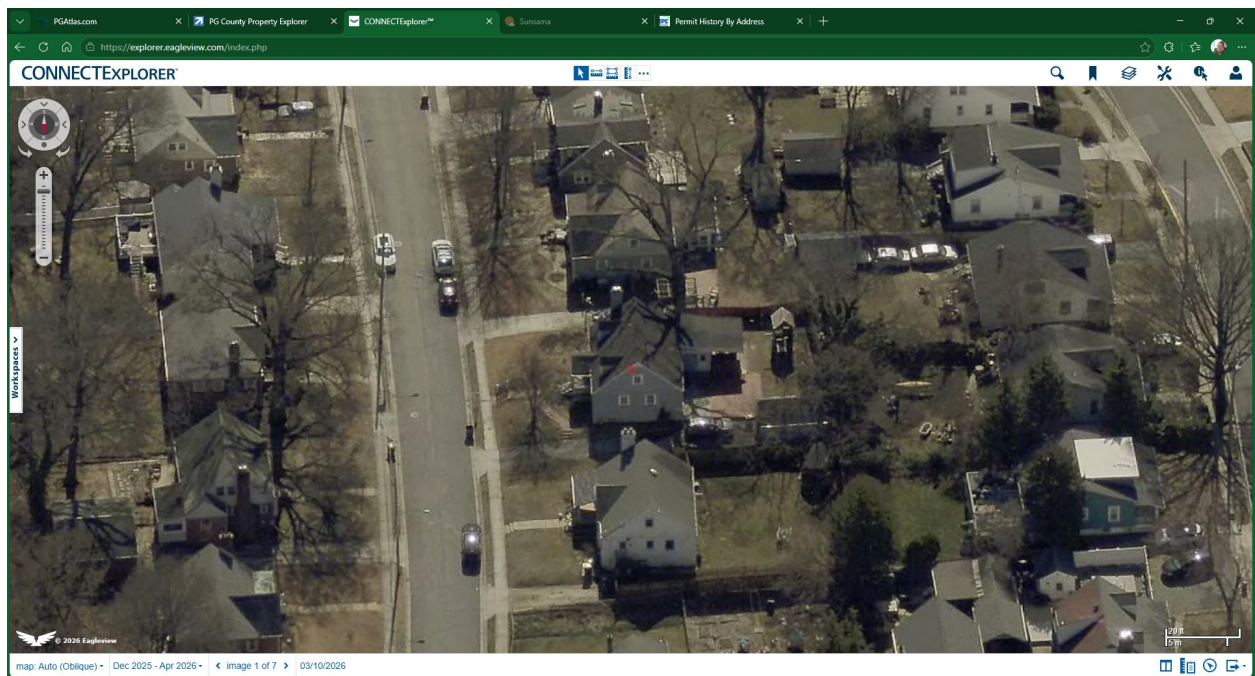
Zoning (Current)

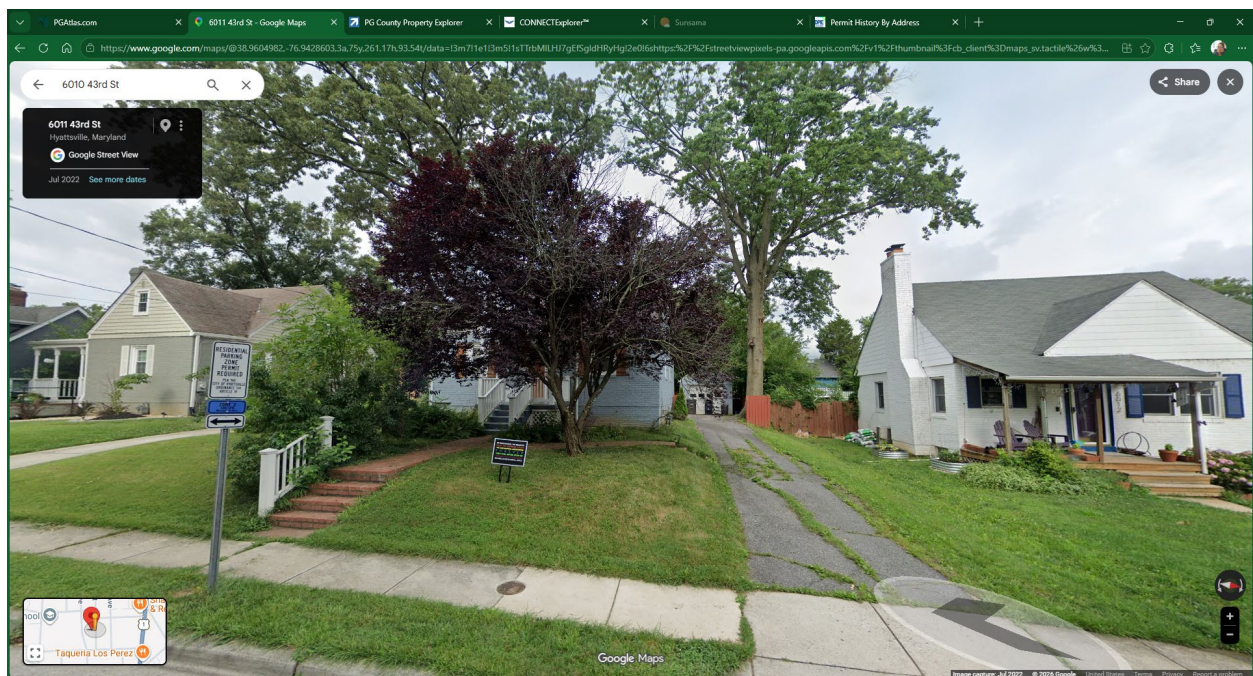
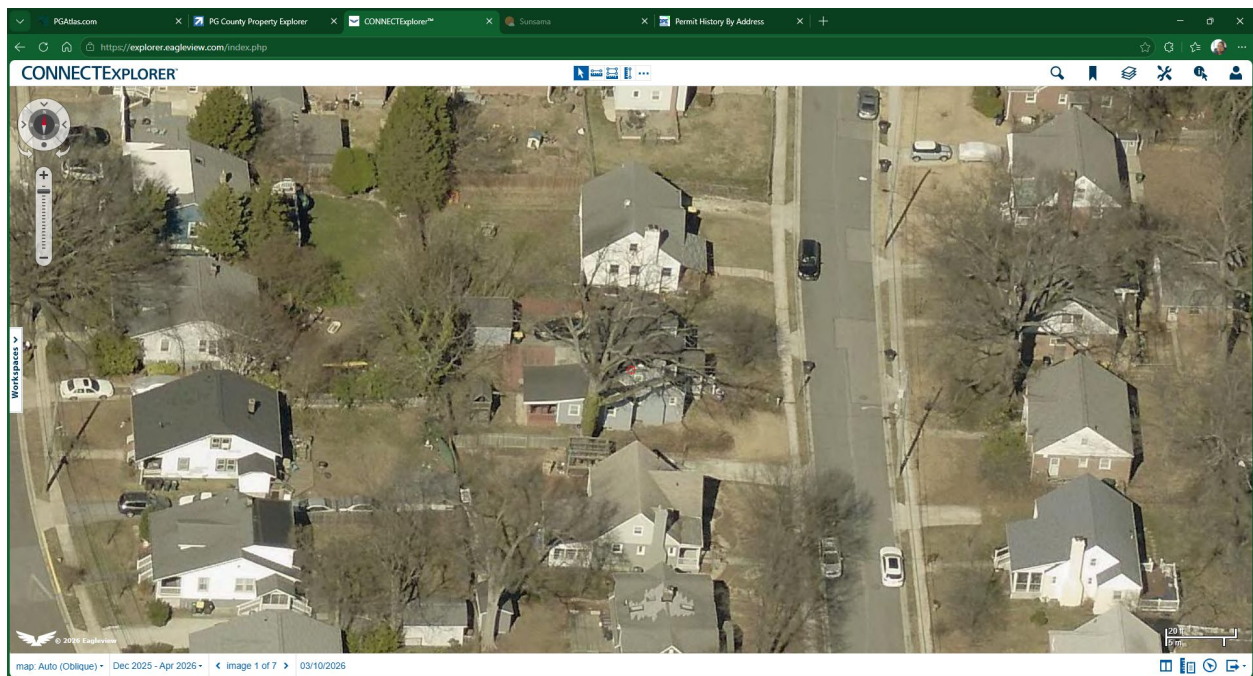
Class: RSF-65 (Residential, Single-Family - 65)
Zone Type: Residential

Zoning (Prior)

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







REAR YARD LOOKING EAST



REAR YARD LOOKING SOUTH



REAR YARD LOOKING NORTHWEST TO GARAGE



SIDE YARD AT SOUTH P.L.
LOOKING EAST



SIDE YARD AT SOUTH P.L.
LOOKING EAST



REAR YARD AT SOUTH P.L.
LOOKING NORTH





SIDE YARD AT
NORTH P.L.,
LOOKING EAST



SIDE YARD AT
NORTH P.L.,
LOOKING WEST



FRONT/SIDE
YARD LOOKING
SOUTHWEST





FRONT/SIDE
YARD LOOKING
NORTHWEST

NOTICE OF VIRTUAL HEARING

Date: June 16, 2026

Petitioners: Eric Winkler and Alison Roach

Appeal No.: V-29-26

Hearing Date: WEDNESDAY, , 2026, AT 6:00 P.M. **EVENING**

Place: Virtual Hearing

Case Reviewer: Celeste Barlow

Email address: cpbarlow@co.pg.md.us

Appeal has been made to this Board for permission validate existing conditions (net lot area, lot width) and to obtain a building permit to construct a one story addition on RSF-65 (Residential, Single-Family-65) Zoned property known as Lot 27, Block B, Arundel Subdivision, being 6010 43rd Street, Hyattsville, Prince George's County, Maryland, contrary to the requirements of the Zoning Ordinance.

The specific violation resides in the fact that Zoning Ordinance 27-4202(e)(2) prescribes that each lot shall have a minimum net lot area of 6,500 square feet, a minimum width of 65 feet measured along the minimum front setback, a maximum lot coverage of 35%, a minimum front yard depth of 25 feet, a minimum side yard width of 8 feet. Variances of 483 square feet net lot area, 4.98 feet lot width, 9.2% lot coverage, and 1-foot left side yard width are requested.

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

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

By: Ellis Watson
Ellis Watson
Administrator

cc: Petitioners
Adjoining Property Owners
M-NCPPC Permit Office
City of Hyattsville

DRAFT



Ciudad de Hyattsville

Declaración de Política de Varianza de Zonificación y el Proceso de Varianza

La Alcaldesa y el Concejo adoptaron la siguiente Política y Proceso de la Ciudad de Hyattsville para las Solicitudes de Variación de Zonificación: Declaración de Política de Variación de Zonificación de la Ciudad de Hyattsville

La Ciudad de Hyattsville afirma el papel de la autoridad de zonificación de la Junta de Planificación del Condado de Prince George y "los propósitos, la intención, los estándares y los criterios de diseño establecidos en la Ordenanza de Zonificación y las políticas apropiadas del Condado".

La Ciudad de Hyattsville afirma la política de zonificación actual dentro de los límites de la Ciudad y, como cuestión de política, no admite variaciones de zonificación como una práctica comercial normal.

El apoyo de la Ciudad a una variación de zonificación normalmente sólo se concederá después de que la Alcaldesa y el Consejo Municipal reconocen que la concesión de una varianza:

1. remedia una situación única que la zonificación no anticipó;
2. remedia aquello que crean una dificultad significativa para el propietario que puede ser documentada y claramente demostrada;
3. resultará en beneficios para los residentes y mejorará la calidad del medio ambiente de la Ciudad.

Los ciudadanos que soliciten dicho apoyo deberán presentar:

1. mapa parcelario actual del sitio con todas las condiciones existentes;
2. fotos de todas las condiciones existentes del sitio;
3. planos de escala y dibujos de elevación de los cambios propuestos;
4. descripción narrativa de los cambios propuestos, detalles de los requisitos de zonificación de varianza y una explicación de cómo la solicitud de zonificación variación responde a:
 - a. una situación única que la zonificación no anticipó;
 - b. una dificultad significativa para el dueño de la propiedad;
 - c. beneficios para los residentes y mejorar el medio ambiente de la Ciudad

La Ciudad deberá, como cuestión de política, proporcionar cartas de apoyo para que los residentes documenten un "lote disconforme" como parte del proceso normal de permisos para proyectos que cumplan con todos los demás aspectos de las reglamentaciones de zonificación, a menos que el asunto en cuestión sea la certificación de un uso no conforme en un lote no conforme. El estándar para el apoyo de la certificación de un uso no conforme en un lote no conforme volvería a los requisitos antes mencionados para el apoyo inmediato de la Ciudad de una variación de zonificación.

La Ciudad no apoyará las solicitudes de variación para la cobertura de lote adicional cuando la intención de la solicitud sea agregar estacionamiento fuera de la calle en el lote, excepto en circunstancias extraordinarias.

Proceso de Varianza de Zonificación de la Ciudad de Hyattsville

Las solicitudes de variaciones de zonificación serán procesadas por la Oficina de Ejecución de Códigos y revisadas por el personal para cuestiones técnicas. La Oficina de Ejecución de Códigos determinará si la solicitud cumple con todos los requisitos de la Política de Variación de Zonificación de la Ciudad de Hyattsville o documentará un "lote disconforme". El Supervisor luego emitirá un informe para la Administradora de la Ciudad citando una de las siguientes "Acciones":

- A. La solicitud del apoyo de la Ciudad a la Variación de Zonificación no cumple con la política de la Ciudad, No Recomiende la Aprobación
- B. La solicitud del apoyo de la Ciudad a la Variación de Zonificación cumple con la política de la Ciudad, Recomendar Aprobación - Varianza de Zonificación
- C. La solicitud del apoyo de la Ciudad a la Variación de Zonificación cumple con la política de la ciudad para "lotes no conformes", Recomendar Aprobación - Lote no Conforme

La Administradora de la Ciudad revisará el Informe del Supervisor de la Oficina de Ejecución de Códigos y determinará cuál de las siguientes acciones es aplicable y ejecutará en consecuencia:

- A. No Recomiende la Aprobación - La Administradora de la Ciudad redactará una carta detallando la oposición de la Ciudad para la solicitud propuesta de una variación de zonificación para la consideración y firma de la Alcaldesa. La carta de la Ciudad que se opone a la solicitud propuesta de una variación de zonificación se colocará en la Agenda de Objetos de Consentimiento para su aprobación por el Concejo Municipal
- B. Recomendar Aprobación - Varianza de Zonificación - La Administradora de la Ciudad enviará el informe de la Oficina de Ejecución de Códigos para la solicitud propuesta de una variación de zonificación (al Comité de Planificación para su revisión y comentario junto con cualquier otro comentario del personal de la Ciudad) a la Alcaldesa y al Concejo Municipal para la acción.
- C. Recomendar Aprobación - Lote no Conforme - La Administradora de la Ciudad redactará una carta detallando el apoyo de la Ciudad para la solicitud propuesta de una variación de zonificación para un "lote disconforme" a la Alcaldesa para su revisión y firma. La carta de la Ciudad que respalda la solicitud de variación de zonificación se colocará en la Agenda de Objetos de Consentimiento para su aprobación por el Concejo Municipal.

Adoptado por el Alcalde y el Consejo el 13 de febrero de 2006
Enmendado por el Alcalde y el Consejo el 3 de octubre de 2011



City of Hyattsville

Zoning Variance Policy Statement and Variance Process

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

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

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

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

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

Citizens requesting such support shall submit:

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

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

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

City of Hyattsville Zoning Variance Process

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

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

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

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

Adopted by the Mayor and Council on February 13, 2006

Amended by the Mayor and Council on October 3, 2011

City Council
September 14, 2026

Submitted by: Chloe Kauffman, Jeff Ulysse

Submitting Department: Community, Business, and Economic Development

Agenda Section: Consent Items

Item Title:

Variance Application 4614 Burlington Rd: V-21-26

Suggested Action:

I move the City Council authorize the Mayor to send a letter of support to the Board of Zoning Appeals for the subject property at 4614 Burlington Rd, Hyattsville, application #V-21-26; granting relief from Prince George's County Zoning Code section 27-4202(e) Residential, Single-Family-65 (RSF-65) Zone for the 5 ft lot frontage, 10.9% net lot coverage, 25 ft lot width, and 1.3 ft side yards.

Legal Review Required?

N/A

Summary Background:

The petitioner, Suco Wash LLC, has made an appeal to Prince George's County Board of Zoning Appeals (BZA) for four zoning variances to validate the net lot coverage (Section 27-4202(e)(1)), lot frontage width at front street line (Section 27-4202(e)(1)), minimum lot width (Section 27-4202(e)(1)), and side yard depth (Section 27-4202(e)(3)). Variances of 5 ft lot frontage, 10.9% net lot coverage, 25 feet lot width, and 1.3 side yards are requested. The petitioner is asking the City of Hyattsville to review their application again, as their previous approval from the County and support from the City has expired (V-84-23 & V-82-19).

Next Steps:

Send City Council approved comments to the Prince George's County Board of Appeals to be relayed at the hearing.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community



Ciudad de Hyattsville

Declaración de Política de Varianza de Zonificación y el Proceso de Varianza

La Alcaldesa y el Concejo adoptaron la siguiente Política y Proceso de la Ciudad de Hyattsville para las Solicitudes de Variación de Zonificación: Declaración de Política de Variación de Zonificación de la Ciudad de Hyattsville

La Ciudad de Hyattsville afirma el papel de la autoridad de zonificación de la Junta de Planificación del Condado de Prince George y "los propósitos, la intención, los estándares y los criterios de diseño establecidos en la Ordenanza de Zonificación y las políticas apropiadas del Condado".

La Ciudad de Hyattsville afirma la política de zonificación actual dentro de los límites de la Ciudad y, como cuestión de política, no admite variaciones de zonificación como una práctica comercial normal.

El apoyo de la Ciudad a una variación de zonificación normalmente sólo se concederá después de que la Alcaldesa y el Consejo Municipal reconocen que la concesión de una varianza:

1. remedia una situación única que la zonificación no anticipó;
2. remedia aquello que crean una dificultad significativa para el propietario que puede ser documentada y claramente demostrada;
3. resultará en beneficios para los residentes y mejorará la calidad del medio ambiente de la Ciudad.

Los ciudadanos que soliciten dicho apoyo deberán presentar:

1. mapa parcelario actual del sitio con todas las condiciones existentes;
2. fotos de todas las condiciones existentes del sitio;
3. planos de escala y dibujos de elevación de los cambios propuestos;
4. descripción narrativa de los cambios propuestos, detalles de los requisitos de zonificación de varianza y una explicación de cómo la solicitud de zonificación variación responde a:
 - a. una situación única que la zonificación no anticipó;
 - b. una dificultad significativa para el dueño de la propiedad;
 - c. beneficios para los residentes y mejorar el medio ambiente de la Ciudad

La Ciudad deberá, como cuestión de política, proporcionar cartas de apoyo para que los residentes documenten un "lote disconforme" como parte del proceso normal de permisos para proyectos que cumplan con todos los demás aspectos de las reglamentaciones de zonificación, a menos que el asunto en cuestión sea la certificación de un uso no conforme en un lote no conforme. El estándar para el apoyo de la certificación de un uso no conforme en un lote no conforme volvería a los requisitos antes mencionados para el apoyo inmediato de la Ciudad de una variación de zonificación.

La Ciudad no apoyará las solicitudes de variación para la cobertura de lote adicional cuando la intención de la solicitud sea agregar estacionamiento fuera de la calle en el lote, excepto en circunstancias extraordinarias.

Proceso de Varianza de Zonificación de la Ciudad de Hyattsville

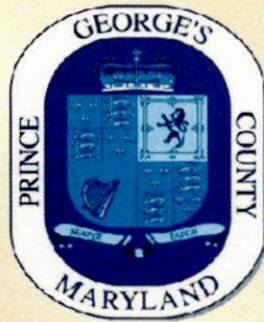
Las solicitudes de variaciones de zonificación serán procesadas por la Oficina de Ejecución de Códigos y revisadas por el personal para cuestiones técnicas. La Oficina de Ejecución de Códigos determinará si la solicitud cumple con todos los requisitos de la Política de Variación de Zonificación de la Ciudad de Hyattsville o documentará un "lote disconforme". El Supervisor luego emitirá un informe para la Administradora de la Ciudad citando una de las siguientes "Acciones":

- A. La solicitud del apoyo de la Ciudad a la Variación de Zonificación no cumple con la política de la Ciudad, No Recomiende la Aprobación
- B. La solicitud del apoyo de la Ciudad a la Variación de Zonificación cumple con la política de la Ciudad, Recomendar Aprobación - Varianza de Zonificación
- C. La solicitud del apoyo de la Ciudad a la Variación de Zonificación cumple con la política de la ciudad para "lotes no conformes", Recomendar Aprobación - Lote no Conforme

La Administradora de la Ciudad revisará el Informe del Supervisor de la Oficina de Ejecución de Códigos y determinará cuál de las siguientes acciones es aplicable y ejecutará en consecuencia:

- A. No Recomiende la Aprobación - La Administradora de la Ciudad redactará una carta detallando la oposición de la Ciudad para la solicitud propuesta de una variación de zonificación para la consideración y firma de la Alcaldesa. La carta de la Ciudad que se opone a la solicitud propuesta de una variación de zonificación se colocará en la Agenda de Objetos de Consentimiento para su aprobación por el Concejo Municipal
- B. Recomendar Aprobación - Varianza de Zonificación - La Administradora de la Ciudad enviará el informe de la Oficina de Ejecución de Códigos para la solicitud propuesta de una variación de zonificación (al Comité de Planificación para su revisión y comentario junto con cualquier otro comentario del personal de la Ciudad) a la Alcaldesa y al Concejo Municipal para la acción.
- C. Recomendar Aprobación - Lote no Conforme - La Administradora de la Ciudad redactará una carta detallando el apoyo de la Ciudad para la solicitud propuesta de una variación de zonificación para un "lote disconforme" a la Alcaldesa para su revisión y firma. La carta de la Ciudad que respalda la solicitud de variación de zonificación se colocará en la Agenda de Objetos de Consentimiento para su aprobación por el Concejo Municipal.

Adoptado por el Alcalde y el Consejo el 13 de febrero de 2006
Enmendado por el Alcalde y el Consejo el 3 de octubre de 2011



BOARD *of* APPEALS

Zoning and Administrative

VARIANCES

Information • Instructions • Application

*Please read all instructions before
completing the application.*

Variances

A variance is a request for permission to deviate from the guidelines outlined in Section 27-4 (Zones and Zone Regulations) of the Prince George's County Zoning Ordinance. These guidelines regulate lot size, lot width, building height, building setbacks from property lines, and the percentage of property covered with parking and structures.

Applicable Code Section and Authority

The Board is authorized to grant the requested variances if it finds that the following provisions of Section 27-3613(d) of the Prince George's County Zoning Ordinance are satisfied:

(d) General Variance Decision Standards

A variance may only be granted when the review board or official, as appropriate, finds that:

- (1) A specific parcel of land is physically unique and unusual in a manner different from the nature of surrounding properties with respect to exceptional narrowness, shallowness, shape, exceptional topographic conditions, or other extraordinary conditions peculiar to the specific parcel (such as historical significance or environmentally sensitive features);
- (2) The particular uniqueness and peculiarity of the specific property causes a zoning provision to impact disproportionately upon that property, such that strict application of the provision will result in peculiar and unusual practical difficulties to the owner of the property;
- (3) Such variance is the minimum reasonably necessary to overcome the exceptional physical conditions;
- (4) Such variance can be granted without substantial impairment to the intent, purpose and integrity of the General Plan or any Functional Master Plan, Area Master Plan, or Sector Plan affecting the subject property;
- (5) Such variance will not substantially impair the use and enjoyment of adjacent properties; and
- (6) A variance may not be granted if the practical difficulty is self-inflicted by the owner of the property.

Under certain circumstances, the Board of Appeals (or the M-NCPPC Planning Board or District Council in conjunction with certain zoning cases) may grant the property owner relief from the strict application of the Zoning Ordinance. Such relief may be granted on the basis of facts presented at a public hearing, when the Board, Council or Planning Board finds that there exists exceptional conditions of shape, topography, or other extraordinary situations peculiar to the specific property which could result in unusual practical difficulties or undue hardship to the property owner, provided that such variance may be granted without causing substantial impairment to the intent, purpose and integrity of the General Plan.

If a variance is approved that permits the erection of a building or structure, the variance will not be valid for more than two (2) years, unless a building permit for the erection is obtained within this period and the construction is started and proceeds to completion in accordance with the terms of the decision and the permit. If a variance is denied, a variance request covering the same subject may not be filed within a 12-month period, and following a second denial, the request may be filed within an 18-month period.

Within thirty (30) days from the date the Board issues a variance decision, any person, firm, corporation, or governmental agency who was a party to the Board's proceedings and is aggrieved by its decision may file an appeal to the Circuit Court of Prince George's County.

All applicants who are applying for variances in a Residential Zone, shall post the property with a sign(s) at least fifteen (15) days prior to the scheduled hearing date. The sign shall be provided by the Board of Appeals (stakes are not provided) and posted in accordance with Section 27-3407(b). Signs may NOT be nailed or attached in any fashion to a tree or fence.

Municipalities

All properties that are requesting a variance or waiver which is located within the City/Town limits of a municipality will be referred to the appropriate municipality for recommendation. Comments will be forwarded to the Board of Appeals to incorporate into the Boards review. The municipality will be provided at least 30 days to make their recommendation to the Board of Appeals. Petitioners are encouraged to contact their municipality in order work with the City/Town Councils.

INSTRUCTIONS TO APPLICANTS
FOR VARIANCES FROM THE BOARD OF APPEALS

An application requesting a variance shall be filed with the Board of Appeals for Prince George's County. All applications and documents shall be emailed to Boardofappeals@co.pg.md.us or submitted in person by appointment. Please contact our office for an appointment.

(Approval of a variance is not a guarantee that further review will not be necessary by other governmental authorities.)

Applications must contain all required information documents:

- Completed application
- One (1) letter of justification explaining how the proposal/request successfully meets the six criteria for granting a variance
- One (1) copy of the certified site plan
- One (1) copy of the building elevation plan(s)
- At least four (4) printed photographs; One (1) of each yard (front, sides and rear) illustrating conditions on the property that might cause the need for a variance and/or showing the character of the surrounding neighborhood
- One (1) copy of any corrective order, stop work order and violation notice, (all pages) (if the need for a variance is due to the violation)
- If a grading permit is required, a copy of the Type 2 Tree Conservation Plan or a Letter of Exemption will be required at the time of application
- All applications shall receive an email link to the Payment Portal website, in order to pay the required filing fees, and sign posting fees . A waiver of the filing fee may be obtained due to a financial hardship. (See Fee Schedule)
- Driveway variances - Apron Permits: Approved stamped Site Road site plan and apron permits must be obtained from the Department of Permitting, Inspections and Enforcement, Site Road Section and submitted as part of this variance package.

Payment:

Payment of Filing Fee, Sign Posting Fee and requested Language Interpreter Fee may be made by online payment with E-Check, Credit or Debit Card. (Visa, Mastercard, American Express and Discover). Once all documents are filed with the Board of Appeals, an email will be sent for a link to the Payment Portal in order to make the payment. Please note, physical check and cash payments are not accepted.

FILING FEE SCHEDULE: The following schedule of filing fees applies to all variance applications submitted to the Board of Appeals.

- (1) Variances
 - (a) Existing single-family attached and detached residences \$ 200.00
 - (b) Single-family attached and detached residences that are proposed, newly constructed or under construction \$ 500.00
 - (c) All other structures \$ 1,500.00

SIGN POSTING FEES: The following is a schedule of sign posting fees. Two signs per abutting street, for frontage 1,000 feet or less in length, is required, with an additional sign for each additional 1,000 feet.

- (1) Sign for posting on properties in all zones (two (2) signs) \$ 30.00
- (2) Sign for posting on Corner Lots (four (4) signs) \$ 60.00
- (3) Each additional sign over four (4) when application involves a public utility right-of-way (per sign) \$ 5.00
- (4) The Department of Permitting, Inspection and Enforcement shall not be required to pay sign posting fees

TRANSLATION /INTERPRETER SERVICES: If indicated on the application, Certified foreign language interpreter services or Sign Language interpreter services are available for hearings (Petitioner may not provide interpreter services such as family member or friend).

\$ 0.00

OTHER FEE RELATED INFORMATION: Appellant shall pay any costs related to re-advertisement of a hearing unless the need for re-advertisement is caused by governmental error/action.

Once a variance application is filed, it will be several weeks before a property owner's request will come before the Board at a virtual public hearing. Application for a variance is no assurance that it will be granted. The public hearing provides the opportunity for owners and other interested persons to give testimony in support of their positions.

As required by law, notices of the public hearing will be sent by certified mail, return receipt requested, to the property owner, all adjoining property owners, and any municipality at least fifteen (15) days prior to the scheduled hearing. Notices will be sent to any listed homeowners/citizens/civic/community association(s) and other listed interested parties by regular first-class mail. The law requires that the owner of the property appear at the hearing, where the Board will expect the owner to explain the need for the variance, give reasons why the requirements of the Code cannot be met, and state any hardship that will be suffered if the variance is not granted.

Property Owners who are unable to be present, corporations, limited liability companies, or other business entities **must** be represented by an attorney, licensed to practice in the State of Maryland, at any hearing before the Board. The legal representative must submit a letter advising the Board of their representation.

At the conclusion of the public hearing, the Board may or may not vote on the request at that time. If the Board chooses to do so, they may take the case under advisement or hold the record open until a future date. Any case not decided at the conclusion of the public hearing will be brought up for discussion at a future meeting of the Board and a vote on the request will occur in public. Once the Board has voted on the request, a written order will be mailed to all parties. *Before any building permit will be processed by the County Permits Office, a copy of the Board's written order and approved site plan/elevation must be presented. Approval of any variance is contingent upon development of the property in compliance with the Board-approved site and elevation plans.*

If additional assistance is needed to complete the application, or for any further information, contact the Board of Appeals office at (301) 952-3220 during business hours (Monday-Friday, 8:30 a.m. – 5:00 p.m.).

IMPORTANT: Applications on which all required information is not furnished will be returned for completion before processing. For further information regarding Board of Appeals policies and procedures, see Sections 27-3303, 27-3613 and 27-3616 of the County Zoning Ordinance and/or the Board's website at <https://pgccouncil.us/237/Board-of-Appeals>

Notice

The Board of Zoning Appeals Site Plan Requirements

**Note: Site plan requirements for each agency may vary.
Site plan acceptance from any agency does not constitute
acceptance from another agency.**

In accordance with the Prince George's County Code, a "site plan" submitted to the Board of Appeals must include and identify the following:

- Drawn to Scale by a Certified Engineer, Surveyor or Architect
Site Plan Must Include Certificate or MD Registration
- Scale Must Be Noted on the Site Plan
- Dimensions of All Structures/Number of Stories (including all fences/walls to include fence/wall height)
- Building Setbacks
- Lot Size (Square Footage)
- Legal Description of Property
- North Arrow
- Streets, Alleys, Easements and Right-of-Ways

**Failure To Provide These Requirements Will Result
In The Rejection Or Delay Of Application Acceptance.
(No Exceptions)**



BOARD of APPEALS

Zoning and Administrative

Wayne K. Curry Administration Building
1301 McCormick Drive, 3rd Floor
Largo Maryland 20774
(301) 952-3220
boardofappeals@co.pg.md.us

APPEAL NO. _____

Received Stamp

APPLICATION FOR A VIRTUAL VARIANCE

(USE BLACK INK ONLY)

PLEASE READ ALL INSTRUCTIONS BEFORE FILLING OUT APPLICATION

Owner(s) of Property Suco Wash, LLC
(AS SHOWN ON DEED)
Address of Owner(s) 7902 Tysons One Pl
City Tyson Corner **State** VA **Zip Code** 22102
Telephone Number (home) 703-296-1531 **(cell)** 703-296-1531 **(work)** _____
E-mail address: mateosrealty@gmail.com

Location and Legal Description of the Property involved:

Street Address 4614 Burlington Road
City Hyattsville, MD 20781
Lot(s) 58 **Block** _____ **Parcel** _____
Subdivision Name Burgess Subdivision of Rogers & Phillips Addition to Hyattsville

Professional Service:

► Engineer ► Contractor ► Architect ► Permit Service: (circle one) **If none, use N/A:**
Business Name: NIP Design Group LLD **Phone Number:** 301-336-9513
Representative Name: Nelson Aguilar **Email Address:** nip_designgroup@outlook.com
Address: 13321 Cloverdale Place, Germantown, MD 20745

Attorney representing applicant: If none, use N/A

Name: Melissa Carter **Law Office of** Rees Broome PC
Address: 163 Waterfront Street, Suite 300, National Harbor, MD 20745
Email Address: mcarter@reesbroome.com **Phone Number:** 703-790-1911
tmyers@reesbroome.com 240-761-4676

All Legal Representatives must submit a letter of representation.

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

Name: N/A

Address: _____

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

Name City of Hyattsville

PROPOSED WORK:

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

The Applicant is requesting 4 variances: (1) 1.3 feet on either side yard, (2) 5 feet lot frontage width (street), (3) 10.9% net lot coverage and (4) 25 feet lot width.

The the Board of Appeals approved the above variances twice before as V-82-19 (expired) and V-84-23 which will expire on May 10, 2026. Since the adoption of the Current Zoning Ordinance which differentiates the lot width of the setback line from the frontage width and requires 65 feet, thus a 25 foot variance for lot width is needed.

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

Security Exemption Plan Approval (Section 27-6610)

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

If none, use N/A:

Please indicate the requested increase in fence/wall height: _____

Reason for increase:

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

Correction Order: No ☒ Yes _____ Stop Work Order: No ☒ Yes _____

Violation Notice: No ☒ Yes _____ No. # _____ Date Issued: _____

Inspector's Name: _____

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

Do you need the services of a foreign language interpreter or sign language interpreter at your hearing? If none, use N/A:

Foreign Language Yes _____ No ☒ Sign Language Yes _____ No _____

Foreign Language: _____

SIGNATURE PAGE
No Electronic Signatures are permitted. Wet Signatures only.

DocuSigned by:

6E59F04C0FE54C1...

Signature of Property Owner by deed



Legal Representative (Attorney)

Melissa Carter, Rees Broome, PC

Printed Name

3/19/2026

Date:

IMPORTANT:

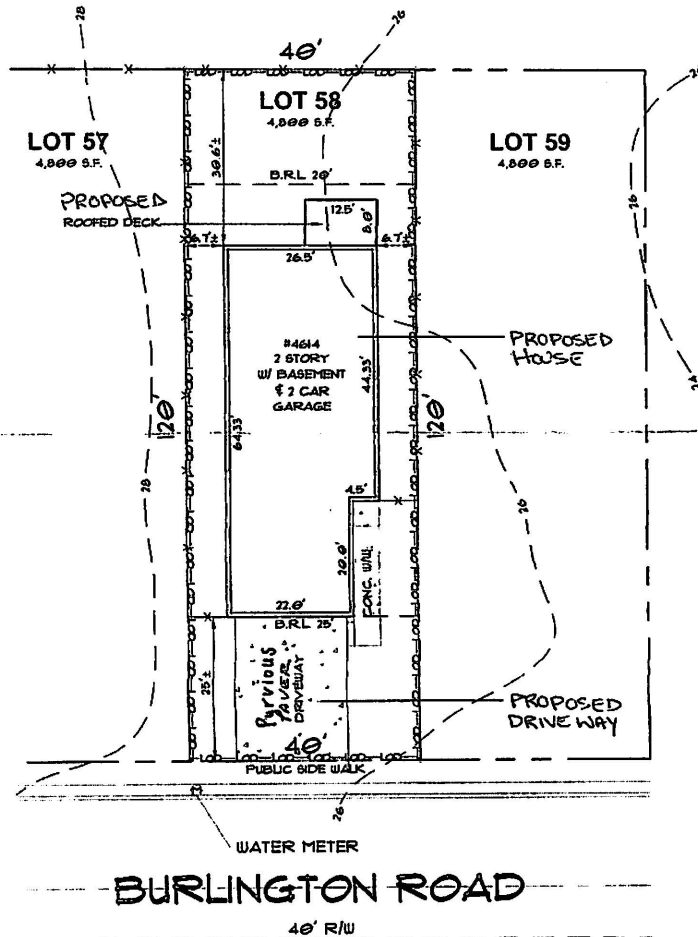
Failure to provide complete and accurate information on this application may delay or jeopardize consideration of the request. Applications on which all required information is not furnished will be returned for completion before processing. When complete, please forward completed application and documents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

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

LOCATION DRAWING
4614 BURLINGTON ROAD
LOT 58

"BURGESS SUB OF ROGERS & PHILLIPS ADDN TO HYATTSVILLE"

PRINCE GEORGE'S COUNTY, MARYLAND
TAX ACCOUNT 1829688 TAX MAP 050C2
LIBER: 14561 FOLIO:041
PLAT: A16-0928
SCALE 1" = 20'



LEGEND

- LDD --- LIMITS OF DISTURBANCE
- TW --- TW --- TREE PROTECTION FENCE
- X --- WOOD FENCE
- B.R.L. (BUILDING RESTRICTION LINE)
- TREE
- Ø WATER METER

NOTE

LIMIT OF DISTURBANCE
SURROUNDED WITH SILT FENCE
4,641 S.F.

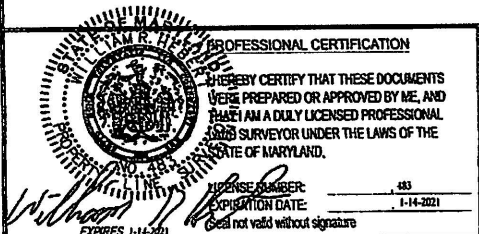
ZONE R-55 ZONING

PROPOSED RESIDENCE = 1,614.83 S.F.

PROPOSED RESIDENCE
TOTAL LOT COVERAGE = 1,614.83 S.F.
EXISTING LOT SIZE = 4,800.00 S.F.

$1,614.83 \text{ S.F.} + 4,800.00 \text{ S.F.} = 0.33642792$
 $0.33642792 \times 100 = 33\% \text{ LOT COVERAGE}$

SCALE:
1"=20'-0"



LEGEND:

PROPERTY ADDRESS: 4614 BURLINGTON ROAD, HYATTSVILLE MD 20781

REFERENCE

PLAT BK.
PLAT NO. A16-028
PARCEL
LOT. 58
BLOCK.

DATE OF LOCATIONS

SCALE: 1" = 30'
DRAWN BY:
TAXED: 1813168
WALL CHECK:
HSE. LOC: 12478



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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SUCOWASH, LLC
4614 BURLINGTON ROAD
HYATTSVILLE, MD 20781
NEW CONSTRUCTION

Professional Certification:
I hereby certify that these documents
were prepared or approved by me,
and that I am a duly licensed Architect /
Engineer under the laws of the State
of Maryland.
License number: _____
Expiration date: _____

DESIGN GROUP
ARCHITECTS
10000 WOODBURN ROAD
HYATTSVILLE, MD 20781
(410) 281-1111
www.designgrouparchitects.com

163 Waterfront Street, Suite 300
National Harbor, MD 20745
(703) 790-1911

Traci Scudder
Managing Counsel

tscudder@reesbroome.com

Melissa Carter
Associate

mcarter@reesbroome.com

March 30, 2026

STATEMENT OF JUSTIFICATION

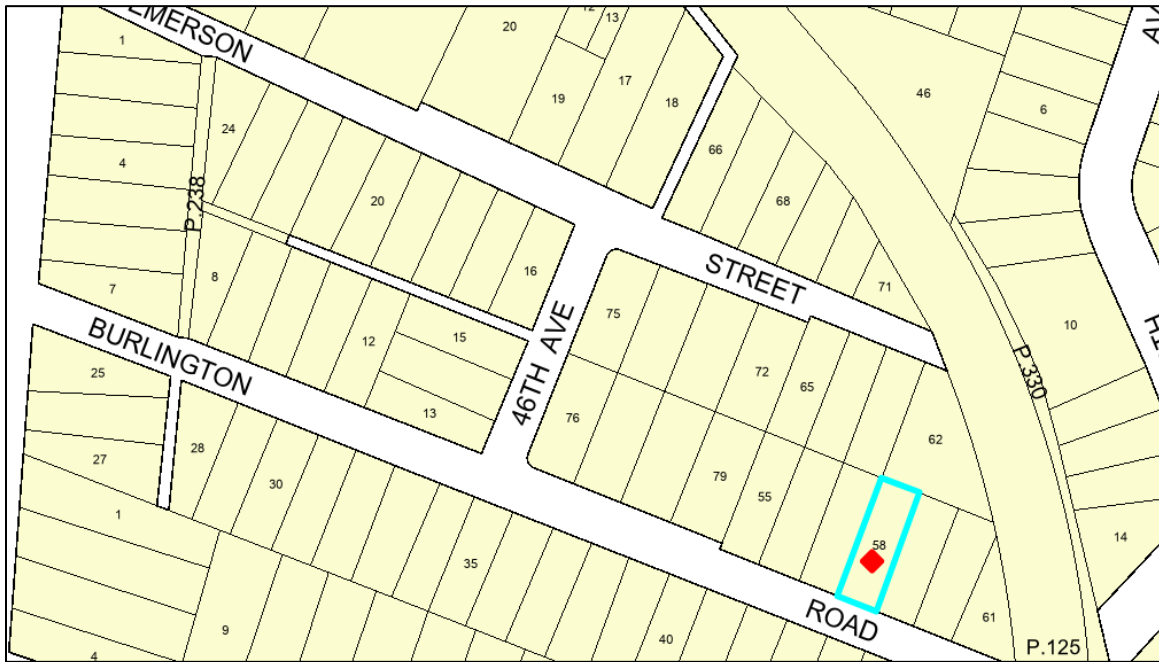
OWNER/APPLICANT	SUCO WASH, LLC
SUBJECT PROPERTY	4614 Burlington Road, Hyattsville, MD 20781
ATTORNEY/AGENT	Traci R. Scudder, Esq. Melissa M. Carter, Esq. Rees Broome, PC 163 Waterfront Street, Suite 300 National Harbor, MD 20745
ZONE:	RSF-65 (Residential, Single-Family-65)
REQUEST:	Variance: 1.3 feet on either side yard, 5 feet lot frontage, 25 feet lot width, 10.9% lot coverage

This application is a request for a certain variances for the property located at 4614 Burlington Road, Hyattsville, Maryland 20781. The variances are being requested to obtain a building permit for the construction of a two-story, single family dwelling featuring, among other things: a 26.5' x 44.33' basement, 12.5' x 8' deck, 22' x 20 attached two-car garage, and 19.5 x 25' driveway leading to the garage. The owner of the subject property is Suco Wash LLC (the "Applicant"). The subject property consists of one long, narrow rectangular vacant lot measuring 40' x 120' and known as Lot 58. The subject property consists of 0.11 acres in the residential subdivision of the Burgess' Subdivision of Rogers and Phillips Addition to Hyattsville and is located within the Gateway Arts District Development Zone, as well as the Chesapeake Bay Critical Area Overlay Zone (Intense Development

March 30, 2026

Page 2

Overlay, or IDO), and Lower Northeast Branch of the Anacostia Watershed. The property is zoned RSF-65 (Residential, Single-Family-65)



March 30, 2026

Page 3

By way of background, Suco Wash LLC purchased the subject property, an empty lot, in August 2017 with the intent of improving the vacant lot with a newly constructed two-story dwelling.

The requested variances are the minimum necessary to afford relief in order to complete the building permit process and construction. Without approval of the requested variances, the property would be unable to meet the zoning requirements as to lot coverage and minimum side yard depth.

Pursuant to Section 27-3613(c)(10) “A variance allowing the construction of a building or structure shall not be valid for more than the validity period of the parent application, or two years. . .”. Accordingly, it should be noted that these variance requests were previously approved by the Board of Appeals on October 23, 2019, as V-82-19. The validity period of this approval expired due to the COVID-19 pandemic and subsequent global supply chain shortage. On February 21, 2024 the Board of Appeals re-approved the same requested variances as V-84-23 and due to the state of the economy and delayed construction schedule, the validity period of this second approval will expire on May 10, 2026.

Since the effective date of the Current Prince George’s County Zoning Ordinance, several of the Intensity and Dimensional Standards have changed. The minimum lot frontage changed from 50 feet to 45 feet, and the minimum lot width changed from 50 feet to 65 feet. Likewise, the maximum lot coverage changed from 30% to 35% of the net lot area. Accordingly, the requested variance for minimum lot frontage (width) changed from 10 feet to 5 feet, and lot coverage changed from 15.9% to 10.9%. A new variance is now required as the new Zoning Ordinance differentiates the lot width of the setback line from the frontage width and requires 65 feet, which necessitates a 25 foot variance for lot width.

March 30, 2026

Page 4

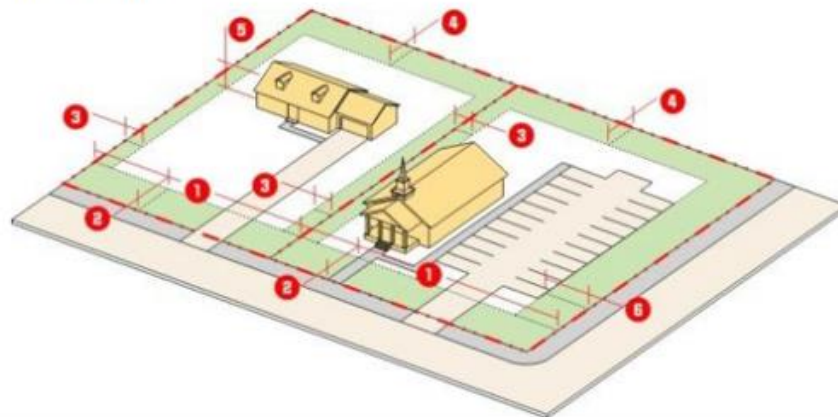
The Prince George's County Zoning Ordinance Section 27-4202(e) prescribes that each lot shall have side yards of at least 8 feet in width, 65 feet of lot width, and at least 45 feet lot frontage (width) at front street line. Further, Section 27-4202(e) prescribes that not more than 35% of the net lot area shall be covered by buildings and off-street parking. Accordingly, the Applicant requests variances of 1.3 feet on either side yard, 5 feet lot frontage width (street line), 10.9% net lot coverage and 25 foot variance for lot width..

Sec. 27-4201(e). Residential, Single-Family-65 (RSF-65) Zone

(2) Intensity and Dimensional Standards		
Standard(1)	Single-Family Detached Dwelling	Other Uses
Density, max. (du/ac of net lot area)	6.7	No requirement
Net lot area, min. (sf)	6,500	6,500
4 Lot width, min. (ft)	65	45
Lot frontage (width) at front street line, min. (ft)	45 (4)	36
Lot coverage, max. (% of net lot area)	35	60
5 Front yard depth, min. (ft)	25	25
3 Side yard depth, min. (ft) (2)	8	8
4 Rear yard depth, min. (ft)	20	20
5 Principal structure height, max. (ft)	40	40
Accessory structure height, max. (ft) (3)	15	15

NOTES: du/ac = dwelling units per acre; sf = square feet; ft = feet
 (1) See measurement rules and allowed exceptions in Section 27-2200, Measurement and Exceptions of Intensity and Dimensional Standards.
 (2) On corner lot, min. side yard depth alongside street = 25 ft. 6
 (3) May be increased for certain purposes by approval of a special exception pursuant to Section 27-3604, Special Exception.
 (4) If the lot is located on a cul-de-sac, the minimum width may be reduced to forty-five (45) feet.

Single-Family Detached Dwellings and Other Uses



March 30, 2026

Page 5

Section 27-3613 (d) Prince George's County Zoning Ordinance states that the Board is authorized to grant the requested variances if it finds that the following provisions are satisfied:

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

***RESPONSE:** As described above, the lot comprising the subject property is exceptionally long and narrow. These lots were created 1907 thus preceding the many zoning and subdivision regulations that exist today, including minimum lot frontage width, maximum lot coverage and side yard setbacks. Pursuant to *Mueller v. People's Couns. for Baltimore Cnty.*, 177 Md. App. 43, 69, 934 A.2d 974, 989 (2007), a property owner may establish the "uniqueness" of their lot where that lot is nonconforming as a result of a change in the zoning ordinance. Further, as described in *North v. St. Mary's County*, 99 Md. App. 502, 514 (1994), a property may be deemed unique for zoning purposes where there are practical restrictions imposed by abutting properties, such as easements or obstructions, even where such impediments are not located on the subject property itself. Here, there are encroachments on the subject property that limit the buildable space in addition to its narrow configuration.*

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

***RESPONSE:** Denying the request would result in a peculiar and unusual practical difficulty for the property owner due to the various encroachments contained on the property. Further, the change in the Zoning Ordinance rendered the lot technically buildable, but functionally unbuildable*

March 30, 2026

Page 6

absent a variance. This is a disproportionate impact when compared to neighboring properties, which have generally been previously developed with single-family residences.

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

***RESPONSE:** Strict application of Subtitle 27-3613 would result in a peculiar and unusual practical difficulty upon the Applicant, as denial of a variance for this lot would require that it remain perpetually vacant and amount to a regulatory taking. Approval of the requested variance will allow the Applicant to build a two-story structure that is consistent with the existing character of the community and will add to its appeal.*

(4) Such variance can be granted without substantial impairment to the intent, purpose and integrity of the general plan or any area master plan, sector plan, or transit district development plan affecting the subject property; and

***RESPONSE:** Due to the lot being long and narrow and character of the neighborhood, granting the relief requested would not substantially impair the intent, purpose and integrity of the General Plan or Master Plan. Conversely, denying the request would result in a peculiar and unusual practical difficulty upon the owners of the property.*

The approved General Plan, otherwise referred to as Plan Prince George's 2035, as well as the 1994 Approved Master Plan and Sectional Map Amendment for Planning Area 68; and 2004 Approved Sector Plan for the Prince George's County Gateway Arts District are applicable to this site. These plans list many goals and policies including:

- 1. "Provide a variety of housing options—ranging in price, density, ownership, and type—to attract and retain residents, strengthen neighborhoods, and promote*

March 30, 2026

Page 7

economic prosperity” and “Stabilize existing communities and encourage revitalization and rehabilitation”.¹ (pg. 181)

2. *In older areas where particular patterns of development are evident, infill construction and additions to original structures should complement the neighborhood fabric. However, zoning requirements were enacted after much development already occurred in the Planning Area. Thus, current standards often conflict with existing patterns of development. In other words, additions, expansions or infill development must meet existing standards which may be incompatible with surrounding properties. This a common problem in many of the County’s older communities. Thus, certain zoning standards should be modified so that new development, infill or additions to existing development may complement the established neighborhood character.”² (pg. 17)*
3. *“In many ways, the traditional residential neighborhood character areas suggest a glimpse of small town Americana. They overlay land zoned for single-family housing (attached and detached). The historic houses and streetcar suburban pattern of interconnecting narrow streets and shaded sidewalks within easy access to town centers and Metro are assets to be protected from encroachment or significant loss of integrity. This development character reinforces the existing single-family detached residential neighborhoods as calm, low-traffic, and child-safe. Although the area is residential, fine art and handcraft home occupations are permitted.”³ (pg. 14)*

This proposal is consistent with the General Plan, Master Plan/Sectional Map Amendment and Sector Plan. None of the policies or goals are hampered by this application. Granting the relief requested would not substantially impair the character of the neighborhood and intent, purpose and integrity of the General Plan, Master Plan and Sector Plan. The pertinent plans have been evaluated and the site is in conformance with and advances the goals of these plans.

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

¹ [Plan Prince George’s 2035 Approved General Plan](#)

² [Approved Master Plan and Sectional Map Amendment for Planning Area 68](#)

³ [2004 Approved Sector Plan for the Prince George’s County Gateway Arts District](#)

March 30, 2026

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RESPONSE: *The proposed single-family dwelling is completely appropriate for this location. The Applicant proposes to construct a two-story dwelling with a basement, a two-car garage and a covered deck. The proposal is consistent with the character of the area and will enhance both the subject property and the surrounding community. Letters of support from neighboring property owners have been provided in this application package.*

(6) Notwithstanding any other provision of this Section, a variance may not be granted if the practical difficulty is self-inflicted by the owner of the property.

RESPONSE: *These lots were created in 1907 thus preceding the many zoning and subdivision regulations. The unique size and shape of the subject property is outside the control of the property owner.*

CONCLUSION

For all the above stated reasons, the Applicant hereby respectfully requests variances for 1.3 feet on either side yard, 5 feet lot frontage, 25 feet lot width, and 10.9% net lot coverage.

Respectfully submitted,

REES BROOME, PC

By: 
Melissa Carter

VIA EMAIL: Boardofappeals@co.pg.md.us
Ellis F. Watson, Administrator - efwatson@co.pg.md.us

163 Waterfront Street, Suite 300
National Harbor, MD 20745
(240) 397-3625

Traci R. Scudder, Managing Counsel
Melissa Carter, Associate

tscudder@reesbroome.com
mcarter@reesbroome.com

March 30, 2026

VIA EMAIL: Boardofappeals@co.pg.md.us

Ellis F. Watson, Administrator
Prince George's County Board of Appeals
Wayne K. Curry Administration Building
1301 McCormick Drive
Largo, MD 20774

Dear Administrator Watson,

Applicant: Suco Wash, LLC

Property Location: 4614 Burlington Road, Hyattsville, MD 20781

Request: 1.3 feet on either side yard / 5 feet lot frontage (street) width / 10.9% net lot coverage /
25 foot lot width

Dear Administrator Watson,

Please be advised that Traci R. Scudder, Esq., Melissa Carter, Esq., Rees Broome, PC, have been retained by Suco Wash, LLC for representation regarding variances application for property located at 4614 Burlington Road, Hyattsville, MD 20781.

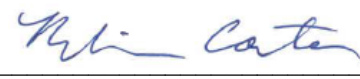
The requested variances were previously approved by way of V-82-19 and V-84-23. The validity period of V-84-23 will expire on May 10, 2026; thus the need for re-approval.

On behalf of our client, Suco Wash LLC, we respectfully request renewal of the prior approvals of 1.3 feet on either side yard, 5 feet lot frontage width (street), 10.9% net lot coverage and new variance of 25 foot lot width.

Warmest Regards,

REES BROOME, PC

By: 
Traci R. Scudder, Esq.

By: 
Melissa Carter, Esq.

cc:

Herrera Jose Martinez via email: Ramos3k7@gmail.com

The Honorable Wanika Fischer via email: CouncilDistrict2@co.pg.md.us

1-33

BURGESS' SUBDIVISION OF PART OF ROGERS AND PHILLIPS' ADDITION TO HYATTSVILLE, MD. 1907.

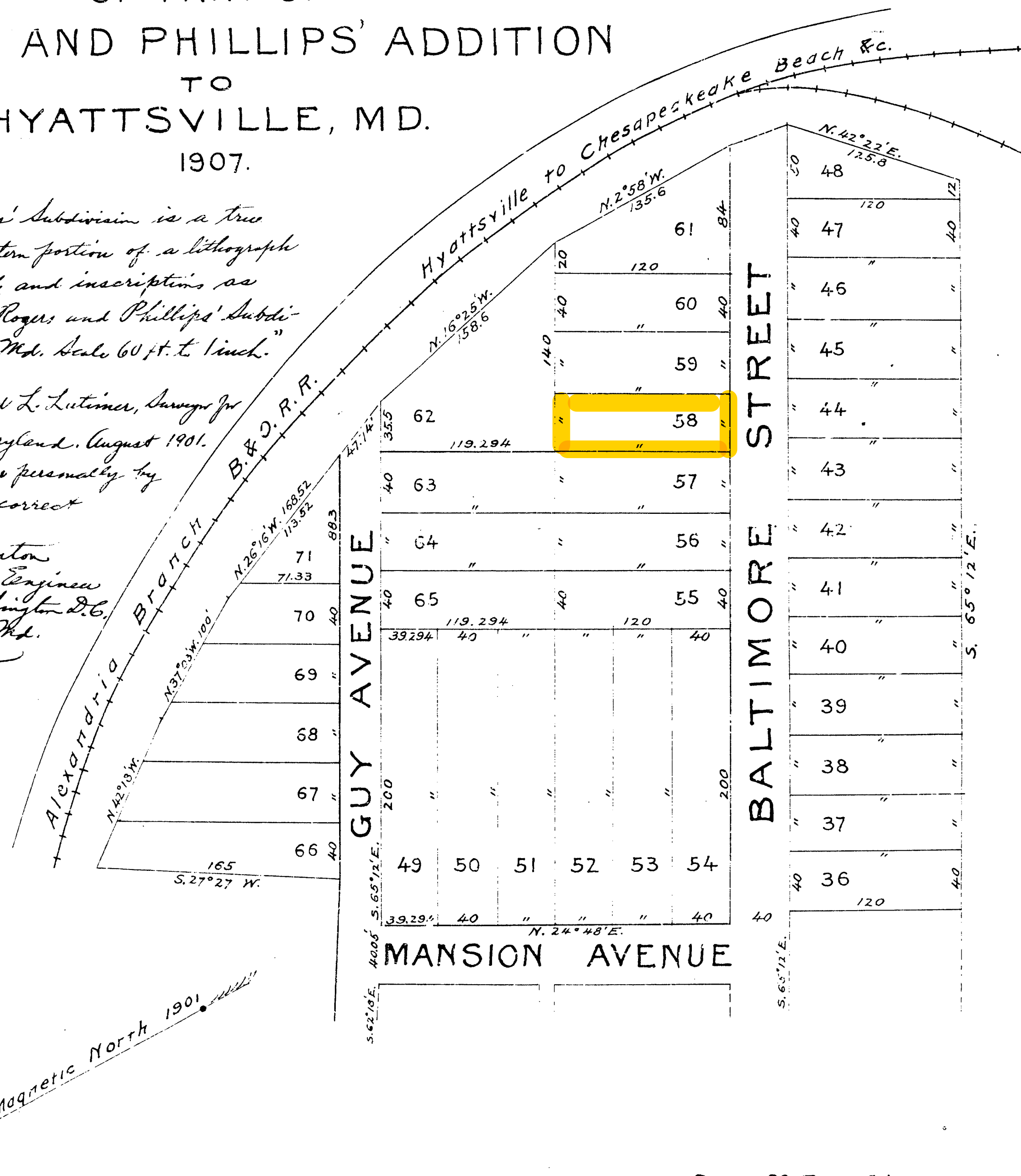
NOTE:-

This plan of Burgess' Subdivision is a true copy of the Southeastern portion of a lithograph plat bearing the title and inscriptions as follows:- "Map of Rogers and Phillips' Subdivision, Hyattsville, Md. Scale 60 ft. to 1 inch."

"Surveyed by Edward L. Lintner, Surveyor for Prince George's Co., Maryland, August 1901.

The work being done personally by and certified to be correct

By *J. H. Benton*
Civil & Landscape Engineer
1405 F. St. NW. Washington D.C.
and Hyattsville, Md.



p62005

MSA CSU 2382-12

1-33

1-33

Property

Tax Account: 1815166

Owner Name: SUCO WASH LLC

Premise Address: 4614 Burlington Rd, Hyattsville, MD 20781

Parcel Details	Ownership Information	Administrative Details
Tax Account #: 1815166	Owner Name: SUCO WASH LLC	Tax Map Grid: 050C2
Assessment District: 16	Owner Address: 7902 Tysons One Pl,	WSSC Grid: 206NE04
Lot: 58 Block: Parcel:	Tyson Corners, VA 22102	Councilmanic District: 5
Description:	Liber: 39907 Folio: 036	
Plat: E16-0928	Transfer Date: 8/18/2017	
Subdivision: BURGESS SUB OF	Current Assessment: \$83,433.00	
ROGERS & PHILLIPS ADDN TO	Land Valuation: \$83,433.00	
HYATTSV	Improvement Valuation: \$0.00	
Acreage: 0.11	Sale Price: \$35,000.00	
	Structure Area (Sq Ft):	

Chesapeake Bay Critical Area Overlay (2015) (Current)

Class: CBCAO

Zone Type: Overlay

Designation Type: I-D-O

Plan Name: Chesapeake Bay Critical Area Sectional Map Amendment

Resolution: CR-97-2014

Adoption Date: 10/21/2014

Chesapeake Bay Critical Area Overlay (2015) (Prior)

Designation Type: I-D-O

Plan Name: Chesapeake Bay Critical Area Sectional Map Amendment

Resolution: CR-97-2014

Adoption Date: 10/21/2014

Councilmanic District (2022)

District: 5

Member: Shayla Adams-Stafford

Political Party: Vacant

Telephone: Vacant

Email: Vacant

District: At Large

Member: Jolene Ivey

Political Party: Democrat

Telephone: 301-952-3864

Email: CouncilDistrict5@co.pg.md.us

District: At Large

Member: Wala Blegay

Political Party: Democrat

Telephone: 301-952-2195

Email: At-LargeMemberHawkins@co.pg.md.us

Historic District National Register (HAWP Not Required)

Name: Hyattsville Historic District
ID: 68-010-00

Municipal Boundary

Name: HYATTSVILLE
Official: Robert S. Croslin
Title: Mayor
Address: 4310 Gallatin Street
City: Hyattsville
ZIP Code: 20781
Telephone: 301-985-5000

Prior Development District Overlay (Prior)

Overlay Zone: D-D-O
Plan Name: GATEWAY ARTS DISTRICT SECTOR PLAN AND SMA
Resolution: CR-78-2004
Adoption Date: 11/30/2004
Acreage: 1907.699336

Chesapeake Bay Critical Area Overlay (1988)

Overlay Zone: I-D-O (Intense Development Overlay)
Plan Name: Chesapeake Bay Critical Area (CBCA)
Resolution: CR-95-1988
Adoption Date: 9/27/1988
Note: CBCA Overlay 1988: Not for use as official zoning map

Revitalization Tax Credit

Within Revitalization Tax Credit: Yes
Type: Residential

Watershed (DOE)

Name: LOWER NORTHEAST BR (ANA)

Watershed - 12 digit (DNR)

MDE 6 Digit Code: 021402
MDE 6 Digit Name: WASHINGTON METROPOLITAN
MDE 8 Digit Code: 02140205
MDE 8 Digit Name: Anacostia River
Watershed Code: 0822
DNR 12 Digit Designator: 021402050822
Tributary Strategy Watershed: MIDDLE POTOMAC
NRCS HUA14 Digit Code: 02070010030135
NRCS HUA11 Digit Code: 02070010030
NRCS HUA8 Digit Code: 02070010

Acreage: 14246.749023

Zoning (Current)

Class: RSF-65 (Residential, Single-Family - 65)

Zone Type: Residential

Zoning (Prior)

Class: R-55 (One-Family Detached Residential)

Zone Type: Residential

Subject Property: 4614 Burlington Road



4505 & 4503 Burlington Road



4515 & 4513 Burlington Road



View Map	No Ground Rent Redemption on File	No Ground Rent Registration on File
--------------------------	-----------------------------------	-------------------------------------

Special Tax Recapture: None

Account Number: District - 16 Account Identifier - 1815166

Owner Information

Owner Name:	SUCO WASH LLC	Use:	RESIDENTIAL
Mailing Address:	7902 TYSONS ONE PL TYSON CORNERS VA 22102-	Principal Residence:	NO
		Deed Reference:	/39907/ 00036

Location & Structure Information

Premises Address:	4614 BURLINGTON RD HYATTSVILLE 20781-0000	Legal Description:	
--------------------------	--	---------------------------	--

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	E-0928
0050	00C2	0000	16031100.17	1100			58	2025	Plat Ref:	

Town: HYATTSVILLE

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			4,800 SF	001

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
			/				

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2025	07/01/2025	07/01/2026
Land:	75,100	100,100		
Improvements	0	0		
Total:	75,100	100,100	83,433	91,767
Preferential Land:	0	0		

Transfer Information

Seller: BROTHERTON ROBERT L & SHIRLEY M	Date: 08/18/2017	Price: \$35,000
Type: ARMS LENGTH VACANT	Deed1: /39907/ 00036	Deed2:

Seller: MESSERSMITH,ELLSW	Date: 08/18/1981	Price: \$6,000
Type: ARMS LENGTH IMPROVED	Deed1: /05442/ 00672	Deed2:

Seller:	Date:	Price:
Type:	Deed1:	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application	Date:
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THE PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF ZONING APPEALS

BOARD OF ADMINISTRATIVE APPEALS

COUNTY ADMINISTRATION BUILDING, UPPER MARLBORO, MARYLAND 20772
TELEPHONE (301) 952-3220

NOTICE OF FINAL DECISION

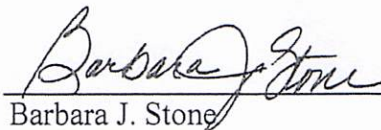
OF BOARD OF APPEALS

RE: Case No. V-82-19 Suco Wash, LLC

Enclosed herewith is a copy of the Board Order setting forth the action taken by the Board of Appeals in your case on the following date: October 23, 2019.

CERTIFICATE OF SERVICE

This is to certify that on November 12, 2019, the above notice and attached Order of the Board were mailed, postage prepaid, to all persons of record.


Barbara J. Stone
Administrator

cc: Petitioner
Adjoining Property Owners
Park and Planning Commission
DPIE/Building Code Official, Permitting
The City of Hyattsville

BEFORE THE BOARD OF APPEALS FOR PRINCE GEORGE'S COUNTY, MARYLAND
Sitting as the Board of Zoning Appeals

Petitioner: Suco Wash LLC

Appeal No.: V-82-19

Subject Property: Lot 58, Map 050, Grid C2, Burgess Subdivision of Rogers & Phillips Addition to Hyattsville Subdivision, being 4614 Burlington Road, Hyattsville, Prince George's County, Maryland

Municipality: The City of Hyattsville

Spanish Language Interpreter: Ernesto Luna

Counsel for Petitioner: Traci Scudder, Esq.

Witnesses: Arturo Ojea, Co-owner

Mauricio Mateos, Co-owner

Heard: September 18, 2019; Decided: October 23, 2019

Board Members Present and Voting: Bobbie S. Mack, Chairperson
Albert C. Scott, Vice Chairman
Anastasia T. Johnson, Member

RESOLUTION

This appeal is brought before the Board of Appeals, sitting as the Board of Zoning Appeals for the Maryland-Washington Regional District in Prince George's County, Maryland (the "Board"), requesting variances from the strict application of the provisions of Subtitle 27 of the Prince George's County Code (the "Zoning Ordinance").

In this appeal, a proceeding pursuant to Section 27-229 of the Zoning Ordinance, Petitioner requests that the Board approve variances from Section 27-442(b)(Table I) which prescribes that each lot shall have a minimum net lot area of 5,000 square feet. Section 27-442(d)(Table III) which prescribes that each lot shall have a minimum width of 50 feet measured along the front building line. Section 27-442(e)(Table IV) which prescribes that each lot shall have a side yard at least 8 feet in width. Section 27-442(c)(Table II) which prescribes that not more than 30% of the net lot area shall be covered by buildings and off-street parking. Section 27-120.01(c) which prescribes that no parking space, parking area, or parking structure other than a driveway no wider than its associated garage, carport, or other parking structure may be built in the front yard of a dwelling in the area between the front street line and the sides of the dwelling. Petitioner proposes to validate existing conditions (property & dwelling) and construct a two-story dwelling with basement, a two-car garage, a cover deck and a driveway in front of the house. Variances of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage and a waiver of the parking area location¹ requirement are requested.

Evidence Presented

The following testimony and record evidence were considered by the Board:

1. The property was subdivided in 1907, contains 4,800 square feet, is zoned R-55 (One-Family Detached Residential) and is a vacant lot. Exhibits (Exhs.) 2, 4, 7, 8 and 9 (A) thru (F)
2. The property is very long (120 feet) and narrow (40 feet). Exhs. 2, 4 and 9 (A) thru (F).
3. Petitioner would like to construct a 2-story single-family home with basement, an attached 2-car garage and covered deck. Because the property was subdivided in 1907, and not meeting current zoning standards, variances of 200 square feet net lot area, 10 feet front building line width are requested. The

¹ A waiver of the parking area location is not required as the driveway leads to a garage. Exhs. 2.

dwelling, being limited in size is encroaching the left and right-side yard by 1.3 feet on each side and is over lot coverage 15.9%. Therefore, variances of 1.3 feet left side yard, 1.3 feet right side yard and 15% net lot coverage is requested. Exhs. 2, 3, 5 (A), 21 and 22 (A) thru (B).

4. Attorney Traci Scudder explained that the subject property is a long, narrow rectangle vacant lot measuring 40' x 120'. She further explained that Petitioner is proposing to obtain a building permit for the construction of a two-story single-family dwelling with basement, 22' x 20' deck, two-car attached garage and driveway. The dwelling will be colonial style with 4 bedrooms and 2.5 baths. It will contain 2,100 square feet of livable space. She offered that most of the houses on the block were constructed between 1900 and 1929. Exh.

5. Petitioner Mateos testified that at the rear of the property is an industrial auto repair business. He contends that without the variances, a house (built to meet the zoning requirements) would be too small to build, uncomfortable for a family and not marketable. Exhs. 2, 3, 5 (A), and 9 (A) thru (F).

6. The City of Hyattsville supports the request for variances, subject to the revised site plan. Exhs. 23 and 24.

Applicable Code Section and Authority

Section 27-230 of the Zoning Ordinance authorizes the Board to grant variances when, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of specific parcels 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, provided such relief can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan.

Findings of the Board

After hearing all the testimony and reviewing the evidence of record, the Board finds that the requested variance complies with the applicable standards set forth in Section 27-230, more specifically:

Due the lot dimensions being created in 1907, the lot being long and narrow, the property located in proximity of an industrial area and the character of the neighborhood, granting the relief requested would not substantially impair the intent, purpose and integrity of the General Plan or Master Plan, and denying the request would result in a peculiar and unusual practical difficulty upon the owner of the property.

BE IT THEREFORE RESOLVED, unanimously, that variances of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage in order to validate existing conditions (property & dwelling) and construct a two-story dwelling with basement, a two-car garage, a cover deck and a driveway on the property located at 4614 Burlington Road, Hyattsville, Prince George's County, Maryland, be and are hereby APPROVED. Approval of the variances is contingent upon development in compliance with the approved site plan, Exhibit 2 and approved elevation plan, Exhibit 3.

BOARD OF ZONING APPEALS

By: Bobbie S. Mack
Bobbie S. Mack, Chairperson *BJS*

NOTICE

Within thirty (30) days from the date of this decision, any person, firm, corporation, or governmental agency who was a party to the Board's proceedings and is aggrieved by its decision may file an appeal to the Circuit Court of Prince George's County.

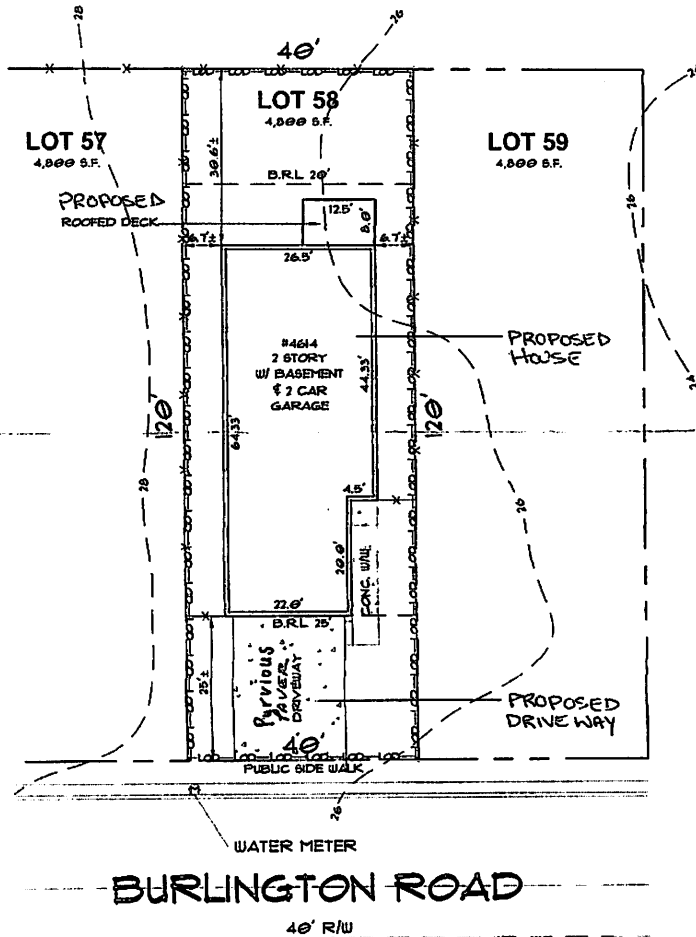
Further, Section 27-233(a) of the Prince George's County Code states:

A decision of the Board, permitting the erection of a building or structure, shall not be valid for more than two (2) years, unless a building permit for the erection is obtained within this period and the construction is started and proceeds to completion in accordance with the terms of the decision and the permit.

LOCATION DRAWING
4614 BURLINGTON ROAD
LOT 58

"BURGESS SUB OF ROGERS & PHILLIPS ADDN TO HYATTSVILLE"

PRINCE GEORGE'S COUNTY, MARYLAND
TAX ACCOUNT 1829688 TAX MAP 050C2
LIBER: 14561 FOLIO:041
PLAT: A16-0928
SCALE 1" = 20'



LEGEND

- LDD --- LIMITS OF DISTURBANCE
- TP --- TW --- TREE PROTECTION FENCE
- X --- WOOD FENCE
- B.R.L. (BUILDING RESTRICTION LINE)
- TREE
- Ø WATER METER

NOTE

LIMIT OF DISTURBANCE
SURROUNDED WITH SILT FENCE
4,641 S.F.

ZONE R-55 ZONING

PROPOSED RESIDENCE = 1,614.83 S.F.

PROPOSED RESIDENCE
TOTAL LOT COVERAGE = 1,614.83 S.F.
EXISTING LOT SIZE = 4,800.00 S.F.

$1,614.83 \text{ S.F.} + 4,800.00 \text{ S.F.} = 0.33642792$
 $0.33642792 \times 100 = 33\% \text{ LOT COVERAGE}$

SCALE:
1"=20'-0"

[Signature]
BOARD OF APPEALS
JUL 23 2019

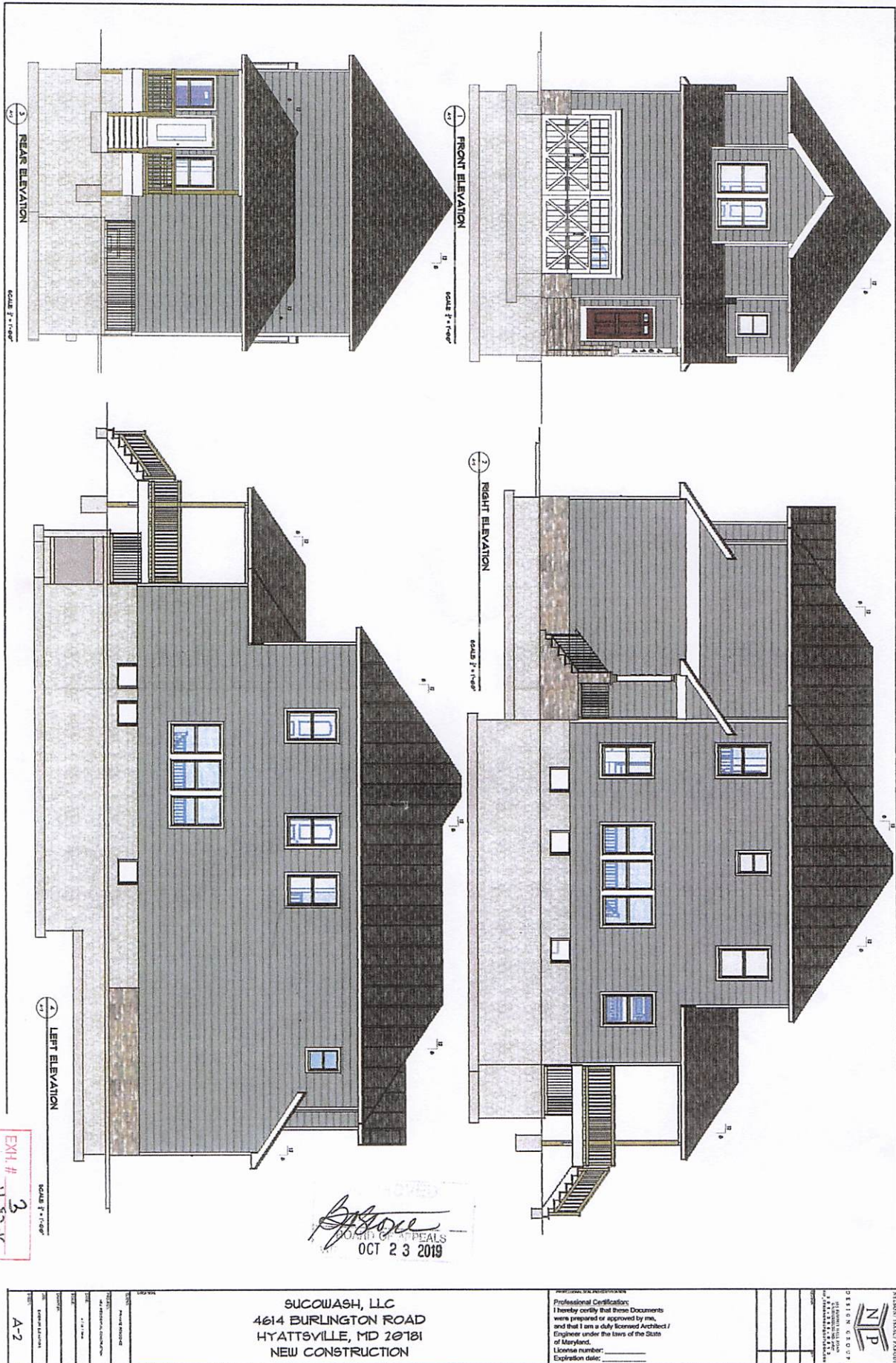
PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS
WERE PREPARED OR APPROVED BY ME, AND
THAT I AM A DULY LICENSED PROFESSIONAL
LAND SURVEYOR UNDER THE LAWS OF THE
STATE OF MARYLAND.

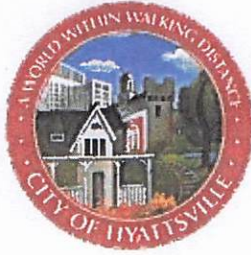
LICENSE NUMBER: 483
EXPIRATION DATE: 1-14-2021

[Signature]
EXPIRES 1-14-2021
Good not valid without signature

LEGEND:		PROPERTY ADDRESS: 4614 BURLINGTON ROAD, HYATTSVILLE MD 20781	
REFERENCE		DATE OF LOCATIONS	
PLAT BK.		SCALE:	1" = 20'
PLAT NO. A16-0928		DRAWN BY:	
PARCEL		TAXED:	1813168
LOT. 58		WALL CHECK:	
BLOCK		USE. LOC: 124718	



Candace B. Hollingsworth
Mayor



Tracey E. Douglas
City Administrator

October 21, 2019

Barbara Stone
Administrator
Board of Zoning Appeals
County Administration Building, Room 2173
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Re: V-82-19: 4614 Burlington Road, Hyattsville

Dear Ms. Stone,

This letter is to inform you that on October 21, 2019, the Hyattsville City Council considered variance application V-82-19, a zoning variance request for the subject property located at 4614 Burlington Road, Hyattsville.

The applicant has applied for a zoning variance to validate existing conditions (property & dwelling) and construct a two-story dwelling with basement, a two-car garage, a cover deck and a driveway in front of the house. The applicant is seeking a variance of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage, and a waiver of the parking area location requirement.

The City Council voted in support of the applicant's revised variance request, which incorporates previous materials in the construction of the proposed driveway.

We thank you and the Board of Zoning Appeals for your consideration of our comments and look forward to your decision.

Sincerely,

Candace B. Hollingsworth
Mayor

CC: City Council
Suco Wash, LLC, Applicant

V-82-19

LOT COVERAGE WORKSHEET

NET LOT SIZE

4,800 SQUARE FEET30 % LOT COVERAGE ALLOWED1,440 SQUARE FEETSTRUCTURE/PARKINGMEASUREMENTSSQUARE FOOTAGE

HOUSE

4.5 x 44.3
22 x 64.3199.4
1,414.6

> 1,614

GARAGE/CARPORT

DRIVEWAY

19.5 x 25487.5

PORCH/SUNROOM

8 x 12.5100

SHED(S)

ADDITION(S)

OTHER:

TOTAL LOT COVERAGE

2,201.5

TOTAL % NET LOT COVERAGE

45.9 %

TOTAL % OVER NET LOT COVERAGE

15.9 % (761.5 S.F.)



THE PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF ZONING APPEALS

BOARD OF ADMINISTRATIVE APPEALS

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

NOTICE OF FINAL DECISION

OF BOARD OF APPEALS

RE: Case No. V-84-23 Suco Wash, LLC

Enclosed herewith is a copy of the Board Order setting forth the action taken by the Board of Appeals in your case on the following date: February 21, 2024.

CERTIFICATE OF SERVICE

This is to certify that on May 10, 2024 , the above notice and attached Order of the Board were mailed, postage prepaid, to all persons of record.

A handwritten signature in cursive script, reading "Barbara J Stone", is written over a horizontal line.

Barbara J Stone
Administrator

cc: Petitioner
Adjoining Property Owners
M-NCPPC, Permit Review Section
DPIE/Building Code Official, Permitting

BEFORE THE BOARD OF APPEALS FOR PRINCE GEORGE'S COUNTY, MARYLAND
Sitting as the Board of Zoning Appeals

Petitioner: Suco Wash LLC

Appeal No.: V-84-23

Subject Property: Lot 58, Burgess Subdivision of Rogers & Phillips Addition to Hyattsville Subdivision,
4614 Burlington Road, Hyattsville, Prince George's County, Maryland.

Municipality: Hyattsville

Counsel for Petitioner: Traci Sudder, Scudder Law Office

Witnesses: Terry Myers, Scudder Law Office

Marico Mateo, Co-owner

Heard and Decided: February 21, 2024

Board Members Present and Voting: Carl Isler, Vice Chairman

Renee Alston, Member

Teia Hill, Member

Board Member Absent:

Bobbie Mack, Chair

RESOLUTION

This appeal is brought before the Board of Appeals, sitting as the Board of Zoning Appeals for the Maryland-Washington Regional District in Prince George's County, Maryland (the "Board"), requesting variances from the strict application of the provisions of Subtitle 27 of the Prince George's County Code (the "Zoning Ordinance").

In this appeal, a proceeding pursuant to the prior code being Section 27-229 of the Zoning Ordinance, Petitioner requests that the Board approve variances from Section 27-442(b)(Table I), which prescribes that each lot shall have a minimum net lot area of 5,000 square feet. Section 27-442(d)(Table III) prescribes that each lot shall have a minimum width of 50 feet measured along the front building line. Section 27-442(e)(Table IV) prescribes that each lot shall have a side yard at least 8 feet in width. Section 27-442(c)(Table II), prescribes that not more than 30% of the net lot area shall be covered by buildings and off-street parking. The petitioner proposes to validate existing conditions (net lot area, front building line, and side width yard) and construct a two-story dwelling with a basement, a two-car garage, and a cover deck. Variances of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, and 15.9% net lot coverage are requested.

Evidence Presented

The following testimony and record evidence were considered by the Board:

1. The property was subdivided in 1907, contains 4,800 square feet, is zoned R-55 Zone (One-Family Detached Residential), and is a vacant lot. Exhibits (Exhs.) 3, 5, 9, and 11 (A) thru (F).
2. The subject lot is rectangular in shape. Exhs. 3, 5, 9, and 11 (A) thru (F).
3. Petitioner would like to construct a 2-story single-family home with a basement, an attached 2-car garage, and a covered deck. Because the property was subdivided in 1907, and does not meet current Prince George's County Zoning Ordinance standards, variances of 200 square feet net lot area, and 10 feet front building line width are requested dwelling, being limited in size is encroaching the left and right-side yard by 1.3 feet on each side and is over lot coverage 15.9%. Therefore, variances of 1.3 feet left side yard, 1.3 feet right side yard, and 15% net lot coverage are requested. Exh. 3, 4, and 6 (A) thru (C).
4. Traci Scudder, Esq. explained that her client proposes to validate existing conditions and construct a two-story dwelling with a basement, two-car garage, deck, and driveway in front of the house. The Board

of Appeals previously approved this request on October 23, 2019, as V-82-19. However, due to the COVID-19 pandemic, the global supply chain shortage, and the state of the economy since that approval, the validity period expired. Exhs. 2 and 7.

5. The City of Hyattsville has approved the variance request. Exh. 19.

Applicable Code Section and Authority

Section 27-230 of the Zoning Ordinance authorizes the Board to grant variances when, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of specific parcels 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, provided such relief can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan.

Findings of the Board

After hearing all the testimony and reviewing the evidence of record, the Board finds that the requested variances comply with the applicable standards set forth in Section 27-230, more specifically:

Due to the lot dimensions being created in 1907 prior to the implementation of the Prince George's County Zoning Ordinance requirements, the lot being long and narrow, and the character of the neighborhood, renewing the original approval, granting the relief requested would not substantially impair the intent, purpose, and integrity of the General Plan or Master Plan, and denying the request would result in a peculiar and unusual practical difficulty for the property owner due to the various encroachments contained on the property.

BE IT THEREFORE RESOLVED, by majority vote, Ms Mack absent, that variances of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage in order to validate existing conditions (net lot area, front building line, and side width yard) and construct a two-story dwelling with a basement, a two-car garage, and covered deck on the property located at 4614 Burlington Road, Hyattsville, Prince George's County, Maryland, be and are hereby APPROVED. Approval of the variances is contingent upon development in compliance with the approved site plan, Exhibit 3, and approved elevation plans, Exhibit 4.

BOARD OF ZONING APPEALS

By: William C. Isler, II
William C. Isler, II (May 8, 2024 15:04 EDT)
William Carl Isler, Vice Chair

Approved for Legal Sufficiency

By: Ellis Watson
Ellis Watson (May 8, 2024 15:49 EDT)
Ellis Watson, Esq.

NOTICE

Within thirty (30) days from the date of this decision, any person, firm, corporation, or governmental agency who was a party to the Board's proceedings and is aggrieved by its decision may file an appeal to the Circuit Court of Prince George's County.

Further, Section 27-233(a) of the Prince George's County Code states:

A decision of the Board, permitting the erection of a building or structure, shall not be valid for more than two (2) years, unless a building permit for the erection is obtained within this period and the construction is started and proceeds to completion in accordance with the terms of the decision and the permit.



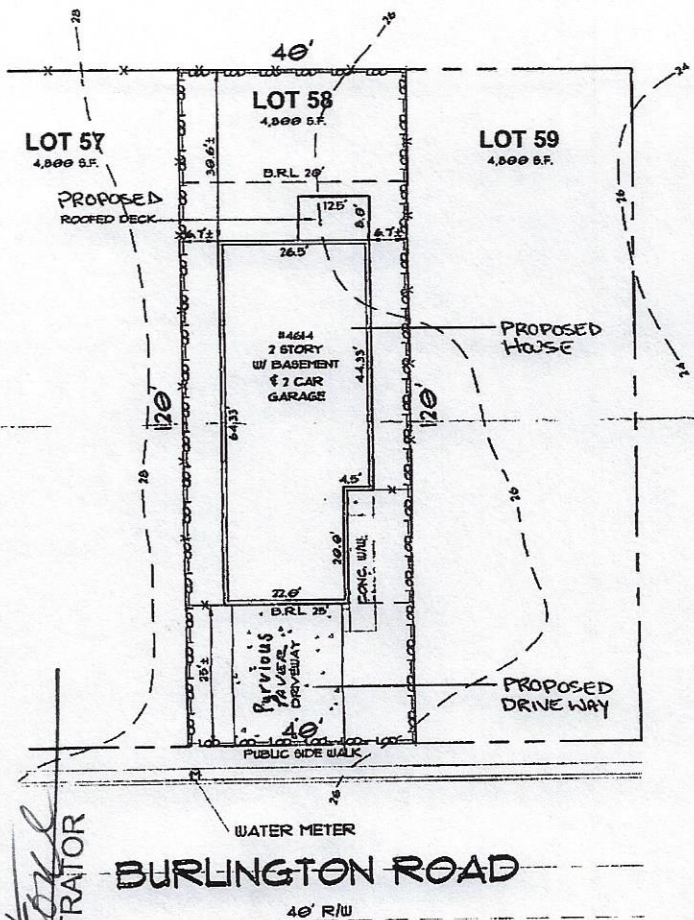
BOARD OF APPEALS

APPROVED FEB 21 2024

[Signature]
ADMINISTRATOR



LOCATION DRAWING
4614 BURLINGTON ROAD
LOT 58
**"BURGESS SUB OF ROGERS & PHILLIPS ADDN
TO HYATTSVILLE"**
PRINCE GEORGE'S COUNTY, MARYLAND
TAX ACCOUNT 1829688 TAX MAP 050C2
LIBER: 14561 FOLIO:041
PLAT: A16-0928
SCALE 1" = 20'



- LEGEND**
- LIMITS OF DISTURBANCE
 - - - TREE PROTECTION FENCE
 - x-x-x WOOD FENCE
 - - - B.R.L. (BUILDING RESTRICTION LINE)
 - TREE
 - ⊗ WATER METER

NOTE
LIMIT OF DISTURBANCE
SURROUNDED WITH SILT FENCE
4,641 S.F.

ZONE R-55 ZONING Current-RSF-65

PROPOSED RESIDENCE = 1,614.83 S.F.

PROPOSED RESIDENCE
TOTAL LOT COVERAGE = 1,614.83 S.F.
EXISTING LOT SIZE = 4,800.00 S.F.

1,614.83 S.F. + 4,800.00 S.F. = 0.33642792
0.33642792 x 100 = 33% LOT COVERAGE

SCALE:
1"=20'-0"

[Signature]
BOARD OF APPEALS

EXH. # 3
V-84-23

PROFESSIONAL CERTIFICATION I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NUMBER: 183 EXPIRATION DATE: 1-14-2021 Good not valid without signature	LEGEND:	PROPERTY ADDRESS: 4614 BURLINGTON ROAD, HYATTSVILLE MD 20781	
		REFERENCE	DATE OF LOCATIONS
		PLAT NO. A16-0928	SCALE: 1" = 20'
		PARCEL	DRAWN BY:
		LOT: 58	TAX ID: 181358
		BLOCK	WALL CHECK
			ISE, LOC: 12/1/18

2
V-84-19

BOARD OF APPEALS

APPROVED FEB 21 2024

ADMINISTRATOR



1 FRONT ELEVATION

SCALE 1/4" = 1'-0"



2 RIGHT ELEVATION

SCALE 1/4" = 1'-0"



3 REAR ELEVATION

SCALE 1/4" = 1'-0"



4 LEFT ELEVATION

SCALE 1/4" = 1'-0"

OCT 23 2019

PROFESSIONAL CERTIFICATION I hereby certify that these documents were prepared by me or under my direct supervision and that I am a duly Licensed Architect/ Engineer under the laws of the State of Maryland. License number: _____ Expiration date: _____	
SUCOWASH, LLC 4614 BURLINGTON ROAD HYATTSVILLE, MD 20781 NEW CONSTRUCTION	
PROJECT APPROVED DATE: _____ BY: _____ TITLE: _____ BOARD APPROVED DATE: _____ BY: _____	A-2

EXH. # 3
V-82-15

EXH. # 4
V-84-23



THE PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF ZONING APPEALS

BOARD OF ADMINISTRATIVE APPEALS

COUNTY ADMINISTRATION BUILDING, UPPER MARLBORO, MARYLAND 20772
TELEPHONE (301) 952-3220

NOTICE OF FINAL DECISION

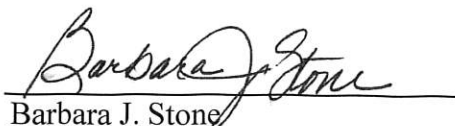
OF BOARD OF APPEALS

RE: Case No. V-82-19 Suco Wash, LLC

Enclosed herewith is a copy of the Board Order setting forth the action taken by the Board of Appeals in your case on the following date: October 23, 2019.

CERTIFICATE OF SERVICE

This is to certify that on November 12, 2019, the above notice and attached Order of the Board were mailed, postage prepaid, to all persons of record.


Barbara J. Stone
Administrator

cc: Petitioner
Adjoining Property Owners
Park and Planning Commission
DPIE/Building Code Official, Permitting
The City of Hyattsville

BEFORE THE BOARD OF APPEALS FOR PRINCE GEORGE'S COUNTY, MARYLAND Sitting as the Board of Zoning Appeals

Petitioner: Suco Wash LLC

Appeal No.: V-82-19

Subject Property: Lot 58, Map 050, Grid C2, Burgess Subdivision of Rogers & Phillips Addition to Hyattsville Subdivision, being 4614 Burlington Road, Hyattsville, Prince George's County, Maryland

Municipality: The City of Hyattsville

Spanish Language Interpreter: Ernesto Luna

Counsel for Petitioner: Traci Scudder, Esq.

Witnesses: Arturo Ojeva, Co-owner

Mauricio Mateos, Co-owner

Heard: September 18, 2019; Decided: October 23, 2019

Board Members Present and Voting: Bobbie S. Mack, Chairperson

Albert C. Scott, Vice Chairman

Anastasia T. Johnson, Member

RESOLUTION

This appeal is brought before the Board of Appeals, sitting as the Board of Zoning Appeals for the Maryland-Washington Regional District in Prince George's County, Maryland (the "Board"), requesting variances from the strict application of the provisions of Subtitle 27 of the Prince George's County Code (the "Zoning Ordinance").

In this appeal, a proceeding pursuant to Section 27-229 of the Zoning Ordinance, Petitioner requests that the Board approve variances from Section 27-442(b)(Table I) which prescribes that each lot shall have a minimum net lot area of 5,000 square feet. Section 27-442(d)(Table III) which prescribes that each lot shall have a minimum width of 50 feet measured along the front building line. Section 27-442(e)(Table IV) which prescribes that each lot shall have a side yard at least 8 feet in width. Section 27-442(c)(Table II) which prescribes that not more than 30% of the net lot area shall be covered by buildings and off-street parking. Section 27-120.01(c) which prescribes that no parking space, parking area, or parking structure other than a driveway no wider than its associated garage, carport, or other parking structure may be built in the front yard of a dwelling in the area between the front street line and the sides of the dwelling. Petitioner proposes to validate existing conditions (property & dwelling) and construct a two-story dwelling with basement, a two-car garage, a cover deck and a driveway in front of the house. Variances of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage and a waiver of the parking area location¹ requirement are requested.

Evidence Presented

The following testimony and record evidence were considered by the Board:

1. The property was subdivided in 1907, contains 4,800 square feet, is zoned R-55 (One-Family Detached Residential) and is a vacant lot. Exhibits (Exhs.) 2, 4, 7, 8 and 9 (A) thru (F)
2. The property is very long (120 feet) and narrow (40 feet). Exhs. 2, 4 and 9 (A) thru (F).
3. Petitioner would like to construct a 2-story single-family home with basement, an attached 2-car garage and covered deck. Because the property was subdivided in 1907, and not meeting current zoning standards, variances of 200 square feet net lot area, 10 feet front building line width are requested. The

¹ A waiver of the parking area location is not required as the driveway leads to a garage. Exhs. 2.

dwelling, being limited in size is encroaching the left and right-side yard by 1.3 feet on each side and is over lot coverage 15.9%. Therefore, variances of 1.3 feet left side yard, 1.3 feet right side yard and 15% net lot coverage is requested. Exhs. 2, 3, 5 (A), 21 and 22 (A) thru (B).

4. Attorney Traci Scudder explained that the subject property is a long, narrow rectangle vacant lot measuring 40' x 120'. She further explained that Petitioner is proposing to obtain a building permit for the construction of a two-story single-family dwelling with basement, 22' x 20' deck, two-car attached garage and driveway. The dwelling will be colonial style with 4 bedrooms and 2.5 baths. It will contain 2,100 square feet of livable space. She offered that most of the houses on the block were constructed between 1900 and 1929. Exh.

5. Petitioner Mateos testified that at the rear of the property is an industrial auto repair business. He contends that without the variances, a house (built to meet the zoning requirements) would be too small to build, uncomfortable for a family and not marketable. Exhs. 2, 3, 5 (A), and 9 (A) thru (F).

6. The City of Hyattsville supports the request for variances, subject to the revised site plan. Exhs. 23 and 24.

Applicable Code Section and Authority

Section 27-230 of the Zoning Ordinance authorizes the Board to grant variances when, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of specific parcels 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, provided such relief can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan.

Findings of the Board

After hearing all the testimony and reviewing the evidence of record, the Board finds that the requested variance complies with the applicable standards set forth in Section 27-230, more specifically:

Due the lot dimensions being created in 1907, the lot being long and narrow, the property located in proximity of an industrial area and the character of the neighborhood, granting the relief requested would not substantially impair the intent, purpose and integrity of the General Plan or Master Plan, and denying the request would result in a peculiar and unusual practical difficulty upon the owner of the property.

BE IT THEREFORE RESOLVED, unanimously, that variances of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage in order to validate existing conditions (property & dwelling) and construct a two-story dwelling with basement, a two-car garage, a cover deck and a driveway on the property located at 4614 Burlington Road, Hyattsville, Prince George's County, Maryland, be and are hereby APPROVED. Approval of the variances is contingent upon development in compliance with the approved site plan, Exhibit 2 and approved elevation plan, Exhibit 3.

BOARD OF ZONING APPEALS

By: 
Bobbie S. Mack, Chairperson 

NOTICE

Within thirty (30) days from the date of this decision, any person, firm, corporation, or governmental agency who was a party to the Board's proceedings and is aggrieved by its decision may file an appeal to the Circuit Court of Prince George's County.

Further, Section 27-233(a) of the Prince George's County Code states:

A decision of the Board, permitting the erection of a building or structure, shall not be valid for more than two (2) years, unless a building permit for the erection is obtained within this period and the construction is started and proceeds to completion in accordance with the terms of the decision and the permit.



1 FRONT ELEVATION

SCALE: 1/4" = 1'-00"



2 RIGHT ELEVATION

SCALE: 1/4" = 1'-00"



3 REAR ELEVATION

SCALE: 1/4" = 1'-00"



4 LEFT ELEVATION

SCALE: 1/4" = 1'-00"



EXH. # 3
U-82-19

LOT 58

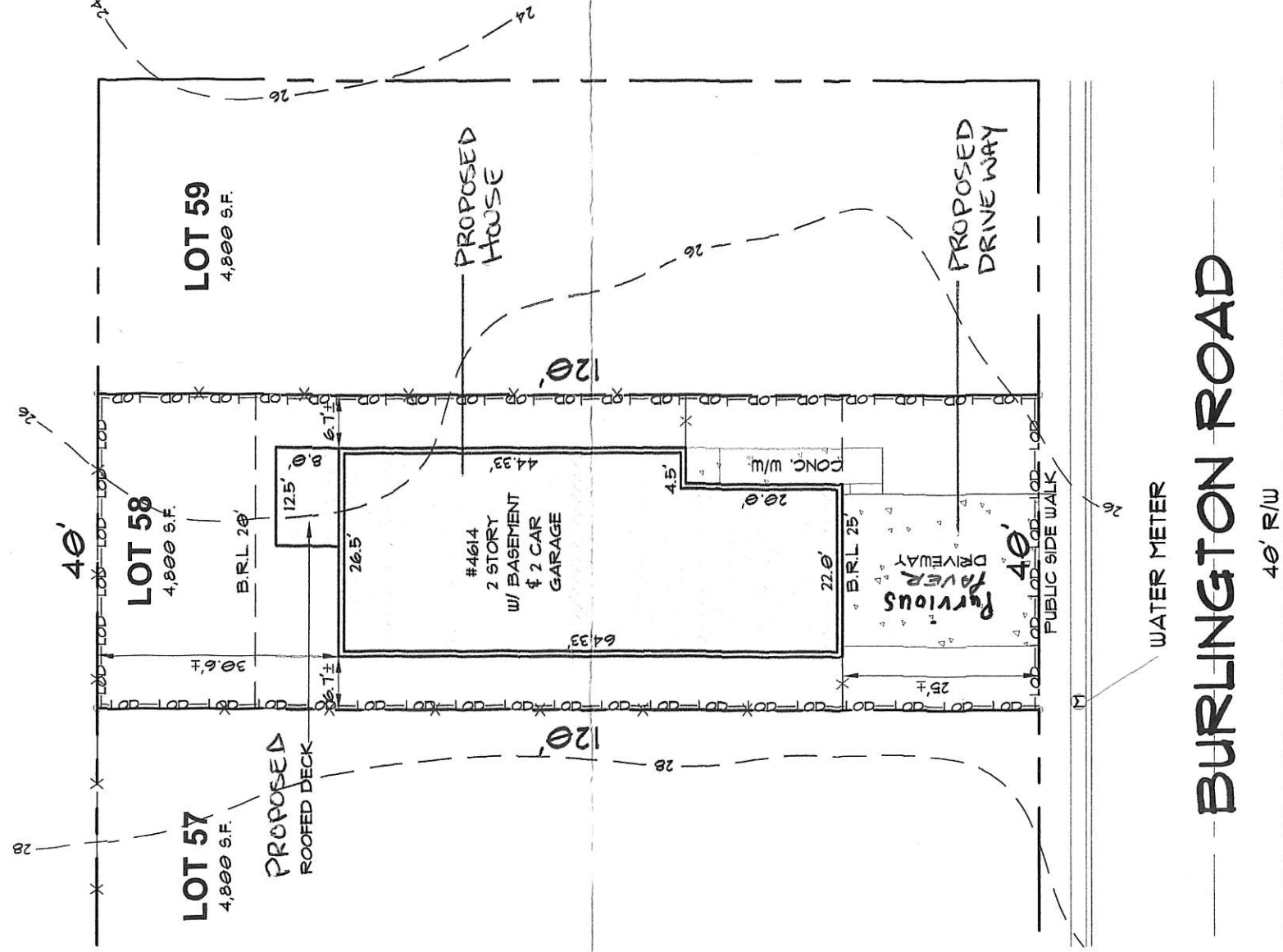
4614 BURLINGTON ROAD

PRINCE GEORGE'S COUNTY, MARYLAND
TAX ACCOUNT 1829688 TAX MAP 050C2
LIBER: 14561 FOLIO:041

LIBER: 14561 FOLIO: 041

PLAT: A16-0928

SCALE 1" = 20'



BURLINGTON ROAD

WATER METER

 $4\phi' R/W$

SCALE:
1"=20'-0"

APPROVED

BOARD OF APPEALS

OCT 23 2019

PROFESSIONAL CERTIFICATION

THEY CERTIFY THAT THESE DOCUMENTS
WERE PREPARED OR APPROVED BY ME, AND
THAT I AM A DULY LICENSED PROFESSIONAL
LAND SURVEYOR UNDER THE LAWS OF THE
STATE OF MARYLAND.

LICENSE NUMBER:
EXPIRATION DATE:

Seal not valid without signature

LEGEND:

REFERENCE

PLAT BK.

PLAT NO. A16-0928

PARCELI

LOT.

PROPERTY ADDRESS: 4614 BURLINGTON ROAD, HYATTSVILLE MD 20781

DATE OF LOCATIONS

SCALE: $1'' = 20'$

DRAWN BY:

[illegible]

I

HSE LOC: 1724/18

五、

V-82-19



THE PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF ZONING APPEALS

BOARD OF ADMINISTRATIVE APPEALS

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

NOTICE OF FINAL DECISION

OF BOARD OF APPEALS

RE: Case No. V-84-23 Suco Wash, LLC

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Barbara J Stone
Administrator

cc: Petitioner
Adjoining Property Owners
M-NCPPC, Permit Review Section
DPIE/Building Code Official, Permitting

BEFORE THE BOARD OF APPEALS FOR PRINCE GEORGE'S COUNTY, MARYLAND
Sitting as the Board of Zoning Appeals

Petitioner: Suco Wash LLC

Appeal No.: V-84-23

Subject Property: Lot 58, Burgess Subdivision of Rogers & Phillips Addition to Hyattsville Subdivision,
4614 Burlington Road, Hyattsville, Prince George's County, Maryland.

Municipality: Hyattsville

Counsel for Petitioner: Traci Sudder, Scudder Law Office

Witnesses: Terry Myers, Scudder Law Office

Marico Mateo, Co-owner

Heard and Decided: February 21, 2024

Board Members Present and Voting: Carl Isler, Vice Chairman

Renee Alston, Member

Teia Hill, Member

Board Member Absent:

Bobbie Mack, Chair

RESOLUTION

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Findings of the Board

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BE IT THEREFORE RESOLVED, by majority vote, Ms Mack absent, that variances of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage in order to validate existing conditions (net lot area, front building line, and side width yard) and construct a two-story dwelling with a basement, a two-car garage, and covered deck on the property located at 4614 Burlington Road, Hyattsville, Prince George's County, Maryland, be and are hereby APPROVED. Approval of the variances is contingent upon development in compliance with the approved site plan, Exhibit 3, and approved elevation plans, Exhibit 4.

BOARD OF ZONING APPEALS

By: William C. Isler, II
William C. Isler, II (May 8, 2024 15:04 EDT)
William Carl Isler, Vice Chair

Approved for Legal Sufficiency

By: Ellis Watson
Ellis Watson (May 8, 2024 15:49 EDT)
Ellis Watson, Esq.

NOTICE

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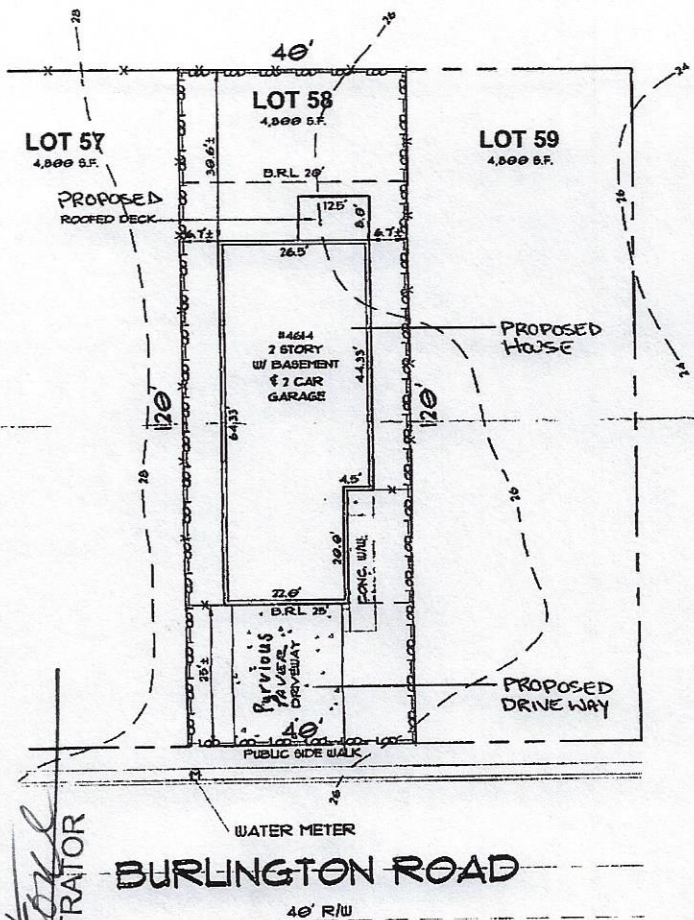
BOARD OF APPEALS

APPROVED FEB 21 2024

[Signature]
ADMINISTRATOR



LOCATION DRAWING
4614 BURLINGTON ROAD
LOT 58
**"BURGESS SUB OF ROGERS & PHILLIPS ADDN
TO HYATTSVILLE"**
PRINCE GEORGE'S COUNTY, MARYLAND
TAX ACCOUNT 1829688 TAX MAP 050C2
LIBER: 14561 FOLIO:041
PLAT: A16-0928
SCALE 1" = 20'



- LEGEND**
- LOD --- LIMITS OF DISTURBANCE
 - TW-TW- TREE PROTECTION FENCE
 - X-X- WOOD FENCE
 - B.R.L. (BUILDING RESTRICTION LINE)
 - TREE
 - WATER METER

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LIMIT OF DISTURBANCE
SURROUNDED WITH SILT FENCE
4,641 S.F.

ZONE R-55 ZONING Current-RSF-65

PROPOSED RESIDENCE = 1,614.83 S.F.

PROPOSED RESIDENCE
TOTAL LOT COVERAGE = 1,614.83 S.F.
EXISTING LOT SIZE = 4,800.00 S.F.

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0.33642792 x 100 = 33% LOT COVERAGE

SCALE:
1"=20'-0"

[Signature]
BOARD OF APPEALS

EXH. # 3
V-84-23

PROFESSIONAL CERTIFICATION I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NUMBER: 183 EXPIRATION DATE: 1-11-2021 Good not valid without signature	LEGEND:	PROPERTY ADDRESS: 4614 BURLINGTON ROAD, HYATTSVILLE MD 20781	
		REFERENCE	DATE OF LOCATIONS
PLAT NO. A16-0928 PARCEL LOT 58 BLOCK		SCALE: 1" = 20'	DRAWN BY:
		TAX ID: 181358	WALL CHECK:
		USE, LOC: 12/1/18	

BOARD OF APPEALS

APPROVED FEB 21 2024

ADMINISTRATOR



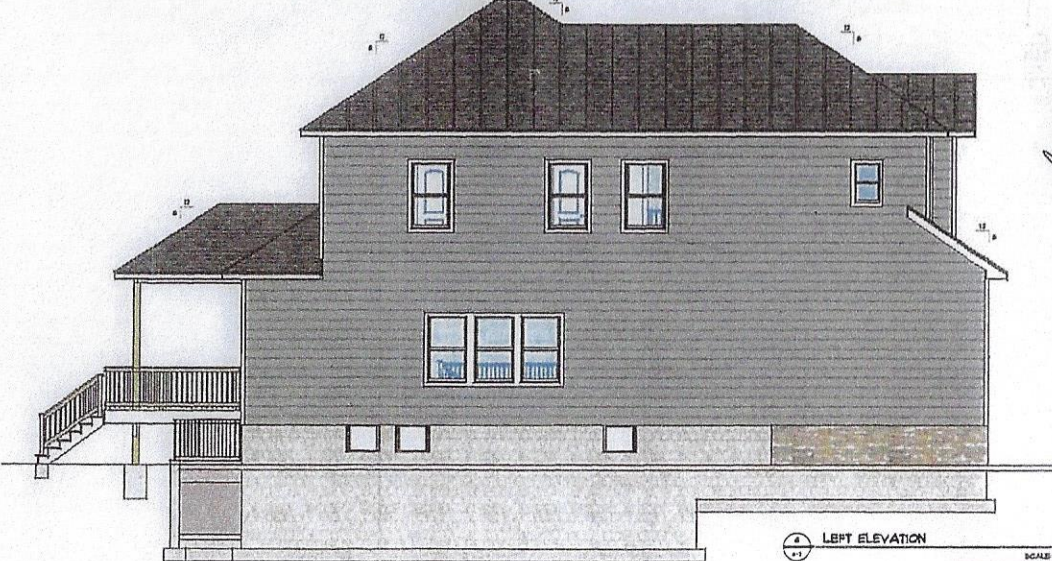
1 FRONT ELEVATION SCALE 1/4" = 1'-0"



2 RIGHT ELEVATION SCALE 1/4" = 1'-0"



3 REAR ELEVATION SCALE 1/4" = 1'-0"



4 LEFT ELEVATION SCALE 1/4" = 1'-0"

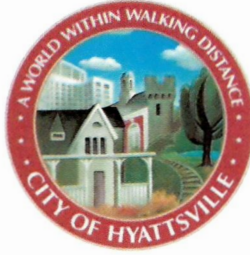
OCT 23 2019

PROFESSIONAL CERTIFICATION I hereby certify that these documents are the work of me or under my direct supervision and that I am a duly Licensed Architect Engineer under the laws of the State of Maryland. License number: _____ Expiration date: _____	
SUCOWASH, LLC 4614 BURLINGTON ROAD HYATTSVILLE, MD 20781 NEW CONSTRUCTION	
PROJECT APPROVED DATE: _____ BY: _____	A-2

EXH. # 3
V-82-15

EXH. # 4
V-84-23

Robert Croslin
Mayor



Tracey E. Douglas
City Administrator

November 21, 2023

Barbara Stone
Administrator
Board of Zoning Appeals
County Administration Building, Room 2173
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Re: V-84-23: 4614 Burlington Road, Hyattsville

Dear Ms. Stone,

This letter is to inform you that on November 20, 2023, the Hyattsville City Council considered variance application V-84-23, a zoning variance request for the subject property located at 4614 Burlington Road, Hyattsville.

The petitioner has applied for a zoning variance to validate existing conditions (property & dwelling) and construct a two-story dwelling with basement, a two-car garage, a covered deck and a driveway in front of the house. The petitioner is seeking a variance of 200 square feet net lot area, 10 feet front building line width, 1.3 feet left side yard width, 1.3 feet right side yard width, 15.9% net lot coverage, and a waiver of the parking area location requirement. As the Board of Zoning Appeals (BZA) is aware, this request was previously submitted by the petitioner under variance case V-82-19 in 2019. The request was supported by the Hyattsville City Council on October 21, 2019, and approved by the BZA October 23, 2019. This prior approval has expired.

The City Council voted in support of the petitioner's variance request, which incorporates previous materials in the construction of the proposed driveway.

We thank you and the Board of Zoning Appeals for your consideration of our comments and look forward to your decision.

Sincerely,

Robert Croslin
Mayor

CC: City Council
Suco Wash, LLC, Petitioner

CITY OF HYATTSVILLE

4310 Gallatin Street, Hyattsville, MD 20781 | 301-985-5000 | www.hyattsville.org



Memo

To: Tracey Douglas, City Administrator
From: Chloe Kauffman, City Planner
Date: September 14th, 2026
Re: Zoning Variance Request V-21-26, 4614 Burlington Rd, Hyattsville
Attachments: Application for Variance (Appeal No. V-21-26)
City of Hyattsville Variance Policy

The purpose of this memorandum is to provide the City Administrator with a briefing on the Zoning Variance request V-21-26, for the subject property located at 4614 Burlington Rd, Hyattsville.

Summary of Variance Conditions:

The petitioner, Suco Wash LLC, has made an appeal to Prince George's County Board of Zoning Appeals (BZA) for four zoning variances to validate the lot frontage (width) at front street (Section 27-4202(e)(1)), maximum lot coverage (Section 27-4202(e)(1)), minimum lot width (Section 27-4202(e)(1)), and side yard depth (Section 27-4202(e)(3)). Variances of 5 feet lot frontage, 10.9% net lot coverage, 25 feet lot width, and 1.3 feet on either side yards are requested.

The requested variances are outlined in the table below:

Residential Use Table	Description	Variance Requested
Section 27-4202(e)(1)	Prescribes a lot frontage (width) at front street line of 45 feet.	Variance of 5 feet lot frontage
Section 27-4202(e)(1)	Prescribes maximum lot coverage at 35%	Variance of 10.9% net lot coverage
Section 27-4202(e)(1)	Prescribes minimum lot width of 65 feet	Variance of 25 feet lot width
Section 27-4202(e)(3)	Prescribes a minimum side yard depth of 8 feet	Variance of 1.3 feet on both side yards

Property Description

The subject property is located within Burgess Subdivision in City Council Ward 1, as recorded in 1907. Currently vacant, the narrow 4,800 sf lot (40' x 120') lies within residential zone R-65 (Residential,

Single-Family). The adjacent residential buildings are unique in nature, but many share distinct architectural similarities and lot improvements; examples include driveways, various types of fences, and porches. Fronting Burlington Rd, the proposed property includes 2 stories with a basement, a two-car garage, roofed deck in the rear of the property, pervious driveway, and a wooden fence along the side and rear of the property. Total lot coverage of the proposed property is 1,614.63 sf, approximately 33% of the lot. Four variances are requested due to the exceptionally narrow lot shape constraining available build space.



Figure 1: Aerial View of Property Outlined in Blue

Findings & Justification

The petitioner is requesting four variances to obtain a building permit for the construction of a two-story, single-family home. Previously, two variance applications (V-82-19 & V-84-23) requesting the same relief were submitted to the Board of Appeals, reviewed and supported by the City of Hyattsville, and ultimately approved by the County. The validity period of the first approval (V-18-19) expired prior to construction due to the COVID-19 pandemic and correlated global supply chain shortages. In February 2024, the Board reapproved the variance requests pursuant to application V-84-23. The petitioner states the precarious state of the economy and construction delays has led to the need to receive another approval, as the validity period of the most recent variance request expired May 2026.



Figure 2: Street View of the Subject Property

For additional background, the approvals of the previous variance applications were accepted under the prior Prince George's County Zoning Ordinance. This application is subject to the current Zoning Ordinance and has changed the nature of some of the requests for relief. A variance of 5-foot frontage is requested instead of the previous 10 feet, as the current minimum lot frontage is 45 feet and the previous minimum was 50 feet. Likewise,

the maximum lot coverage changed from 30% to 35%, changing the original 15.9% relief request to 10.9%. The variance request for the side yard remains the same and the final variance request of 25 feet for lot width was added by the petitioner with this most recent application.

As the lot was established in 1907, preceding contemporary zoning and subdivision regulations, the petitioner experiences unique challenges in constructing a single-family dwelling. Thus, buildable space is extremely limited without an approved variance. Further, the proposed property appears to

be consistent with the existing character of the neighborhood and upholds the vision of Plan 2035 and the 2004 Gateway Arts District Approved Sector Plan and Sectional Map (2004 Sector Plan). Both plans envision this area to incorporate a variety of housing options, incorporating complementary structures when infill construction occurs. In this instance, the Traditional Residential Neighborhood as delineated in the 2004 Sector Plan specifically outlines that development in the area where the subject property is located should appear calm, offer low-traffic spaces, and be child-safe. The petitioner's request for relief from the aforementioned variances are consistent with these goals and priorities.

To reiterate, undue hardship exists for the petitioner as a result of the nonconforming narrow lot size that limits the buildable space for a detached single-family dwelling.

Recommendation

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

Based on the above findings, staff recommends the City Council support variance application V-21-26 for the subject property located at 4614 Burlington Rd, Hyattsville for the requested zoning relief related to the.



Figure 3: Front Elevation of Proposed Property



City of Hyattsville

Zoning Variance Policy Statement and Variance Process

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

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

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

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

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

Citizens requesting such support shall submit:

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

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

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

City of Hyattsville Zoning Variance Process

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

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

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

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

Adopted by the Mayor and Council on February 13, 2006

Amended by the Mayor and Council on October 3, 2011

City Council
September 14, 2026

Submitted by: Nate Groenendyk
Submitting Department: Legislative
Agenda Section: Action Items

Item Title:

Letter to County Executive Regarding Use and Occupancy Permit for 6505 Belcrest Rd

Suggested Action:

I move the Council authorize the Mayor to send correspondence to the County Executive of Prince George's County to convey the City's concerns related to the issuance of the Use and Occupancy permit at 3505 Belcrest Road for the expansion of ICE's Office of the Principal Legal Advisor (OPLA).

Legal Review Required?

N/A

Summary Background:

The Department of Homeland Security's Office of the Principal Legal Advisor, which provides a full range of legal services to ICE programs, currently occupies office space at 3505 Belcrest Road in Hyattsville. On July 16, 2026 the Prince George's County Department of Permitting, Inspection, and Enforcement issued a Use and Occupancy permit to allow for the expansion of the current space. The attached draft letter outlines concerns with the proposed expansion and requests clarification regarding inspection and permit compliance requirements.

Next Steps:

Send correspondence to the County Executive and other Prince George's County officials.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Strategic Goals:

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

Dear County Executive Braveboy:

Thank you for your August 7 correspondence regarding the issuance of a Use & Occupancy Permit for the Department of Homeland Security Immigration and Customs Enforcement (ICE), Office of the Principal Legal Advisor (OPLA), at 6505 Belcrest Road. We appreciate the County's continued opposition to immigration detention facilities and your commitment to taking legal and enforcement action should the space be used for purposes inconsistent with the approved permit.

While your letter provides helpful clarification regarding the County's decision, significant concerns remain regarding both the process surrounding the issuance of the permit and how compliance will be monitored and enforced. In light of those concerns (described in detail below), we ask that you consider revoking the permit until these issues are addressed publicly. If you determine that temporary or conditional revocation is not warranted, we ask that you commit to regular and sustained monitoring and inspection at 6505 Belcrest, and to provide clarification regarding permit conditions and enforcement actions.

Specifically, we remain concerned about the potential use of administrative or legal office space for temporary detention. ICE has previously used administrative field offices elsewhere, including Baltimore, Maryland, and Burlington, Massachusetts to temporarily hold individuals in custody¹. While the County's inspection confirmed that the expanded space was not configured for detention at the time, that does not address how the County will identify or respond to temporary detention should it occur after the space is occupied. Past and ongoing actions by ICE warrant additional scrutiny regarding permit compliance and adherence to County laws.

Your August 7 letter states that the County intends to "remain vigilant and continue monitoring for strict compliance" with the approved U&O permit. We welcome that commitment. Given documented instances in which ICE has restricted access to its facilities by federal elected officials seeking to conduct oversight, we believe additional clarity regarding the County's monitoring and enforcement process is necessary.

Specifically, we respectfully request that the County clarify:

- Whether temporarily holding an individual in ICE custody at 6505 Belcrest Road would constitute a use inconsistent with the approved U&O permit;
- How DPIE or other County agencies will monitor compliance and investigate credible reports of detention at the facility;
- How the County would respond if ICE restricted access necessary to verify compliance;
- What would trigger enforcement action, including potential suspension or revocation of the U&O permit; and

¹ ICE has used holding rooms within administrative field offices to temporarily detain individuals pending transfer or release. At ICE's Baltimore Field Office, individuals have been held beyond the agency's ordinary holding period. ICE's Burlington, Massachusetts Field Office, which primarily serves administrative functions, has similarly been used to hold individuals in custody.

- How the City of Hyattsville should communicate credible reports or other information that may assist the County in monitoring compliance and investigating potential violations.

Hyattsville wants to ensure that the County has an effective mechanism for determining if the actual use of the property changes and taking appropriate action if it does. This will require advance consideration of reporting requirements, inspection protocols, and other lawful safeguards that can be established to ensure that the space remains exclusively administrative in use.

We also have concerns about the safety of our community members. As you know, ICE's presence at 6505 Belcrest Road has already caused widespread concern and disruption in our community. This is particularly troubling because the building and surrounding area provide access to important public and community services, including the County's Department of Social Services, Prince George's Community College, and medical offices.

Hyattsville has already experienced detrimental effects within our Latino community. Hyattsville has received reports that multilingual learner enrollment has dropped significantly at the Prince Georges Community College (PGCC) location that shares the building on Belcrest Road. [Maryland Matters](#) recently reported that Northwestern High School, just blocks from the building, has seen a 7% drop in Hispanic student enrollment, estimated at 120 students². Hyattsville residents should be able to access government services without fear that doing so could expose them to immigration enforcement activity.

Finally, given the impact that ICE expansion is already having on our community, earlier communication and coordination with the City would also have been valuable. We recognize that the County may be constrained by applicable law in its review of a permit application. Those constraints, however, do not preclude communication and coordination with the municipality in which the U&O is issued. Advance notice would have allowed the City to prepare responses to residents' concerns, coordinate public communications, and partner with the County to address potential community impacts. Going forward, we hope to establish a clearer process for communication and coordination regarding significant developments at this location.

The City and County share the same objective: ensuring that 6505 Belcrest Road is not used as an immigration detention facility, either formally or informally. Achieving that objective will require proactive enforcement and meaningful intergovernmental communication. We appreciate your partnership and look forward to working together toward that shared goal.

Sincerely,

² Maryland Matters, "Maryland's Hispanic student enrollment declines amid immigration fears," August 24, 2026.