



The Town of  
**Brentwood**

**MEETING OF THE MAYOR & TOWN COUNCIL  
OF BRENTWOOD MARYLAND**

**Tuesday, December 16, 2025 | 7:00 PM**

The meeting is being held in Person and can also be watched on YouTube.  
For public comment during the meeting, email [info@brentwoodmd.gov](mailto:info@brentwoodmd.gov)

**AGENDA**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

A. Councilmember Glenn Harris Jr.	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
B. Councilmember Juan Arango Millan	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
C. Councilmember Julia Elrod	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
D. Vice Mayor Jerry Burgess	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
E. Mayor Rocio Treminio-Lopez	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

**IV. Approval of the Agenda**

**V. Upcoming Events**

- A. Community Advisory Committee Meeting—Thurs, Dec 18, 2025 (6:30 PM) Community Center
- B. Kids Annual Holiday Event—Fri, Dec 19, 2025 (5 PM-8 PM) Community Center
- C. Christmas Eve—Wed, Dec 24, 2025
- D. Christmas Day—Thurs, Dec 25, 2025 (Town Hall Closure)
- E. New Year's Day—Thurs, Jan 2, 2025 (Town Hall Closure)
- F. Town Work Session—Tues, Jan , 2025 (7 PM Via Zoom)

**VI. Public Comments (2 Minute Limit)**

**VII. Reports**

- A. Police Chief Report for the Month of November
- B. Treasurer's Deposit & Activity Report
- C. Town Administrator Report

- Code Enforcement (November)

## **VIII. Mayor and Council Reports**

- A. Cable TV Authority—Council Member Juan Arango Millan
- B. Green Team/Tree Committee—Council Member Juan Arango Millan
- C. Public Works—Council Member Glenn Harris Jr.
- D. Special Events—Council Member Julia Elrod
- E. Citizens Advisory Committee—Vice Mayor Jerry Burgess
- F. Mayors Report—Mayor Rocio Treminio-Lopez

## **IX. Legislation**

- A. Ordinance 2025-18 Trees (Chapter 283) (Vote)
- B. Ordinance 2025-17 Town Seal Usage (Vote)
- C. Resolution 2025-15 Solicitation Permit Fees

## **X. Old Business**

- A. Axon Proposal (body cameras, in car cameras and tasers)
- B. Evidence Lockers (Police Department)
- C. Town Seal Usage Policy

## **XI. New Business**

- A. Brentwood Police Department Weapon Replacement

## **XII. Public Comment (2 Minute Limit)**

## **XIII. Adjourn**

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

The Town of Brentwood  
**Treasurer's Report**  
November 2025

	Truist (GF Checking)	Truist (Capital Fund)	PNC* (Money Mrkt)	Truist* (Money Mrkt)	Truist (Merchant Acct)	Truist (Checking)	Totals
	\$910,883.74	\$235,272.33	\$346,880.65	\$190,066.16	\$68,695.64	\$321,857.25	<b>\$2,073,655.77</b>
<b>Unrestricted Funds:</b>							
Interest/Investment Income	\$0.00	\$0.00	\$1,142.39	\$170.35	\$62.19	\$319.16	<b>\$1,694.09</b>
Pending Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Transfers In	\$278,086.91	\$0.00	\$0.00	\$0.00	\$0.00	\$71,732.80	<b>\$349,819.71</b>
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Deposits	\$40,934.41	\$0.00	\$0.00	\$0.00	\$2,027.53	\$920.00	<b>\$43,881.94</b>
<b>Subtotal - Unrestricted Deposit Fund Activity</b>	<b>\$319,021.32</b>	<b>\$0.00</b>	<b>\$1,142.39</b>	<b>\$170.35</b>	<b>\$2,089.72</b>	<b>\$72,971.96</b>	<b>\$395,395.74</b>
<b>Restricted Funds:</b>							
Anacostia Trails Heritage Area (ATHA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Veterans Memorial Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Subtotal - Restricted Fund Activity</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Cash Available Before Disbursements</b>	<b>\$1,229,905.06</b>	<b>\$235,272.33</b>	<b>\$348,023.04</b>	<b>\$190,236.51</b>	<b>\$70,785.36</b>	<b>\$394,829.21</b>	<b>\$2,469,051.51</b>
<b>Other Disbursements:</b>							
Payroll - Net Salary	(\$60,355.04)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>(\$60,355.04)</b>
Payroll - Taxes	(\$24,514.38)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>(\$24,514.38)</b>
Payroll - Fees	(\$1,034.35)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>(\$1,034.35)</b>
Checks Cashed/Other	(\$13,444.06)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>(\$13,444.06)</b>
Non-payroll/Disbursements/Adjs.	(\$73,329.53)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>(\$73,329.53)</b>
Service Charge	\$0.00	\$0.00	\$0.00	\$0.00	(\$214.80)	(\$36.05)	<b>(\$250.85)</b>
<b>Total Cash Disbursed</b>	<b>(\$172,677.36)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$214.80)</b>	<b>(\$36.05)</b>	<b>(\$172,928.21)</b>
<b>Ending Balance @ 11/30/2025</b>	<b>\$1,057,227.70</b>	<b>\$235,272.33</b>	<b>\$348,023.04</b>	<b>\$190,236.51</b>	<b>\$70,570.56</b>	<b>\$394,793.16</b>	<b>\$2,296,123.30</b>

\*Notes:

YTD Reserved Funds

\*Operating Reserves

\$538,259.55

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Income</b>			
41003 Property Taxes	1,143,980.24	1,571,421.00	-427,440.76
41004 Other Taxes	258,582.23	582,009.00	-323,426.77
43000 Licenses and Permits	62,361.01	141,400.00	-79,038.99
44004 Intergovernmental	2,035.00	8,380.00	-6,345.00
44009 BPD Revenue	608,907.61	182,800.00	426,107.61
44012 Public Safety Funds		237,685.00	-237,685.00
46006 Fines Revenue	135.00	800.00	-665.00
47004 Cable Franchise Fee Revenue	8,198.37	36,500.00	-28,301.63
47041 BPD - Crime Prevention Grant	11,200.00		11,200.00
48004 Misc. Revenue	208,278.51	12,650.00	195,628.51
49000 Restricted Revenue		307,618.00	-307,618.00
49005 Prior Year Carry Over		104,529.00	-104,529.00
49006 International Day Vendor Income		100.00	-100.00
49101 Grant Revenue	100,000.00	262,500.00	-162,500.00
<b>Total Income</b>	<b>\$2,403,677.97</b>	<b>\$3,448,392.00</b>	<b>\$ -1,044,714.03</b>
<b>GROSS PROFIT</b>	<b>\$2,403,677.97</b>	<b>\$3,448,392.00</b>	<b>\$ -1,044,714.03</b>
<b>Expenses</b>			
51000 General Government	439,410.09	653,481.00	-214,070.91
51248 Senior Tax Credit		250.00	-250.00
51251 Debt Service - CDA Bond Loan	23,077.20	51,000.00	-27,922.80
52000 Elected Officials Expense	18,435.03	56,275.00	-37,839.97
53000 Code Dept Expense	55,991.54	192,255.00	-136,263.46
54000 BPD Expense	435,256.62	764,945.00	-329,688.38
54066 BPD Grant Overtime	1,170.00		1,170.00
54525 BPD BPD Allc Ind Supplies	270.00		270.00
56000 Fire Dept Expense	6,000.00	6,000.00	0.00
57000 Maintenance Dept. Expense	268,426.16	410,243.00	-141,816.84
58000 Highway Expense	44,426.48	121,500.00	-77,073.52
59000 Sanitation Expense	97,835.01	205,400.00	-107,564.99
59040 Restricted Expense	82,979.66	573,140.00	-490,160.34
59101 Grants & Bonds	92,270.25	162,500.00	-70,229.75
59203 Brentwood Business Association		500.00	-500.00
59206 Recreation Expense	13,457.52	124,000.00	-110,542.48
59401 Cable Expense	3,214.95	82,181.00	-78,966.05
59600 Town Center Expenses	1,355.00		1,355.00
59805 Unforeseen Contingency		12,682.00	-12,682.00
59919 Bartlett Park Expense	341.76	5,850.00	-5,508.24
59945 Veterans Park	1,150.00	2,500.00	-1,350.00
59950 Pocket Park		1,250.00	-1,250.00
60000 State of Emergency	2,627.26		2,627.26
62000 Mayor and Council Projects		22,440.00	-22,440.00
Bank Charges & Fees	640.80		640.80

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Repairs & Maintenance	400.00		400.00
<b>Total Expenses</b>	<b>\$1,588,735.33</b>	<b>\$3,448,392.00</b>	<b>\$ -1,859,656.67</b>
NET OPERATING INCOME	<b>\$814,942.64</b>	<b>\$0.00</b>	<b>\$814,942.64</b>
NET INCOME	<b>\$814,942.64</b>	<b>\$0.00</b>	<b>\$814,942.64</b>

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Income</b>			
41003 Property Taxes			
41005 Real Estate Revenue (town tax)	992,574.40	1,424,621.00	-432,046.60
41010 Incorp Personal Property Rev.	100,339.29	62,000.00	38,339.29
41015 Utility Personal Property Tax	51,066.55	82,800.00	-31,733.45
41020 Int. & Penalties Prop Tax		2,000.00	-2,000.00
<b>Total 41003 Property Taxes</b>	<b>1,143,980.24</b>	<b>1,571,421.00</b>	<b>-427,440.76</b>
41004 Other Taxes			
42005 Income Taxes (local taxes)	179,527.69	410,000.00	-230,472.31
42010 Admission & Amusement Tax	229.53	2,000.00	-1,770.47
42015 Highway User Tax	78,825.01	170,009.00	-91,183.99
<b>Total 41004 Other Taxes</b>	<b>258,582.23</b>	<b>582,009.00</b>	<b>-323,426.77</b>
43000 Licenses and Permits			
43005 Building Permits	-360.04	15,000.00	-15,360.04
43006 Noise Permit		100.00	-100.00
43010 Liquor Licenses		300.00	-300.00
43017 PG COUNTY BUSINESS LICENSES	131.05	600.00	-468.95
43020 Residential Parking Permits	640.00	1,200.00	-560.00
43025 Single Family Home Rental Lcn.	600.00	19,600.00	-19,000.00
43027 MultiFamily Home Rental Lcn.	54,300.00	1,200.00	53,100.00
43030 Dumpster Permits	75.00	1,500.00	-1,425.00
43035 Business License Tier I		1,500.00	-1,500.00
43036 Business Licenses Tier II	4,575.00	10,600.00	-6,025.00
43037 Business License Tier III	200.00	2,000.00	-1,800.00
43038 Business License Tier IV	200.00	500.00	-300.00
43039 Vacant Lot Registration Fee	300.00	1,200.00	-900.00
43040 Business Licenses Late Fees		500.00	-500.00
43041 Vacant Lot ReRegistration		1,200.00	-1,200.00
43042 Blight Bldg Violation		300.00	-300.00
43044 Vacant Bldg RegistrationComm.	300.00	2,400.00	-2,100.00
43045 Multi Rental Dwelling Fee	1,400.00	75,000.00	-73,600.00
43047 Vacant Bldg Regist. Resident		4,000.00	-4,000.00
43048 Vacant Bldg ReRegist. Comm		2,400.00	-2,400.00
43049 Vacant Bldg ReRegis Residen		300.00	-300.00
<b>Total 43000 Licenses and Permits</b>	<b>62,361.01</b>	<b>141,400.00</b>	<b>-79,038.99</b>
44004 Intergovernmental			
44005 Disposal Fee Rebate	2,035.00	8,380.00	-6,345.00
<b>Total 44004 Intergovernmental</b>	<b>2,035.00</b>	<b>8,380.00</b>	<b>-6,345.00</b>
44009 BPD Revenue			
44013 Speed Camera Fines Gross Reven	28,671.84	70,000.00	-41,328.16
44016 State AidePolice Protect	12,159.00	59,000.00	-46,841.00
44019 Red Light Camera Revenue	2,142.17	1,500.00	642.17
44022 Stop Sign Camera Gross Revenue	563,709.60	40,000.00	523,709.60

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
46005 Parking Ticket Fines	750.00	7,000.00	-6,250.00
46007 Vehicle Release	1,050.00	2,000.00	-950.00
46009 Parking Tickets Past 30 Days	425.00	3,000.00	-2,575.00
46013 Parking Tickets Flag Release		300.00	-300.00
<b>Total 44009 BPD Revenue</b>	<b>608,907.61</b>	<b>182,800.00</b>	<b>426,107.61</b>
44012 Public Safety Funds		237,685.00	-237,685.00
46006 Fines Revenue	135.00		135.00
46010 Animal Violations		200.00	-200.00
46015 Ordinance Violations		600.00	-600.00
<b>Total 46006 Fines Revenue</b>	<b>135.00</b>	<b>800.00</b>	<b>-665.00</b>
47004 Cable Franchise Fee Revenue			
47005 Comcast Cable Fran. Fee (5%)	3,202.39	9,000.00	-5,797.61
47010 Comcast Cable Fran. Fee (3%)		5,000.00	-5,000.00
47015 Verizon Qtrly Fee (5%)	4,995.98	14,000.00	-9,004.02
47020 Verizon Qtrly Fee (3%)		8,500.00	-8,500.00
<b>Total 47004 Cable Franchise Fee Revenue</b>	<b>8,198.37</b>	<b>36,500.00</b>	<b>-28,301.63</b>
47041 BPD - Crime Prevention Grant	11,200.00		11,200.00
48004 Misc. Revenue	175,524.14		175,524.14
48005 Interest Income	5,089.53	12,000.00	-6,910.47
48010 Semi Annual Bus Shelter Adv.		250.00	-250.00
48020 Other Revenues, Mulch & Misc		100.00	-100.00
48030 Refunds & Reimbursements	10,034.77		10,034.77
48035 Gazebo Rental	50.00	100.00	-50.00
48040 Special Events Rental Income		200.00	-200.00
49012 Other Income	17,580.07		17,580.07
<b>Total 48004 Misc. Revenue</b>	<b>208,278.51</b>	<b>12,650.00</b>	<b>195,628.51</b>
49000 Restricted Revenue			
49011 Veterans Fund(1)		100.00	-100.00
49165 Special Approp. Campos		1,000.00	-1,000.00
49404 Hwy User Revenue Encumbrance		306,518.00	-306,518.00
<b>Total 49000 Restricted Revenue</b>		<b>307,618.00</b>	<b>-307,618.00</b>
49005 Prior Year Carry Over			
47008 Cable TV Encumbrance PrYr		54,254.00	-54,254.00
49013 Windom Rd Encumbrance		7,275.00	-7,275.00
49015 Equity Training Encumbrance		18,000.00	-18,000.00
49016 ARPA Encumbrance		25,000.00	-25,000.00
<b>Total 49005 Prior Year Carry Over</b>		<b>104,529.00</b>	<b>-104,529.00</b>
49006 International Day Vendor Income		100.00	-100.00
49101 Grant Revenue			
49160 Anacostia Trail Herit ( ATHA )		2,500.00	-2,500.00
49209 Safe Streets Grant		160,000.00	-160,000.00
49217 MNCPPC Cultural Arts Grant	100,000.00	100,000.00	0.00

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Total 49101 Grant Revenue</b>	<b>100,000.00</b>	<b>262,500.00</b>	<b>-162,500.00</b>
<b>Total Income</b>	<b>\$2,403,677.97</b>	<b>\$3,448,392.00</b>	<b>\$ -1,044,714.03</b>
GROSS PROFIT	<b>\$2,403,677.97</b>	<b>\$3,448,392.00</b>	<b>\$ -1,044,714.03</b>
Expenses			
51000 General Government			
51001 Gen Govt Salary and Benefits			
51005 Gen Gov Town Admin Salary	50,000.00	130,000.00	-80,000.00
51010 Gen Gov Town Treasurer Sal.	28,431.32	71,000.00	-42,568.68
51015 Gen Gov Town Clerk Salary	31,218.77	60,989.00	-29,770.23
51016 Gen Gov Overtime	1,914.32	8,000.00	-6,085.68
51018 Communication Specialist	5,343.40		5,343.40
51020 Gen Gov Employee Incentives		600.00	-600.00
51025 Gen Gov FICA Taxes(employer)	6,071.66	20,654.00	-14,582.34
51027 Gen Gov MD State Unemployment	208.36	5,000.00	-4,791.64
51035 Gen Gov Health/Life Insurance	17,150.92	39,000.00	-21,849.08
51040 Gen Gov ICMA Retirement Plan	3,863.62	19,388.00	-15,524.38
51041 Pension Plan	134,006.28		134,006.28
<b>Total 51001 Gen Govt Salary and Benefits</b>	<b>278,208.65</b>	<b>354,631.00</b>	<b>-76,422.35</b>
51002 Gen Govt Administrative Cost	-803.63		-803.63
51045 Gen Gov Legal Fees	8,364.00	15,000.00	-6,636.00
51050 Gen Gov Auditing Fees	2,207.03	14,000.00	-11,792.97
51055 Gen Gov Accounting Fees	127.00	500.00	-373.00
51057 Personnel Employment Exp		3,850.00	-3,850.00
51060 Gen Gov Insurance & Bonds	21,469.50	21,000.00	469.50
51065 Gen Gov Security System	449.70	1,000.00	-550.30
51067 Gen Gov - Cell Phone	2,560.74	5,000.00	-2,439.26
51070 Gen Gov Telephone	917.50	7,000.00	-6,082.50
51075 Gen Gov Utilities	276.31		276.31
51076 Gen Gov - Water and Sewer	4,746.72	6,000.00	-1,253.28
51077 Gen Gov - Gas	391.11	800.00	-408.89
51078 Gen Gov - Electric	20,135.76	23,000.00	-2,864.24
<b>Total 51075 Gen Gov Utilities</b>	<b>25,549.90</b>	<b>29,800.00</b>	<b>-4,250.10</b>
51080 Gen Gov Postage		1,000.00	-1,000.00
51083 Business License Special Paper		100.00	-100.00
51085 Gen Gov Advertising	320.00	1,000.00	-680.00
51086 Gen Gov Printing		1,250.00	-1,250.00
51090 Gen Gov Newsletter Printing		12,000.00	-12,000.00
51091 Gen Gov Newsletter Postage		1,500.00	-1,500.00
51095 Gen Gov Office Supplies/Equip	3,921.83	9,000.00	-5,078.17
51100 Gen GvTown Hall Bld Maint/Sup	2,721.29	4,000.00	-1,278.71
51101 Community Center Repair & Maintenance		2,000.00	-2,000.00
51105 Gen Gov IWIF Workers Comp	28,894.00	55,000.00	-26,106.00

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
51115 Gen Gov Copier Lease	465.61	7,200.00	-6,734.39
51120 Gen Gov Employee Training	1,370.00	3,000.00	-1,630.00
51135 Gen Gov Computer Equip/Soft	5,794.06	4,500.00	1,294.06
51136 Gen Gov - Peake	7,386.17	15,000.00	-7,613.83
51140 Gen Gov Computer Sys Network	2,116.75	2,000.00	116.75
51145 Gen Gov Office Equipment(no)		2,500.00	-2,500.00
51150 Gen Gov Office Furnishings		1,000.00	-1,000.00
51155 Gen Gov Office Machine Maint	1,664.28	100.00	1,564.28
51160 Gen Gov Ordinance/Charter Rev		2,000.00	-2,000.00
51165 Gen Gov Bank Fees	1,693.50	2,600.00	-906.50
51170 Gen Gov Finance Chrg/Late Fee		250.00	-250.00
51175 Gen Gov Contribution/Donation	5,000.00	6,500.00	-1,500.00
51180 Gen Gov Membership/Dues/Sub	6,471.96	7,200.00	-728.04
51185 Gen Gov Conventions & Conf.		4,500.00	-4,500.00
51190 Gen Gov MML Conference		6,000.00	-6,000.00
51195 Gen Gov Travel Reimbursement	-522.96	200.00	-722.96
51200 Gen Gov Fire Ext. Maintenance		800.00	-800.00
51207 Gen Gov Translation Services		23,000.00	-23,000.00
51225 Gen Gov Payroll Services/Soft	1,064.20	6,000.00	-4,935.80
51230 Gen Gov Web Site	13,734.98	6,500.00	7,234.98
51235 Gen Gov Town Hall Bldg Repair	16,689.49	5,000.00	11,689.49
51240 Gen Gov Misc./Other	1,574.54		1,574.54
51250 Gen Gov Strg Planning Consult		1,000.00	-1,000.00
51252 Genv Gov - Communication Outreach		8,000.00	-8,000.00
<b>Total 51002 Gen Govt Administrative Cost</b>	<b>161,201.44</b>	<b>298,850.00</b>	<b>-137,648.56</b>
<b>Total 51000 General Government</b>	<b>439,410.09</b>	<b>653,481.00</b>	<b>-214,070.91</b>
51248 Senior Tax Credit		250.00	-250.00
51251 Debt Service - CDA Bond Loan	23,077.20	51,000.00	-27,922.80
52000 Elected Officials Expense	2,750.00		2,750.00
52001 Elected Official Wage Expense			
52005 Elected Official Mayor Salary	3,050.00	9,000.00	-5,950.00
52010 Elected Official Council Salary	5,470.96	24,000.00	-18,529.04
52015 Elected Official FICA	1,036.92	2,525.00	-1,488.08
<b>Total 52001 Elected Official Wage Expense</b>	<b>9,557.88</b>	<b>35,525.00</b>	<b>-25,967.12</b>
52003 Elected Official Admin Cost			
52020 Elected Off Mayor/Council Exp	200.00	750.00	-550.00
52022 Elected Off Mayor Exp/Conf	1,761.00	5,500.00	-3,739.00
52023 Elected Officials C.Mtg/Conf	3,141.53	12,500.00	-9,358.47
52025 Elected Official Election Cost		200.00	-200.00
52040 Elected Official - Cell Phone	1,024.62	1,800.00	-775.38
<b>Total 52003 Elected Official Admin Cost</b>	<b>6,127.15</b>	<b>20,750.00</b>	<b>-14,622.85</b>
<b>Total 52000 Elected Officials Expense</b>	<b>18,435.03</b>	<b>56,275.00</b>	<b>-37,839.97</b>

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>53000 Code Dept Expense</b>			
53001 Code Dept Salary and Benefits			
53005 Code Enforcement Supervisor	25,652.96	67,000.00	-41,347.04
53010 Code Overtime	4,639.72	5,225.00	-585.28
53011 Code Code Enforcement Officer	0.00	61,180.00	-61,180.00
53015 Code Employee Incentives		400.00	-400.00
53025 Code FICA	2,109.34	10,205.00	-8,095.66
53030 Code Health/Life Insurance	21,087.32	22,000.00	-912.68
53035 Code ICMA Retirement Plan	1,146.94	9,485.00	-8,338.06
<b>Total 53001 Code Dept Salary and Benefits</b>	<b>54,636.28</b>	<b>175,495.00</b>	<b>-120,858.72</b>
53002 Code Dept Admin Cost			
53045 Code Fuel Expense		500.00	-500.00
53050 Code Computer Equip/Soft.		2,500.00	-2,500.00
53053 Code Parking Citation Booklet		1,000.00	-1,000.00
53054 Code - Cell Phone	305.87	660.00	-354.13
53055 Code Supplies		200.00	-200.00
53060 Code Postage		300.00	-300.00
53062 Code - Uniform/Clothing		600.00	-600.00
53065 Code Dues/Subscriptions		500.00	-500.00
53066 Code Vehicle Repairs & Maint	1,049.39	3,000.00	-1,950.61
53080 Code Employee Training		2,000.00	-2,000.00
53081 Code - MML Conference		2,500.00	-2,500.00
53090 Code Capital Other		3,000.00	-3,000.00
<b>Total 53002 Code Dept Admin Cost</b>	<b>1,355.26</b>	<b>16,760.00</b>	<b>-15,404.74</b>
<b>Total 53000 Code Dept Expense</b>	<b>55,991.54</b>	<b>192,255.00</b>	<b>-136,263.46</b>
54000 BPD Expense			
54001 BPD Salary and Benefits			
54011 BPD - COPS Grant Expense	750.00		750.00
54020 BPD Police Chief Salary	30,730.79	104,500.00	-73,769.21
54023 BPD - Police Cpt		83,600.00	-83,600.00
54025 BPD FICA (employer)	11,041.97	29,817.00	-18,775.03
54026 Pension Benefits	-2,425.23		-2,425.23
54030 BPD FT Officer II Salary	37,339.01	59,565.00	-22,225.99
54035 BPD FT Officer 1 Salary	31,747.79	65,046.00	-33,298.21
54037 BPD FT Police Officer Lt	31,509.31	57,000.00	-25,490.69
54040 BPD FT Police Clerk	24,868.87	62,038.00	-37,169.13
54045 BPD Overtime	15,404.01	15,000.00	404.01
54046 BPD Employee Incentives	1,000.00	1,200.00	-200.00
54055 BPD Hlth/Life Ins.	33,765.55	60,000.00	-26,234.45
54060 BPD Retirement Plan	7,037.20	33,519.00	-26,481.80
<b>Total 54001 BPD Salary and Benefits</b>	<b>228,765.60</b>	<b>571,285.00</b>	<b>-342,519.40</b>
54002 BPD Admin Cost	269.00		269.00
54044 BPD Insurance Expense	19,449.50	19,000.00	449.50

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
54047 BPD Emergency Fund	650.00		650.00
54063 BPD Legal Fees	100.00	5,000.00	-4,900.00
54065 BPD Landline Phone/Fax		6,720.00	-6,720.00
54070 BPD Chief Cell Phone	0.00	600.00	-600.00
54075 BP DOfficer Duty Phone	1,275.00	600.00	675.00
54080 BPD Supplies	7,669.35	3,000.00	4,669.35
54085 BPD Postage		400.00	-400.00
54090 BPD Printing/Photo Copying		200.00	-200.00
54095 BPD Memberships		1,500.00	-1,500.00
54100 BPD Dues/Subscriptions	75.00	850.00	-775.00
54110 BPD Security System	4,787.00	500.00	4,287.00
54115 BPD Cit./Viol/Imp Booklets	3.44	500.00	-496.56
54125 BPD Internet Acss		1,740.00	-1,740.00
54126 BPD - Peake	7,386.15	20,000.00	-12,613.85
54127 BPD Internet Web Site/Host	1,274.99	1,500.00	-225.01
54128 Lexipol		10,000.00	-10,000.00
54135 BPD Prof. Devlp/Training	110.00	10,500.00	-10,390.00
54140 BPD Conventions/Conferences		3,000.00	-3,000.00
54145 BPD Offc Computer/Printer/Soft		3,500.00	-3,500.00
<b>Total 54002 BPD Admin Cost</b>	<b>43,049.43</b>	<b>89,110.00</b>	<b>-46,060.57</b>
54003 BPD Employment Expense			
54165 BPD Medical Testing		1,000.00	-1,000.00
54170 BPD Pyschological Testing	545.00	1,800.00	-1,255.00
54171 Mental Health		6,600.00	-6,600.00
54175 BPD Background Investigations	50.00	600.00	-550.00
<b>Total 54003 BPD Employment Expense</b>	<b>595.00</b>	<b>10,000.00</b>	<b>-9,405.00</b>
54004 BPD Uniform Expense	1,124.41		1,124.41
54180 BPDUniform (clothing & shoes)	1,367.88	5,000.00	-3,632.12
54190 BPD Rain Coat/Winter Coat		500.00	-500.00
<b>Total 54004 BPD Uniform Expense</b>	<b>2,492.29</b>	<b>5,500.00</b>	<b>-3,007.71</b>
54006 BPD Equipmment/Specialty Items			
54197 BPD Mounted Car Radios		2,500.00	-2,500.00
54210 BPD Ammunition (Duty)		750.00	-750.00
54215 BPD Ammunition (Training)	918.49	2,250.00	-1,331.51
<b>Total 54006 BPD Equipmment/Specialty Items</b>	<b>918.49</b>	<b>5,500.00</b>	<b>-4,581.51</b>
54008 BPD Vehicle Expense			
54265 BPD Vehicle Fuel	3,185.78	15,000.00	-11,814.22
54270 BPD Vehicle Equip/Computers		4,000.00	-4,000.00
54275 BPD Vehicle Maintenance	5,917.42	7,000.00	-1,082.58
54280 BPD Vehicle Marking/Upfitting	0.00	2,000.00	-2,000.00
54285 BPD Vehicle Tires		2,000.00	-2,000.00
<b>Total 54008 BPD Vehicle Expense</b>	<b>9,103.20</b>	<b>30,000.00</b>	<b>-20,896.80</b>

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>54009 BPD - Other</b>			
54320 BPD Community Outreach		2,000.00	-2,000.00
54323 BPD Youth Crime Prevention		2,000.00	-2,000.00
54325 BPD Business Watch Outreach		500.00	-500.00
54330 BPD Ntl Night Out(nongrant)	550.00	2,000.00	-1,450.00
54335 BPD Gang Prevention		1,500.00	-1,500.00
54340 BPD Public Relations		1,000.00	-1,000.00
54405 BPD Speed Camera Admin. Cost	11,024.21	28,350.00	-17,325.79
54406 Stop Sign Camera Admin Cost	138,758.40	16,200.00	122,558.40
<b>Total 54009 BPD - Other</b>	<b>150,332.61</b>	<b>53,550.00</b>	<b>96,782.61</b>
<b>Total 54000 BPD Expense</b>	<b>435,256.62</b>	<b>764,945.00</b>	<b>-329,688.38</b>
54066 BPD Grant Overtime	1,170.00		1,170.00
54525 BPD BPD Allc Ind Supplies	270.00		270.00
<b>56000 Fire Dept Expense</b>			
56005 Volunteer Fire Dept	6,000.00	6,000.00	0.00
<b>Total 56000 Fire Dept Expense</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>
57000 Maintenance Dept. Expense	912.35		912.35
<b>57001 Maintenance Salary and Benefits</b>			
57005 Maint Foreman Salary	16,430.10	62,700.00	-46,269.90
57010 Maint Labor I Salary	35,691.61	51,671.00	-15,979.39
57015 Maint Labor II Salary	17,887.84	44,125.00	-26,237.16
57020 Maint Labor III Salary	18,333.98	45,646.00	-27,312.02
57023 Maint PW Laborer	29,082.62	44,125.00	-15,042.38
57025 Maint Overtime (OT)	3,936.45	2,500.00	1,436.45
57030 Maint Employee Incentives		1,000.00	-1,000.00
57040 Maint FICA Taxes (employer)	6,777.53	19,186.00	-12,408.47
57045 Maint Health/Life Insurance	28,058.78	45,000.00	-16,941.22
57050 Maint Retirement Plan	4,321.94	18,000.00	-13,678.06
<b>Total 57001 Maintenance Salary and Benefits</b>	<b>160,520.85</b>	<b>333,953.00</b>	<b>-173,432.15</b>
<b>57002 Maintenance - General</b>			
57055 Maint Uniforms/Mats	8,141.50	10,000.00	-1,858.50
57060 Maint Employee Training		1,500.00	-1,500.00
57065 Maint Temporary Help	4,976.58		4,976.58
57067 Maint Utilities Heating Oil		3,000.00	-3,000.00
57068 Maint Telephone	611.98	660.00	-48.02
57070 Maint Vehicle Gas	3,250.41	14,000.00	-10,749.59
57073 Maint Vehicle Tires		1,500.00	-1,500.00
57075 Maint Truck Repairs	605.46	5,000.00	-4,394.54
57080 Maint Supplies	3,304.43	2,500.00	804.43
57081 Pest Control	100.00	600.00	-500.00
57085 Maint - Tree Services	13,835.00	20,000.00	-6,165.00
57090 Maint Security System		500.00	-500.00
57095 Maint Mosquito/Rodent Educ.		530.00	-530.00

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
57105 Maint Misc Tool & Equip Pur	1,023.37	3,000.00	-1,976.63
57110 Maint Building Repair	5,687.00	2,500.00	3,187.00
57115 Maint Leaf Machine Repair		500.00	-500.00
57120 Maint Bobcat Repair	1,245.92	2,500.00	-1,254.08
57121 Maint Fence Maint.		2,000.00	-2,000.00
57125 Maint Other Large Equip Repair	18.99	6,000.00	-5,981.01
<b>Total 57002 Maintenance - General</b>	<b>42,800.64</b>	<b>76,290.00</b>	<b>-33,489.36</b>
57003 Maint Vehicle Expense	59,692.32		59,692.32
57200 Repair & Maintenance	4,500.00		4,500.00
<b>Total 57000 Maintenance Dept. Expense</b>	<b>268,426.16</b>	<b>410,243.00</b>	<b>-141,816.84</b>
58000 Highway Expense			
58005 Highway Lighting		70,000.00	-70,000.00
58015 Snow Removal		2,500.00	-2,500.00
58020 Street & Sidewalk Maintenance	44,216.48	46,000.00	-1,783.52
58025 Sign Purchase/Replacement	210.00	3,000.00	-2,790.00
<b>Total 58000 Highway Expense</b>	<b>44,426.48</b>	<b>121,500.00</b>	<b>-77,073.52</b>
59000 Sanitation Expense			
59005 Sanitation Cont Trash Removal	79,044.09	156,600.00	-77,555.91
59010 Sanitation Contract Rolloffs	1,196.92	7,000.00	-5,803.08
59015 Sanitation Resident Trash Can		1,500.00	-1,500.00
59020 Sanitation Bulk Landfill Fee		500.00	-500.00
59025 Sanitation Recycling PickUp	17,400.00	34,800.00	-17,400.00
59030 Sanitation Rcyc/Tipping/Other	194.00	5,000.00	-4,806.00
<b>Total 59000 Sanitation Expense</b>	<b>97,835.01</b>	<b>205,400.00</b>	<b>-107,564.99</b>
59040 Restricted Expense			
54010 Public Safety Services	58,479.66	237,685.00	-179,205.34
59001 National Nite Out	-500.00		-500.00
59089 Windom Rd Project			
59092 Windom Rd Project - Encumbrance		3,937.00	-3,937.00
<b>Total 59089 Windom Rd Project</b>		<b>3,937.00</b>	<b>-3,937.00</b>
59095 ARPA Disbursement Encumbrance	25,000.00	25,000.00	0.00
59404 Hwy User Grant Encumbrance		306,518.00	-306,518.00
<b>Total 59040 Restricted Expense</b>	<b>82,979.66</b>	<b>573,140.00</b>	<b>-490,160.34</b>
59101 Grants & Bonds			
59190 Anacostia Trial Hert. (ATHA)	4,000.00	2,500.00	1,500.00
59200 Police Dept Equip(GOCCP)	-3,850.00		-3,850.00
59406 Safe Streets Grant	92,120.25	160,000.00	-67,879.75
<b>Total 59101 Grants &amp; Bonds</b>	<b>92,270.25</b>	<b>162,500.00</b>	<b>-70,229.75</b>
59203 Brentwood Business Association		500.00	-500.00
59206 Recreation Expense			
59205 Recreation Town Activities	4,080.10	10,000.00	-5,919.90
59204 Town Events Back to School	-500.00	1,000.00	-1,500.00

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Total 59205 Recreation Town Activities</b>	<b>3,580.10</b>	<b>11,000.00</b>	<b>-7,419.90</b>
59215 Recreation Brentwood Day		10,000.00	-10,000.00
59220 Recreation International Day	1,845.00	2,500.00	-655.00
59230 Recreation - Performing Arts Expense	6,878.08	6,000.00	878.08
59231 Recreation - Veterans Day	114.34	1,500.00	-1,385.66
59232 Recreation - Black History		2,500.00	-2,500.00
59233 Recreation - Hispanic Heritage	1,040.00	2,500.00	-1,460.00
59234 Recreation - Pride Month		1,500.00	-1,500.00
59235 Recreation - MNCPPC Project Charge		86,500.00	-86,500.00
<b>Total 59206 Recreation Expense</b>	<b>13,457.52</b>	<b>124,000.00</b>	<b>-110,542.48</b>
59401 Cable Expense	64.51		64.51
59402 Cable Salary and Benefits			
59405 Cable Salary	3,048.70	18,000.00	-14,951.30
59407 Cable FICA Expense	101.74	1,377.00	-1,275.26
59410 Cable Employee Incentives		300.00	-300.00
<b>Total 59402 Cable Salary and Benefits</b>	<b>3,150.44</b>	<b>19,677.00</b>	<b>-16,526.56</b>
59414 Cable - Other			
59415 Cable Equipment & Supplies		1,250.00	-1,250.00
59417 Cable Maintenance & Repairs		200.00	-200.00
59422 Cable INet Fees		4,100.00	-4,100.00
59425 Cable Training		200.00	-200.00
59430 Cable Capital Outlay		2,500.00	-2,500.00
59432 Cable TV Encumbrance		54,254.00	-54,254.00
<b>Total 59414 Cable - Other</b>		<b>62,504.00</b>	<b>-62,504.00</b>
<b>Total 59401 Cable Expense</b>	<b>3,214.95</b>	<b>82,181.00</b>	<b>-78,966.05</b>
59600 Town Center Expenses			
59605 Town Center Restoration	1,355.00		1,355.00
<b>Total 59600 Town Center Expenses</b>	<b>1,355.00</b>		<b>1,355.00</b>
59805 Unforeseen Contingency		12,682.00	-12,682.00
59919 Bartlett Park Expense			
59210 Recreation Landscap. & Maint	341.76	5,000.00	-4,658.24
59920 Bartlett Restroom Supplies		500.00	-500.00
59930 Bart ParkSprinkler Supplies		200.00	-200.00
59940 Bart ParkSprinkler Maint		150.00	-150.00
<b>Total 59919 Bartlett Park Expense</b>	<b>341.76</b>	<b>5,850.00</b>	<b>-5,508.24</b>
59945 Veterans Park			
59946 Veterans Park - Maint Supplies		250.00	-250.00
59947 Veterans Park - Repair & Maint	1,150.00	750.00	400.00
59948 Veterans Park - Landscaping		1,000.00	-1,000.00
59949 Veterans Park - Misc Expense		500.00	-500.00
<b>Total 59945 Veterans Park</b>	<b>1,150.00</b>	<b>2,500.00</b>	<b>-1,350.00</b>
59950 Pocket Park			

# Town of Brentwood

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
59951 Pocket Park - Maint Supplies		250.00	-250.00
59952 Pocket Park - Repairs & Maint		250.00	-250.00
59953 Pocket Park - Landscaping		750.00	-750.00
<b>Total 59950 Pocket Park</b>		<b>1,250.00</b>	<b>-1,250.00</b>
60000 State of Emergency			
59097 ARPA Disbursements	2,617.79		2,617.79
60004 Maint COVID-19	9.47		9.47
<b>Total 60000 State of Emergency</b>	<b>2,627.26</b>		<b>2,627.26</b>
62000 Mayor and Council Projects			
62002 Committee Projects		5,240.00	-5,240.00
62003 Pocket Park Redesign		6,200.00	-6,200.00
62004 Plant Network		1,000.00	-1,000.00
62005 Gateway CDC Outreach Project		10,000.00	-10,000.00
<b>Total 62000 Mayor and Council Projects</b>		<b>22,440.00</b>	<b>-22,440.00</b>
Bank Charges & Fees	640.80		640.80
Repairs & Maintenance	400.00		400.00
<b>Total Expenses</b>	<b>\$1,588,735.33</b>	<b>\$3,448,392.00</b>	<b>\$ -1,859,656.67</b>
<b>NET OPERATING INCOME</b>	<b>\$814,942.64</b>	<b>\$0.00</b>	<b>\$814,942.64</b>
<b>NET INCOME</b>	<b>\$814,942.64</b>	<b>\$0.00</b>	<b>\$814,942.64</b>

**Bill Payment List**  
**Town of Brentwood**  
**November 15-December 12, 2025**

11010 Cash Truist GF Checking

Date	Num	Vendor	Amount
12/02/2025	29088	Truck'N America	-5,780.00
12/04/2025	29089	Anthony Ayers	-296.44
11/28/2025	ACH	State Retirement Agency of Maryland	-468.45
12/08/2025	29090	Fantasy World Entertainment	-3,295.00
12/08/2025	29091	Rafael Rodriguez	-2,000.00
12/08/2025	29092	Banister Ford	-2,128.43
12/01/2025	ACH	THE HARTFORD	-1,124.81
12/10/2025	29093	Milestone Builders Services	-85,000.00
11/17/2025		Vestis / DBA Aramark	-284.15
11/18/2025		CivicPlus	-6,609.98
11/18/2025		Eben-Ezer Auto Repair	-80.77
11/18/2025		DOG WASTE DEPOT	-479.97
11/20/2025		DEPT. OF BUDGET AND MANAGEMENT	-14,444.58
11/21/2025		Robert Half	-2,432.01
11/21/2025		Equipko-LH	-828.37
12/03/2025		Robert Half	-1,416.46
12/03/2025		JAMM Hauling and Transportation	-15,950.00
12/03/2025		Eben-Ezer Auto Repair	-255.19
12/03/2025		DEPT. OF BUDGET AND MANAGEMENT	-14,698.23
12/03/2025		95 TSS	-1,569.48
12/03/2025		Choice Concrete Construction Inc.	-39,900.00
12/03/2025		Vestis / DBA Aramark	-568.30
12/03/2025		Navitas Credit Corp	-423.35
12/03/2025		T-Mobile	-833.51
12/03/2025		XEROX	-434.19
12/03/2025		ADP Screening & Selection Svcs	-49.21
12/03/2025		A. Morton Thomas and Associates, Inc	-31,271.85
12/05/2025		ALEXANDER & CLEAVER	-1,116.00
12/05/2025		Hodges Window & Glass	-4,787.00
12/05/2025		Washington Suburban Sanitation Com	-40.60
12/05/2025		WASHINGTON GAS (1)	-51.63
12/05/2025		WB Waste Solution	-592.48
12/05/2025		Prince Georges Community College	-110.00
12/05/2025		VERIZON (1)	-276.31
12/05/2025		Hodges Window & Glass	-4,787.00
12/05/2025		95 TSS	-1,060.85
12/05/2025		On Duty Supply	-281.58
12/05/2025		All Traffic Solutions	-16,699.66
12/05/2025		On Duty Supply	-38.92
12/05/2025		On Duty Supply	-19.79
12/05/2025		On Duty Supply	-40.45
12/05/2025		LEXIPOL LLC	-2,617.79
12/05/2025		ANACOSTIA TRAILS HERITAGE AREA	-957.00
12/08/2025		Peake Technology Partners	-8,473.67
12/09/2025		Zero9 Holsters	-500.35

Total for 11010 Cash Truist GF Checking

**TOTAL OF BILLS**

**-\$275,073.81**



*"The Greatness Of A Community Is Most Accurately Measured By the Compassionate Actions Of Its Members"*  
By: Coretta Scott King

## Town Administrator Report

### Council Meeting: December 16, 2025 UPDATE TO MAYOR AND COUNCIL (by SDW)

#### Town Administrator

1. 38<sup>th</sup> Place Sidewalk –
  - a. Waiting on final design plan
2. SS4A –
  - a. Volta One-Way (designed to eliminate cut through traffic and move traffic away from 38<sup>th</sup> Street intersection)
    - i. From 38<sup>th</sup> to 40<sup>th</sup> Street in the direction of Rhode Island Avenue
    - ii. From 38<sup>th</sup> to 37<sup>th</sup> Street in the direction of 37<sup>th</sup> Street
3. Speed Humps – Installed on Volta, 37<sup>th</sup> Street and Taylor Street
4. Met with PEPCO – Waiting to see if State Highway will take responsibility for lights on 38<sup>th</sup> Street
5. Information Technology –
  - a. CivicPlus Meeting & Agenda software – 95% complete
6. Public Art Installation – Completed
7. Trolley Trail meeting on 11/5/25 – Rescheduled for 1/30/
8. Brentwood Police Department transaction window – in progress
9. Climate Action Plan next steps
  - a. Adopt Plan
  - b. Build Awareness (staff and community)
  - c. Training
  - d. Implementation
  - e. Budget appropriations
  - f. Tracking progress
10. Composting
  - a. Waiting for the cost estimate from waste collection contractor
11. Meetings/Events Attended:
  - a. North Brentwood Entrepreneur Park Ribbon Cutting
  - b. SS4A – Consultant, Task Force met with State Highway Administration
  - c. PEPCO regarding streetlights
  - d. CivicPlus Agenda & Minutes Software Implementation meetings
  - e. North Brentwood Historical Holiday Luncheon
  - f. PGCMA Legislative Dinner
  - g. D47 Toy Drive & Holiday Reception on 12/17

## **HR**

### Vacancy Update:

1. Clerk – Advertised
2. Police Chief - Advertised
3. Treasurer – Start date for new hire is 12/29/2025

### Training

1. Staff In-service Day held on 10/23/25 included
  - a. Policy review included – purchasing, green, sustainability, energy efficiency, sexual harassment, branding, electronic issuance, confidentiality, drug and alcohol, workplace violence

## **Community Center**

1. Pantry – Open every Friday from 10:00am – 2:00pm
2. Mural – Complete

## **Public Works Department:**

1. Provided shuttle service to Thomas Stone so families could attend football game at University Park Elementary
2. Installed holiday lighting and decorations
3. New salt spreader has been installed
4. MD Occupational Safety and Health visited the public works yard and the following are necessary:
  - a. Implement a safety program
  - b. Training on bobcat
  - c. Crystalline Silica training (reducing exposure)
  - d. Fixed exposed live electrical wires and remove dead wires
  - e. Electrical knock out covers
  - f. Fire extinguishers for 5 trucks
  - g. Stickers for fire extinguishers in the building
  - h. First Aid kits 5 trucks
  - i. Ear protection (ear plugs)
  - j. Eyewash station
  - k. Voltage written on electrical box
5. Traffic Message Board – Received and ready for service
6. Recommendation for street paving in progress

## **BPD:**

1. Working on schedule adjustments to maximize coverage when its most needed from 3:00pm – 11:pm. Will use mutual aid agreements and county officers as needed for backup.
2. Officer will remain in town unless assistance is requested under the mutual aid agreement.
3. Shuttled Senior for their annual luncheon
4. Weapon replacement

**Events:**

1. Kids Holiday Party
2. Santa Clause visiting Brentwood on 12/21/25 around 5:15pm

**Reminders/Tips:**

- **Pets**
  - **Dogs should be on a leash**
    - Dogs not on leash can be impounded
    - 1<sup>st</sup> Offense is \$50; 2<sup>nd</sup> offense is \$200
  - **Pick up your dogs waste**
    - Violations are \$100
- **Managing Native Plants:**
  - **Strategic Pruning:** Pruning can help control height, shape, and prevent plants from shading out others.
  - **Weeding:** While some native plants may benefit from being left alone, overly aggressive species should be removed to maintain balance.
  - **Deadheading:** Removing spent flowers (deadheading) can encourage further blooming and prevent excessive reseeding.
  - **Mulching:** Mulching can help suppress weeds, retain moisture, and regulate soil temperature.
- **Utility Assistance:**
  - **Pepco:**
    - Call 202-833-7500
  - **WSSC:**
    - Contact PG Hopp Program at (30) 567-3330.
  - **Washington Gas:**
    - MD Dept of Human Resources at (800) 332-6347

**Areas currently being maintained by PW within the town:**

Town Hall  
Property next to Brentwood Market  
Public Works Yard  
Hill at Webster  
Pocket Park  
Bartlett Park  
Veterans Park  
Entrance of Trail (M-NCPPC does the actual trail)  
Windom Rd Barrier including alley  
Alley on 38th St. between Taylor and Shepherd  
Alley on 40<sup>th</sup> St. across/near Pocket Park  
Volta – area w/gate & lock  
Alley behind daycare

**Submitted By: Shelley Dorsey-Washington**



**ORDINANCE 2025-18**

**AN ORDINANCE AMENDING CHAPTER 283, RELATING TO THE PRESERVATION OF THE URBAN TREE CANOPY OF THE TOWN OF BRENTWOOD, MARYLAND.**

**WHEREAS**, the quality of life and the present and future health, safety, and welfare of all residents are our utmost priority; and,

**WHEREAS**, it is in the interest of the Town to protect, preserve, promote, and to the extent feasible expand the Town of Brentwood's urban forest; and

**WHEREAS**, the Town of Brentwood is a partner to achieve the ambitious statewide carbon mitigation objective set forth in the Tree Solutions Now Act of 2021 to plant and maintain 5 million native trees on public and private land by 2031, with at least 10% of these trees located in urban underserved areas of the state; and to achieve Prince George's County goals in the Climate Action Plan of 2022 to maintain 52 percent tree cover through 2030 and increase tree cover to 55 percent by 2050; and to continue to be recognized as a Tree City USA; and,

**WHEREAS**, the Town of Brentwood values an environment that is both safe and enjoyable, including our urban forest, which is an asset that deserves protection and management; and,

**WHEREAS**, the Town of Brentwood encourages climate adaptation and resilience, beautification, air cooling and purification, noise abatement, property value enhancement, biodiversity, and native Maryland habitats; and,

**WHEREAS**, the Town of Brentwood is committed to helping residents and businesses prevent and control the spread of diseases, to preserving trees in the path of development, and avoiding unnecessary costs associated with sewer clogging, sidewalk replacement, breaks in utilities, and tree-related accidents and injuries.

**SECTION 1. NOW, THEREFORE, BE ORDAINED**, that the Mayor and Council of the Town of Brentwood hereby establish that that Chapter 283 be, and is hereby, repealed, re-enacted and amended to read as follows:

**Chapter 283 Trees AND URBAN TREE CANOPY PRESERVATION**

§ 283-1 FINDINGS, Purpose, AND INTENT.

~~§ 283-2 Scope.~~

§ 283-2 DEFINITIONS.

§ 283-3 APPLICABILITY.

§ 283-4 PUBLIC PROPERTY - RESPONSIBILITIES.

~~§ 283-4 Actions affecting trees restricted; topping and disfigurement prohibited.]~~

§ 283[-3] 5 TOWN TREE COMMITTEE.

~~§ 283-5 Official street tree species.]~~

§ 283-6 PUBLIC PROPERTY - TREE CUTTING, PRUNING, MAINTENANCE, AND REMOVAL.

~~§ 283-7 Exceptions.]~~

§ 283-7 PERMIT REQUIREMENTS.

§ 283-8 APPLICATION FOR PERMIT.

§ 283-9 CRITERIA FOR EVALUATING APPLICATIONS.  
§ 283-10 EXCEPTIONS.  
§ 283-11 TREE REPLACEMENT.  
§ 283-12 URBAN CANOPY FUND.  
§ 283-13 APPEALS.  
§ 283-6 14 ENFORCEMENT; VIOLATIONS AND PENALTIES.  
[§ 283-7 Exceptions.]

Section 1. SHORT TITLE. THIS ORDINANCE MAY BE REFERRED TO AS THE “TREE CANOPY ORDINANCE OF THE TOWN OF BRENTWOOD.”

[§ 283-1 Purpose.

The purpose of this chapter is to preserve, protect and promote the urban forest of Brentwood, which is part of a large ecosystem which contributes significantly to air, noise and visual pollution control, moderates climate extremes, promotes sound energy conservation and has a significant aesthetic value affecting property values and the Town's quality of life; and to establish a Town Tree Committee to be responsible for the tree program which regulates the planting, maintenance and removal of trees in public places. Other goals of this chapter are to promote public awareness of and pride in urban forests, to observe Arbor Day and to become a "Tree City, USA" community.]

§ 283-1 FINDINGS, Purpose, AND INTENT.

THE TOWN OF BRENTWOOD CONTAINS MANY SPECIES OF NATIVE MARYLAND AND NON-NATIVE TREES OF SIGNIFICANT SIZE AND QUALITY THAT CONTRIBUTE IN A POSITIVE WAY TO ITS ENVIRONMENT. TREES THAT ARE PROPERLY MAINTAINED INCREASE PROPERTY VALUES, MAINTAIN THE NATURAL ECOLOGY, TEMPER THE EFFECTS OF EXTREME TEMPERATURES, REDUCE RUNOFF, PREVENT EROSION OF TOPSOIL, AND HELP CREATE AND MAINTAIN THE IDENTITY AND VISUAL CHARACTER OF THE TOWN. TREES CAN HELP TO PROVIDE PROTECTION FROM FLOODING. THEY ALSO HELP TO COMBAT AIR POLLUTION. THIS CHAPTER IS INTENDED TO PROTECT AND PRESERVE SIGNIFICANT TREES AND CONTROL THE RE-SHAPING, REMOVAL OR RELOCATION OF THOSE TREES THAT PROVIDE BENEFITS FOR THE NEIGHBORHOOD OR THE ENTIRE COMMUNITY WHILE RECOGNIZING THAT THERE ARE RIGHTS TO DEVELOP PRIVATE PROPERTY.

THE MAYOR AND COUNCIL HEREBY FINDS THAT THE DESTRUCTION OF TREES COULD IMPAIR THE SCENIC BEAUTY OF THE AREA, CAUSE EROSION OF TOPSOIL, CREATE FLOOD HAZARD, WORSEN CLIMATE CHANGE, REDUCE BIODIVERSITY, REDUCE PROPERTY VALUES, AND INCREASE THE COST OF CONSTRUCTION AND MAINTENANCE OF DRAINAGE SYSTEMS THROUGH THE INCREASED FLOW AND DIVERSION OF SURFACE WATERS.

FOR THESE REASONS, THE MAYOR AND COUNCIL FINDS IT IN THE PUBLIC INTEREST, CONVENIENCE, AND NECESSITY TO ENACT ORDINANCES AS MAY BE REASONABLY CONSISTENT WITH THE ECONOMIC ENJOYMENT OF PRIVATE PROPERTY AND WHICH WILL REGULATE THE PLANTING, MAINTENANCE, RELOCATION, OR REMOVAL OF TREES WITHIN THE TOWN IN ORDER TO ENSURE THAT SUCH TREE WORK IS IN CONFORMANCE WITH THE INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) STANDARDS AND PREVENTS INVASIVE SPECIES.

OTHER INTENTIONS OF THIS CHAPTER ARE TO ESTABLISH AN URBAN CANOPY FUND TO ASSIST RESIDENTS AND BUSINESSES IN NEED AND A MUNICIPAL URBAN TREE MANAGEMENT PLAN AND TO DIRECT THE TOWN ADMINISTRATOR TO PROMOTE PUBLIC

AWARENESS OF AND PRIDE IN URBAN FORESTS, OBSERVE ARBOR DAY, AND REMAIN A "TREE CITY, USA" COMMUNITY.

ACTIONS OUTLINED IN THIS ORDINANCE WILL BE PURSUED IN AN EQUITABLE MANNER TO ADDRESS INEQUITIES THAT EXIST IN TREE CANOPY COVERAGE ACROSS THE TOWN AND TO SEEK TO PROTECT AND PLANT TREES WITH A FOCUS ON THE HEALTH AND SUSTAINABILITY OF THE URBAN FOREST AS A WHOLE TO HELP ENSURE THAT THE BENEFITS OF TREE CANOPY ARE DISTRIBUTED EQUITABLY AND THAT EQUITY IS PRIORITIZED IN THE DEVELOPMENT AND IMPLEMENTATION OF REGULATIONS AND PROCEDURES.

§ 283-2[ Scope] DEFINITIONS.

~~[All trees in the public domain in Brentwood are considered a part of the Town's urban forest and are subject to the provisions of this chapter.]~~

FOR THE PURPOSE OF THIS CHAPTER THE FOLLOWING DEFINITIONS SHALL APPLY UNLESS THE CONTEXT CLEARLY REQUIRES OR INDICATES A DIFFERENT MEANING.

**CALIPER.** THE DIAMETER OF ANY TREE TRUNK MEASURED AT FOUR AND ONE-HALF (4.5) FEET ABOVE GROUND LEVEL.

**CANOPY.** THE TOTAL AREA OF TREE LEAVES ON A TREE OR TREES, THE TOTAL AREA OF BRANCHES AND STEMS OF A TREE OR TREES, OR ANY COMBINATION OF THE SAME FOR ALL TREES ON A TRACT OF LAND.

**CERTIFIED ARBORIST.** AN ARBORIST WHO HAS EARNED THE CREDENTIAL FROM THE INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) BY PASSING A COMPREHENSIVE EXAM COVERING ALL ASPECTS OF ARBORICULTURE. TO SIT FOR THE EXAM, THE ARBORIST MUST HAVE DOCUMENTED THREE YEARS OF ARBORICULTURAL EXPERIENCE OR A COMBINATION OF COLLEGE EDUCATION AND EXPERIENCE. PER THE MARYLAND TREE EXPERT LICENSING LAW, A CERTIFIED ARBORIST DOES NOT REQUIRE A MARYLAND TREE EXPERT LICENSE TO TREAT, CARE FOR OR REMOVE A TREE LESS THAN 20 FEET TALL.

**CUTTING.** THE DETACHING OR SEPARATING ANY LIVE LIMB OR BRANCH OVER ONE INCH IN DIAMETER FROM ANY TREE, ANY PRUNING WHICH CHANGES THE SHAPE OR NATURAL CHARACTER OF THE TREE OR ANY BRANCH REMOVAL THAT REMOVES MORE OF THE TREE CANOPY THAN RECOMMENDED UNDER ISA STANDARDS.

**DAMAGE.** ANY ACTION UNDERTAKEN WHICH CAUSES INJURY OR DEATH OF A TREE. THIS INCLUDES, BUT IS NOT LIMITED TO CUTTING, POISONING, OVERWATERING, HAZARDOUSLY RELOCATING OR TRANSPLANTING A TREE, OR THE TRENCHING, EXCAVATING OR PAVING WITHIN THE ROOT ZONE OF A TREE.

**DESIGNEE.** ANY PERSON OR PERSONS DESIGNATED BY THE TOWN ADMINISTRATOR OR TOWN TO ASSUME SOME OR ALL OF THE DUTIES OUTLINED IN CHAPTER 283.

**DEVELOPMENT.** ANY PERMANENT OR TEMPORARY CONSTRUCTION UNDERTAKEN THAT REQUIRES DISCRETIONARY APPROVAL FROM THE TOWN (A CONDITIONAL USE PERMIT, MAJOR USE PERMIT, BUILDING PERMIT, OR MINOR USE PERMIT).

DIAMETER AT BREAST HEIGHT (DBH) OF A TREE MEANS THE DIAMETER IN INCHES OF THE TREE TAKEN AT FOUR AND ONE-HALF (4.5) FEET ABOVE THE GROUND ON THE UPHILL SIDE OF THE TREE IN ACCORDANCE WITH THE INSTRUCTIONS SET FORTH IN THE MOST RECENT VERSION OF THE UNITED STATES FOREST SERVICE'S FOREST INVENTORY AND ANALYSIS NATIONAL CORE FIELD GUIDE. IF A TREE FORKS BELOW BREAST HEIGHT, IT IS CONSIDERED "A MULTI-TRUNK." A MEASURING TAPE CAN BE USED TO MEASURE TREE TRUNK CIRCUMFERENCE AND THEN THE CIRCUMSTANCE DIVIDED BY 3.14 TO DETERMINE DIAMETER.

HAZARDOUS TREE(S) OR CONDITION. A DEFECTIVE, DISEASED, DYING, OR DEAD TREE THAT ALSO POSES A HIGH RISK OF FAILURE OR FRACTURE WITH THE POTENTIAL TO CAUSE INJURY TO PEOPLE OR DAMAGE TO PROPERTY; OR A TREE THAT OBSTRUCTS THE VIEW OF TRAFFIC SIGNS OR THE FREE PASSAGE OF PEDESTRIANS OR VEHICLES, WHERE PRUNING ATTEMPTS HAVE NOT BEEN EFFECTIVE; OR IS CAUSING OBVIOUS DAMAGE TO STRUCTURES (SUCH AS BUILDING FOUNDATIONS, SIDEWALKS, ETC.); OR IS DETERMINED TO BE A THREAT TO PUBLIC HEALTH, SAFETY, AND/OR WELFARE. A TREE MAY BE DISEASED BUT NOT POSE A HIGH RISK OF FAILURE OR FRACTURE. AN ENTIRE TREE IS NOT HAZARDOUS IF THE HAZARD CAN BE ADDRESSED VIA PRUNING OR OTHER TREE MAINTENANCE MEASURES.

INVASIVE SPECIES. A SPECIES THAT IS NON-NATIVE TO THE TOWN, COUNTY, OR STATE'S ECOSYSTEM AND WHOSE INTRODUCTION CAUSES OR IS LIKELY TO CAUSE ECONOMIC OR ENVIRONMENTAL HARM OR HARM TO HUMAN HEALTH. INVASIVE SPECIES ARE DETERMINED BY THE MARYLAND DEPARTMENT OF NATURAL RESOURCES.

LANDMARK TREE. A TREE DESIGNATED AS A TREE OF HISTORIC OR CULTURAL SIGNIFICANCE AND OF IMPORTANCE TO THE COMMUNITY DUE TO ANY OF THE FOLLOWING FACTORS: IT IS ONE OF THE LARGEST OR OLDEST TREES OF THE SPECIES LOCATED IN THE TOWN; IT HAS HISTORICAL SIGNIFICANCE DUE TO AN ASSOCIATION WITH A HISTORIC BUILDING, SITE, STREET, PERSON OR EVENT; OR IT IS A DEFINING LANDMARK OR SIGNIFICANT OUTSTANDING FEATURE OF A NEIGHBORHOOD.

LICENSED TREE EXPERT. AN ARBORIST WHO HAS MET SPECIFIC MARYLAND LICENSING REQUIREMENTS. THESE REQUIREMENTS TYPICALLY INCLUDE A COMBINATION OF EDUCATION, EXPERIENCE, AND SUCCESSFUL COMPLETION OF A LICENSING EXAM. THE MARYLAND TREE EXPERT LICENSING LAW REQUIRES THAT ANYONE (AN INDIVIDUAL OR BUSINESS) WHO ADVERTISES OR REPRESENTS THEMSELVES AS AN ARBORIST, TREE SPECIALIST, TREE SURGEON, TREE EXPERT, OR SIMILAR TITLE, AND CHARGES A FEE FOR THAT SERVICE, MUST BE LICENSED. THIS INCLUDES SOMEONE WHO SIMPLY CUTS DOWN AND REMOVES TREES.

MAINTAIN OR MAINTENANCE. ACTIONS NEEDED FOR THE CONTINUED HEALTH OF A TREE INCLUDING, BUT NOT LIMITED TO, PRUNING, TRIMMING, FERTILIZING, WATERING, TREATING FOR DISEASE OR INJURY OR ANY OTHER SIMILAR ACT WHICH PROMOTES GROWTH, HEALTH, BEAUTY AND LIFE OF TREES.

NATIVE TREE. A LIVING TREE THAT OCCURS NATURALLY IN THE ECOREGION AND HABITAT WHERE, OVER THE COURSE OF EVOLUTIONARY TIME, IT HAS ADAPTED TO LOCAL PHYSICAL CONDITIONS AND CO-EVOLVED WITH THE OTHER SPECIES IN THE SYSTEM. A TREE NATIVE TO THE MID-ATLANTIC REGION THAT PRESERVES MARYLAND'S BIODIVERSITY.

**PROPERTY OWNER. ANY PERSON WHO, ALONE OR JOINTLY OR SEVERALLY WITH OTHERS:**

- A. HAS LEGAL OR EQUITABLE OWNERSHIP INTEREST IN REAL PROPERTY, INCLUDING A CONTRACT PURCHASER OF PROPERTY;**
- B. HAS A LEGAL, EQUITABLE OR BENEFICIAL INTEREST IN A CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP, LIMITED PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, TRUST OR OTHER ENTITY THAT HAS A LEGAL OR EQUITABLE OWNERSHIP INTEREST IN A RENTAL FACILITY; OR**
- C. HAS CHARGE, CARE OR CONTROL OF REAL PROPERTY AS PERSONAL REPRESENTATIVE, EXECUTOR, ADMINISTRATOR, TRUSTEE, GUARDIAN, OR CONSERVATOR OF THE ESTATE OF THE OWNER.**

**PROTECTED TREE. ANY TREE ON PUBLIC OR PRIVATE PROPERTY WITH A MEASURED CIRCUMFERENCE OF THIRTY (30) INCHES OR GREATER IN CIRCUMFERENCE MEASURED AT FOUR AND ONE-HALF (4.5) FEET ABOVE THE GROUND OR DIAMETER AT BREAST HEIGHT (DBH) OR NINE (9) INCHES DIAMETER AT DBH. A PROTECTED TREE INCLUDES ANY LANDMARK, NATIVE, OR SPECIMEN TREE. THIS DOES NOT INCLUDE EXEMPT TREES AND THOSE CLASSIFIED AS INVASIVE SPECIES BY THE MARYLAND DEPARTMENT OF NATURAL RESOURCES, MARYLAND DEPARTMENT OF THE ENVIRONMENT, PRINCE GEORGE'S COUNTY DEPARTMENT OF THE ENVIRONMENT OR OTHER STATE OR COUNTY OFFICIAL.**

**PRUNING. THE REMOVAL OF DEAD, DYING, DISEASED, LIVE INTERFERING, WATER SPROUTS, CROSSED LIMBS, WEAK BRANCHES, OR OTHER UNHEALTHY BRANCHING STRUCTURE ACCORDING TO THE MOST RECENT STANDARDS OF THE INTERNATIONAL SOCIETY OF ARBORICULTURE. SUCH REMOVAL SHALL NOT CHANGE THE NATURAL FORM OF THE TREE, SHALL NOT CONSIST OF STUBBING OR HEADING BACK BRANCHES, AND SHALL IN NO CASE CONSIST OF REMOVING MORE OF THE TOTAL TREE CANOPY THAN RECOMMENDED UNDER ISA STANDARDS.**

**PUBLIC PROPERTY. ALL GOVERNMENT EASEMENTS, PUBLIC RIGHTS OF WAY, AND ALL PROPERTY OWNED BY THE TOWN, COUNTY, STATE, OR FEDERAL GOVERNMENTS, OR THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION.**

**PUBLIC RIGHT-OF-WAY. LAND THE TITLE TO WHICH, OR AN EASEMENT FOR WHICH, IS HELD BY THE STATE, COUNTY, OR A MUNICIPALITY FOR USE AS A PUBLIC RIGHT-OF-WAY. PUBLIC RIGHT-OF-WAY INCLUDES ANY ROAD, STREET, ALLEY, OR OTHER EASEMENT OR RIGHT-OF-WAY AREA BENEFITING MORE THAN ONE (1) PARCEL OF LAND.**

**PUBLIC OR STREET TREES. ANY TREE – THE TRUNK OF WHICH – GROWS ALL, OR IN PART, WITHIN THE PUBLIC DOMAIN IN THE TOWN OF BRENTWOOD.**

**PUBLIC UTILITY. A PUBLIC UTILITY COMPANY AND A PUBLIC UTILITY COMPANY'S OFFICERS, EMPLOYEES, AND AGENTS.**

**REMOVAL. ACTUAL REMOVAL OR CAUSING THE EFFECTIVE REMOVAL THROUGH A DAMAGING OR OTHER INTENTIONAL ACTION OR OMISSION RESULTING IN THE DEATH OF A TREE WITHIN ONE (1) YEAR OF THE ACTION OR OMISSION.**

**ROADSIDE TREE. ANY TREE THAT GROWS ALL OR IN PART WITHIN A PUBLIC ROAD RIGHT-OF-WAY.**

**ROADSIDE TREE CARE EXPERT. AN INDIVIDUAL WHO:**

1. IS DESIGNATED TO SUPERVISE STREET TREE PLANTING AND MAINTENANCE OPERATIONS;
2. HAS PASSED THE MARYLAND DNR FOREST SERVICE'S EXAMINATION FOR ROADSIDE TREE CARE EXPERTS; AND
3. HAS BEEN APPROVED BY THE DNR FOREST SERVICE AS QUALIFIED TO SUPERVISE A GOVERNMENT'S TREE CARE PROGRAM.

ROADSIDE TREE LAW. THE STATE STATUTE AT NATURAL RESOURCES ARTICLE, SECTION 5-401 *ET SEQ.*, AND CODE OF MARYLAND ADMINISTRATIVE REGULATIONS 08.07.02.01 *ET SEQ.*

SPECIMEN TREE. ANY TREE MEETING THE CRITERIA ESTABLISHED BY RESOLUTION OF THE MAYOR AND COUNCIL BY SPECIES AND SIZE OF TREE WHICH IS THEREBY PRESUMED TO POSSESS DISTINCTIVE FORM, SIZE OR AGE, AND TO BE AN OUTSTANDING SPECIMEN OF A DESIRABLE SPECIES AND TO WARRANT THE PROTECTIONS OF THIS CHAPTER.

TOWN. TOWN OF BRENTWOOD, MARYLAND.

TREE. A PLANT WITH A WOODY STEM CAPABLE OF ACHIEVING A HEIGHT OF AT LEAST 20 FEET AT MATURITY.

TREE CITY USA. SINCE 1976, THE ARBOR DAY FOUNDATION'S TREE CITY USA PROGRAM HAS RECOGNIZED AND SUPPORTED THE CITIES AND LEADERS WHO CREATE PLACES TO PLAY, ROOM TO BREATHE, AND BEAUTY ON EVERY BLOCK. TO QUALIFY AS A TREE CITY USA COMMUNITY, YOU MUST MEET FOUR STANDARDS ESTABLISHED BY THE ARBOR DAY FOUNDATION AND THE NATIONAL ASSOCIATION OF STATE FORESTERS. THESE STANDARDS WERE ESTABLISHED TO ENSURE THAT EVERY QUALIFYING COMMUNITY WOULD HAVE A VIABLE TREE MANAGEMENT PROGRAM AND THAT NO COMMUNITY WOULD BE EXCLUDED BECAUSE OF SIZE.

TREE COMMITTEE. THE RESIDENT COMMITTEE ESTABLISHED BY THE MAYOR AND COUNCIL TO PRESERVE, PROTECT, AND PROMOTE THE URBAN FOREST OF THE TOWN.

TREE EXPERT. A CERTIFIED PROFESSIONAL FORESTER AND/OR CERTIFIED ARBORIST.

TREE INVENTORY. A LIST OF ALL TREES ON TOWN PROPERTY, INCLUDING THEIR SPECIES, LOCATION, AND CONDITION, AND ALL AVAILABLE PLANTING SITES FOR TREES.

TREE PERMIT. WRITTEN AUTHORIZATION BY THE TOWN ADMINISTRATOR OR DESIGNEE ON AN OFFICIAL TREE PERMIT APPLICATION, TO PERFORM AN ACTIVITY IDENTIFIED IN THIS CHAPTER ON AN APPLICABLE TREE REQUIRING A TREE PERMIT; UNLESS SPECIFIC REFERENCE IS MADE TO A MARYLAND DEPARTMENT OF NATURAL RESOURCES ROADSIDE TREE PERMITS.

TREE PROTECTION ZONE. THE AREA OF SOIL ON PUBLIC OR PRIVATE PROPERTY EXTENDING FROM A TRUNK WHERE ROOTS REQUIRED FOR FUTURE TREE HEALTH AND SURVIVAL ARE LOCATED. THIS AREA IS DEFINED AS A CYLINDER WITH MEASUREMENTS OF MINIMUM RADIUS OF ONE FOOT (1') FOR EVERY ONE INCH (1") IN TRUNK DIAMETER AT BREAST HEIGHT (4.5 FEET ABOVE GRADE) BY TWO FEET (2') BELOW THE SURFACE OF THE GROUND; OR AS THE LONGEST HORIZONTAL BRANCH PLUS ONE FOOT (1') AND BY THE SAME DEPTH; OR A SMALLER AREA AS DETERMINED BY THE TOWN ADMINISTRATOR IN A TREE IMPACT ASSESSMENT. ALSO KNOWN AS THE "CRITICAL ROOT ZONE."

URBAN CANOPY FUND. A FISCAL MECHANISM FOR THE TOWN TO COLLECT FEES AS ALTERNATIVE COMPLIANCE PAYMENTS, RECOMPENSE PAYMENTS, FINES AND PENALTIES FOR VIOLATION OF THIS CHAPTER, AND DONATIONS OR GRANTS FOR THE URBAN TREE MANAGEMENT PLAN AND PROGRAM. A DISBURSEMENT MECHANISM TO MAINTAIN AND ENHANCE THE COMMUNITY'S TREE CANOPY THROUGH EQUITABLE MEANS ON PUBLIC OR PRIVATE PROPERTY; FOR COMMUNITY EDUCATION MATERIALS, OUTREACH, OR PROGRAMS; OR FOR PUBLIC ASSISTANCE.

URBAN TREE MANAGEMENT PLAN. THE COMPREHENSIVE PLAN APPROVED BY THE MAYOR AND COUNCIL FOR EFFECTIVE AND PROACTIVE MANAGEMENT OF THE URBAN FOREST WITHIN THE TOWN TO ENSURE THAT THE COMMUNITY WILL ENJOY THE BENEFITS OF TREES THROUGH PROPER ARBORICULTURAL TECHNIQUES AND MANAGEMENT PRACTICES AND TO ASSURE SAFETY IN THE COMMUNITY.

UNIMPROVED LOT. A LOT WITHOUT HABITABLE STRUCTURE OR A PART OF A HABITABLE STRUCTURE ON IT.

§ 283-3 Town Tree Committee.

~~A. Creation. There shall be created a committee to be known and designated as the "Town Tree Committee" composed of five members. The terms of the members shall be three years. All members shall serve without pay. Vacancies caused by death, resignations or otherwise shall be filled by the Mayor with the approval of the Council.~~

~~B. Duties and responsibilities. It shall be the responsibility of the Committee to study, investigate, counsel, develop and/or update annually and administer a written plan for the care, preservation, pruning, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such a plan will be presented annually to the Town Council and, upon its acceptance and approval, shall constitute the Official Comprehensive Town Tree Plan for the Town. A tree may be removed by recommendation of the Committee and the State Forester and approval of the Mayor and Town Council if it is affected by untreatable injurious fungus, insect or other pests.]~~

§ 283-3 APPLICABILITY.

THIS CHAPTER IS APPLICABLE TO ALL TYPES OF EXISTING INDUSTRIAL, COMMERCIAL, RESIDENTIAL, SINGLE-FAMILY AND MULTIFAMILY DEVELOPMENT; TO NEW DEVELOPMENT, UNDERDEVELOPED PROPERTIES, OR UNDEVELOPED PROPERTIES; AND TO ALL ZONING DISTRICTS. THE FOLLOWING TREES ARE CONSIDERED TO BE PART OF THE TOWN'S URBAN FOREST AND ARE SUBJECT TO THE PROVISIONS OF THIS CHAPTER:

- A. PUBLIC OR STREET TREES AND THEIR TREE PROTECTION ZONES, WHICH ARE THOSE TREES AND THE AREA SURROUNDING THEM IN THE PUBLIC RIGHT-OF-WAY (*3 FEET FROM THE CURB*) OR ON PROPERTY OWNED BY THE TOWN OR ANY GOVERNMENTAL AGENCY, INCLUDING ALL TREES IN THE PUBLIC DOMAIN IN BRENTWOOD.
- B. PROTECTED TREES AND THEIR TREE PROTECTION ZONES.
- C. TREES AND THEIR TREE PROTECTION ZONES, REGARDLESS OF SIZE OR LOCATION THAT WERE PLANTED:
  - 1. PURSUANT TO A REFORESTATION REQUIREMENT CONTAINED IN A DECISION GRANTING A PERMIT BY ANY GOVERNMENT OR GOVERNMENTAL UNIT,
  - 2. WITH GOVERNMENT FUNDING, OR
  - 3. PURSUANT TO GOVERNMENT PROGRAMS.

~~§ 283-4 Actions affecting trees restricted; topping and disfigurement prohibited.]~~

- ~~A. [No person shall remove or destroy or cause the removal or destruction of a tree on any public property or undertake construction or other action that may significantly and permanently detract from the health or growth of a tree without first having obtained permission from the Town Clerk, which shall only be issued upon the presentation of an application bearing the approval of the Mayor and Town Council.]~~
- ~~B. [It is unlawful as a normal practice for any person, firm or Town department to top any street, park or other tree on public property to such a degree as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes or certain trees under utility lines or other obstructions where other pruning practices are impractical may be exempted from this chapter (as determined by the Town Tree Committee).]~~

§ 283-4 PUBLIC PROPERTY - RESPONSIBILITIES.

A. THE TOWN ADMINISTRATOR SHALL:

1. BY USE OF TOWN EMPLOYEES, PRIVATE CONTRACTORS OR AUTHORIZED VOLUNTEERS, PLANT, MAINTAIN, REMOVE, OR OTHERWISE CARE FOR TREES ON PUBLIC PROPERTY IN CONSULTATION WITH THE TREE COMMITTEE AND A CERTIFIED ARBORIST OR LICENSED TREE EXPERT, WHO SHALL NOT HAVE ANY CONFLICTS OF INTEREST – FINANCIAL OR OTHERWISE – IN REGARD TO CONTRACTORS HIRED TO CONDUCT THE FINAL ACTION.
2. GIVE DUE CONSIDERATION TO THE URBAN FOREST PRESERVATION PRINCIPLES EMBODIED IN THIS CHAPTER AND APPLY THE SAME CRITERIA IN THIS CHAPTER FOR TREE PLANTING, CARE, REMOVAL, AND PROTECTION DECISIONS REGARDING PUBLIC TREES AS ARE REQUIRED OF PRIVATE PERSONS.
3. IN COORDINATION WITH THE TREE COMMITTEE, PREPARE AND SUBMIT AN ANNUAL PROGRAM FOR TREE PLANTING AND TREE CARE IN PUBLIC PLACES OF THE TOWN AND AN ANNUAL BUDGET REQUEST TO SUPPORT THE FUNCTIONS DESCRIBED IN THIS CHAPTER. THE BUDGET REQUEST WILL INCLUDE A MINIMUM \$2 PER CAPITA ON URBAN FORESTRY TO ACHIEVE TREE CITY USA DESIGNATION.
4. INSPECT THE PLANTING, MAINTENANCE AND REMOVAL OF ALL PUBLIC OR STREET TREES.
5. MAKE DETERMINATIONS ON PUBLIC OR STREET TREE REMOVAL OR CARE BASED ON TREE REPORTS PREPARED BY CERTIFIED ARBORISTS OR LICENSED TREE EXPERTS, OTHER RELEVANT FACTS, AND ON ESTABLISHED PUBLIC TREE REMOVAL CRITERIA.
6. IN COORDINATION WITH CODE ENFORCEMENT, REVIEW DEVELOPMENT AND CONSTRUCTION PLANS AS THEY AFFECT MATURE, LANDMARK, LANDMARK-ELIGIBLE, NATIVE, PUBLIC AND SPECIMEN TREES.
7. WITHIN TWO (2) YEARS OF THE ADOPTION OF THIS ORDINANCE, WITH THE ADVICE AND PARTICIPATION OF THE TREE COMMITTEE, PREPARE, ADHERE TO, AND KEEP UPDATED A THREE-YEAR URBAN TREE MANAGEMENT PLAN TO BE PRESENTED TO THE MAYOR AND COUNCIL FOR THEIR APPROVAL. WHEN APPROVED BY THE MAYOR AND COUNCIL, THE PLAN WILL BE PLACED ON FILE WITH THE TOWN CLERK AND POSTED PUBLICLY. REVISIONS OR CHANGES MUST HAVE INPUT FROM THE TREE COMMITTEE AND THE APPROVAL OF THE MAYOR AND COUNCIL. THE PLAN WILL CONSIST OF THE MASTER TREE LIST; ANNUAL TREE MAINTENANCE STANDARDS AND SCHEDULE; RECOMMENDATIONS, AND OTHER PROPOSALS AS NECESSARY OR REQUESTED

BY THE COUNCIL; AND A PROCESS FOR CONTINUAL UPDATE AND IMPROVEMENT PLAN ELEMENTS.

B. COORDINATION AMONG TOWN DEPARTMENTS. ALL TOWN DEPARTMENTS WILL COORDINATE AS NECESSARY TO PROVIDE THE SERVICES REQUIRED TO ENSURE COMPLIANCE WITH THIS CHAPTER INCLUDING AREAS NOT UNDER THEIR DIRECT JURISDICTION. ALL DEPARTMENTS, AGENCIES AND PERSONNEL OF THE TOWN SHALL CONSULT WITH THE TOWN ADMINISTRATOR PRIOR TO ENGAGING IN ANY ACTION WHICH WOULD REQUIRE THE REMOVAL OF, OR WHICH WOULD OTHERWISE SUBSTANTIALLY AFFECT OR SERIOUSLY JEOPARDIZE THE HEALTH OF ANY EXISTING PUBLIC TREE.

C. ROADSIDE TREES. TO ADHERE TO THE MARYLAND ROADSIDE TREE LAW REGULATIONS, THE TOWN ADMINISTRATOR SHALL APPLY FOR A MARYLAND DNR *ROADSIDE TREE BLANKET PERMIT* AND DESIGNATE OR CONTRACT WITH A ROADSIDE TREE CARE EXPERT, WHO WILL SUPERVISE ALL ROADSIDE TREE WORK PERFORMED BY THE TOWN, ASSIST IN MAINTAINING THE TOWN'S TREE INVENTORY, PERFORM TREE ASSESSMENTS AND ISSUE DECISIONS REGARDING TREE PERMIT APPLICATIONS THAT IMPACT ROADSIDE TREES, SERVE AS THE TOWN ARBORIST IF THE ROADSIDE TREE CARE EXPERT IS A LICENSED TREE EXPERT, AND SHALL NOT HAVE ANY CONFLICTS OF INTEREST – FINANCIAL OR OTHERWISE – IN REGARD TO CONTRACTORS HIRED REGARDING ROADSIDE TREES NOR BE AFFILIATED WITH THE ENTITY THAT WILL CONDUCT THE REMOVAL.

~~[§ 283-5 Official street tree species].~~

~~[The official street tree species list is to be established.]~~

§ 283-5 TOWN TREE COMMITTEE.

- A. CREATION. THERE SHALL BE CREATED A COMMITTEE TO BE KNOWN AND DESIGNATED AS THE "TOWN TREE COMMITTEE" COMPOSED OF AT LEAST THREE MEMBERS. ALL MEMBERS SHALL SERVE WITHOUT PAY. VACANCIES CAUSED BY DEATH, RESIGNATIONS OR OTHERWISE SHALL BE FILLED BY THE MAYOR WITH THE APPROVAL OF THE COUNCIL.
- B. DUTIES AND RESPONSIBILITIES. THE TREE COMMITTEE SHALL:
1. ASSIST WITH THE DEVELOPMENT OF AND OVERSEE IMPLEMENTATION OF THE URBAN TREE MANAGEMENT PLAN DESCRIBED IN THIS CHAPTER.
  2. NOTIFY THE MAYOR AND COUNCIL OF SIGNIFICANT EVENTS RELATED TO THE URBAN TREE CANOPY.
  3. RECOMMEND CHANGES IN LAW OR OTHER ACTIONS THE MAYOR AND COUNCIL MAY WISH TO TAKE TO PROTECT AND PROMOTE THE URBAN CANOPY.
  4. INITIATE RECOMMENDATIONS TO SEEK AVAILABLE FUNDING TO SUPPORT DIRECTIVES WITHIN THIS CHAPTER.
  5. MAKE EVERY EFFORT TO ADVISE TOWN RESIDENTS AND PROPERTY OWNERS OF ANY TREES WORTHY OF PRESERVATION ON THEIR PROPERTY, AND OF ANY CONDITIONS ON THEIR PROPERTY, SUCH AS THE PRESENCE OF CERTAIN CONDITIONS (E.G., KUDZU VINES, SPONGY MOTH EGG SACS) WHICH ARE KNOWN, OR MAY REASONABLY BE EXPECTED, TO ENDANGER THE HEALTH OF ANY TREE.

6. SPONSOR AND/OR COORDINATE EDUCATIONAL ACTIVITIES THAT INCREASE PUBLIC APPRECIATION OF THE AESTHETIC, HISTORICAL, AND ECOLOGICAL VALUE OF TREES ON PUBLIC AND PRIVATE LAND.
7. ENCOURAGE RESIDENTS OF THE TOWN TO ADOPT PLANTING, MAINTENANCE, AND REMOVAL PRACTICES THAT PROMOTE AND PROTECT HEALTHY TREES ON PRIVATE LAND.
8. PERFORM ANY OTHER TREE-RELATED DUTIES ASSIGNED BY THE MAYOR AND COUNCIL BY ORDINANCE OR RESOLUTION.

~~§ 283-6 Enforcement; violations and penalties.]~~

~~A. [Municipal infractions.~~

- ~~1. Any of the following shall constitute a municipal infraction for which a citation may be issued:
 
  - ~~i. Doing any of the acts prohibited in § 283-4 without written permission.~~
  - ~~ii. Any violation of an order of the Tree Committee, including but not limited to the violation or nonperformance of conditions imposed in connection with the issuance of a permit.[1]~~~~

~~[1] Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art.~~

~~D).~~

- ~~2. The fine for each violation shall be \$50 per tree affected, plus \$25 per inch of tree circumference greater than 24 inches, measured 4 1/2 feet above ground level, with a maximum fine of \$100 per tree affected; and a fine of \$200 for each repeat of that offense.]~~

~~B. [Misdemeanors.]~~

- ~~1. [It shall be a misdemeanor to do any of the following:
 
  - ~~i. Any of the acts specified above to three or more trees which are part of the urban forest, whether or not such trees are located on the same property.~~
  - ~~ii. Any of the acts prohibited after permission has been denied.~~~~
- ~~2. A misdemeanor violation of this chapter shall be punishable by a mandatory fine of \$50 for each tree affected, plus \$25 per inch of tree circumference greater than 24 inches, measured 4 1/2 feet above ground level, to a maximum of \$500 per tree or such other greater maximum as may be permitted by state law. The minimum fine may be suspended only upon a finding that the violation was the first offense by the party charged and that there was no willingness ]involved.]~~

§ 283-6 PUBLIC PROPERTY - TREE CUTTING, PRUNING, MAINTENANCE, AND REMOVAL.

- A. NO PERSON SHALL REMOVE, TRIM, CUT, DESTROY, OR ALLOW, OR CAUSE THE REMOVAL OR DESTRUCTION OF, OR UNDERTAKE ANY ACTION THAT COULD IMPAIR THE HEALTH OR GROWTH OF A TREE OF ANY SIZE OR DESCRIPTION IN A PUBLIC PLACE OR ON AN UNIMPROVED LOT WITHOUT FIRST OBTAINING A PERMIT AND PAYING THE COSTS OF SERVICE AND REPLACEMENT AT RATES ESTABLISHED BY THE TOWN. THIS DOES NOT INCLUDE EXEMPT TREES AND THOSE CLASSIFIED AS INVASIVE SPECIES BY THE MARYLAND DEPARTMENT OF NATURAL RESOURCES, MARYLAND DEPARTMENT OF THE ENVIRONMENT, PRINCE GEORGE'S COUNTY DEPARTMENT OF THE ENVIRONMENT OR OTHER STATE OR COUNTY OFFICIAL. ANY SUCH REQUEST WILL BE CONSIDERED BASED ON THE PROVISIONS OF THIS CHAPTER, ESTABLISHED PUBLIC TREE REMOVAL CRITERIA, OTHER ONGOING PUBLIC WORK, AND AVAILABLE RESOURCES. IT SHALL BE UNLAWFUL FOR ANY PERSON TO HINDER, PREVENT, DELAY, OR INTERFERE WITH THE TOWN

ADMINISTRATOR OR DESIGNEE WHILE ENGAGED IN THE LAWFUL EXECUTION OR ENFORCEMENT OF THIS CHAPTER.

- B. PLANTING. TO ENSURE THAT STREET TREE SELECTION AND PLACEMENT CONFORMS WITH MUNICIPAL STANDARDS, ALL TREES SELECTED AND PLANTED ON PUBLIC PROPERTY SHALL BE LOCATED AND PLANTED IN ACCORDANCE WITH THE URBAN TREE MANAGEMENT PLAN UNDER THE SUPERVISION OF THE TOWN ADMINISTRATOR OR TOWN ROADSIDE TREE EXPERT. RESIDENTS, BUSINESSES, AND OTHER ENTITIES SHALL NOT PLANT IN PUBLIC PROPERTY WITHOUT PRIOR APPROVAL FROM THE TOWN ADMINISTRATOR OR DESIGNEE.
- C. PRUNING. THE OBJECTIVE OF PRUNING IS TO PRODUCE STRONG, HEALTHY, ATTRACTIVE TREES THAT DO NOT POSE A HAZARD AND DO NOT OBSTRUCT A PUBLIC RIGHT-OF-WAY. THE TOWN ADMINISTRATOR OR ROADSIDE TREE CARE EXPERT MAY INITIATE THE PRUNING OF A TREE ON PUBLIC PROPERTY TO SELECTIVELY REMOVE BRANCHES FOR MAINTENANCE OF THE TREE FOLLOWING THE GUIDELINES OUTLINED IN THE URBAN TREE MANAGEMENT PLAN OR ISA STANDARDS. PRUNING TREES ON PUBLIC PROPERTY BY THE TOWN OR ITS AGENTS DOES NOT REQUIRE NOTIFICATION OF THE PUBLIC OR THE TREE COMMITTEE. A LICENSED TREE EXPERT, CERTIFIED ARBORIST, OR THE TOWN'S ROADSIDE TREE CARE EXPERT MUST SUPERVISE ANY PRUNING OF PUBLIC TREES BY A CONTRACTOR, TOWN EMPLOYEES, TREE COMMITTEE, OR AUTHORIZED VOLUNTEERS. ON AN EMERGENCY BASIS TO PREVENT HARM TO LIFE OR PROPERTY, THE TOWN ADMINISTRATOR MAY ORDER THE TRIMMING OF TREES WITHOUT FOLLOWING THE PROCEDURE OUTLINED IN THIS SECTION.
- D. REMOVAL. REMOVAL MAY BE NECESSARY IF A TREE IS DYING, DEAD, OR HAZARDOUS ON PUBLIC PROPERTY. FOR THE PROPOSED REMOVAL OF TREES ON PUBLIC PROPERTY, THE TOWN ADMINISTRATOR SHALL ISSUE A REMOVAL PERMIT IN CONSULTATION AND BASED ON AN ASSESSMENT BY THE TOWN'S ROADSIDE TREE EXPERT, A LICENSED TREE EXPERT, OR CERTIFIED ARBORIST WHO SHALL NOT HAVE ANY CONFLICTS OF INTEREST – FINANCIAL OR OTHERWISE – IN REGARD TO CONTRACTORS HIRED TO CONDUCT THE REMOVAL NOR BE AFFILIATED WITH THE ENTITY THAT WILL CONDUCT THE REMOVAL. THE TOWN ADMINISTRATOR SHALL ADVISE THE MAYOR, COUNCIL, AND TREE COMMITTEE OF THE PROPOSED REMOVAL. THE TOWN SHALL POST A COPY OF THE REMOVAL PERMIT IN PLAIN VIEW ON THE TREE TO BE REMOVED. THE NOTICE MUST PROVIDE TEN (10) BUSINESS DAYS FROM THE POSTING FOR FILING OBJECTIONS TO REMOVAL. IF AN OBJECTION IS FILED WITH THE TOWN, THE TREE COMMITTEE SHALL REVIEW THE OBJECTION AND SUBMIT ITS RECOMMENDATION AT THE NEXT TOWN COUNCIL MEETING UNLESS EMERGENCY REMOVAL IS REQUIRED. IF A PERMIT IS ISSUED FOR THE REMOVAL OF A TREE ON PUBLIC PROPERTY, THE TOWN ADMINISTRATOR SHALL REFER TO THE URBAN TREE MANAGEMENT PLAN TO DETERMINE IF A REPLACEMENT TREE IS PLANTED OR OTHER ACTION TAKEN AT THE SITE.
- E. PUBLIC UTILITIES. UNDER THE CODE OF MARYLAND REGULATIONS, MARYLAND ELECTRICITY SERVICE QUALITY AND RELIABILITY ACT, AND RULE MAKING 43 (“RM43”), PRUNING REQUIREMENTS ARE SET TO A FOUR-YEAR GROWTH CYCLE AND PEPCO IS REQUIRED TO PROVIDE WRITTEN NOTICE OF ANY CYCLICAL, PLANNED VEGETATION MANAGEMENT ACTIVITIES TO A PRIMARY CONTACT FOR EACH

MUNICIPALITY AFFECTED AT LEAST 2 MONTHS BEFORE COMMENCING THE ACTIVITIES UNLESS THE MUNICIPALITY NOTIFIES THE UTILITY THAT WRITTEN NOTIFICATION IS NOT REQUIRED. PEPCO MUST ALSO NOTIFY OWNERS OR OCCUPANTS AT LEAST SEVEN AND NO MORE THAN 120 DAYS BEFORE THEY PLAN TO BEGIN WORK ON THE CIRCUIT THAT SERVES THEM. PUBLIC UTILITIES MAY PRUNE OR REMOVE A TREE ON PUBLIC PROPERTY AFTER ACQUIRING THE REQUIRED TOWN AND STATE PERMITS AND MUST PERFORM PROFESSIONALLY ACCEPTED TREE MAINTENANCE AS OUTLINED BY THE ISA'S BEST MANAGEMENT PRACTICES. VEGETATION MANAGEMENT BY PUBLIC UTILITIES MUST BE SUPERVISED ON SITE BY THE PUBLIC UTILITY'S LICENSED TREE EXPERT AND BRENTWOOD CODE ENFORCEMENT. THE TOWN MAY REQUIRE THE UTILITY TO PROVIDE REPLACEMENT TREES, ASSIST WITH A REFORESTATION PROJECT WITHIN THE TOWN, OR PAY INTO THE TOWN'S URBAN CANOPY FUND.

§ 283- 7-~~Exceptions~~. PERMIT REQUIREMENTS.

- A. EXCEPT WHEN REQUIRED TO DO SO IN AN EMERGENCY – OR WHEN EXEMPTED BY THE TOWN BECAUSE OF IMMINENT DANGER TO THE PUBLIC HEALTH, SAFETY, OR GENERAL WELFARE – NO PERSON, BUSINESS, APPLICANT FOR NEW CONSTRUCTION OR DEVELOPMENT, OR OTHER ENTITY SHALL PERFORM CUTTING OR PRUNING OF LIVE LIMBS WITH A DIAMETER EQUAL TO OR GREATER THAN ONE-THIRD OF THE DIAMETER OF THE TREE, OR REMOVE, DESTROY, DISFIGURE, RELOCATE, RESHAPE, OR CAUSE THE AFOREMENTIONED TO ANY TREE COVERED IN § 283-3 APPLICABILITY WITHOUT HAVING FIRST OBTAINED A PERMIT TO DO SO.
- B. ALL REMOVED OR DISFIGURED TREES COVERED BY THIS ORDINANCE SHALL ALSO REQUIRE REPLACEMENT PURSUANT TO § 283-11.
- C. ANY TREE WORK FOR HIRE MUST BE PERFORMED BY A CERTIFIED ARBORIST OR LICENSED TREE EXPERT IN GOOD STANDING WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES.
- D. A ONE-YEAR PRUNING PERMIT FOR LIVE LIMBS WITH A DIAMETER EQUAL TO OR GREATER THAN ONE-THIRD OF THE DIAMETER OF A TREE COVERED IN § 283-3, MAY BE ISSUED UNDER THE FOLLOWING CIRCUMSTANCES:
  - 1. THE WORK IS CONDUCTED BY A CERTIFIED ARBORIST OR LICENSED TREE EXPERT IN GOOD STANDING WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES; AND
  - 2. THE APPLICANT HAS AGREED IN WRITING TO PERFORM WORK IN ACCORDANCE WITH THE INTERNATIONAL SOCIETY OF ARBORICULTURE'S BEST MANAGEMENT PRACTICES; AND
  - 3. THE APPLICANT HAS SUBMITTED A WRITTEN PROTOCOL DESCRIBING THE PROPOSED ACTIVITY.
- E. PER § 283-6(E), THE TOWN ABIDES BY THE REGULATIONS FOR PUBLIC UTILITIES AND SHALL NOT DENY A PUBLIC UTILITY THE RIGHT TO TRIM OR REMOVE A PRIVATE PROPERTY TREE THAT FALLS UNDER THE APPLICABILITY OF THIS CHAPTER. THE PROPERTY OWNER IS RESPONSIBLE FOR APPLYING FOR ANY TREE PERMIT (*NO FEE NECESSARY*), PAYING *ANY FINES*, AND ABIDING BY THE SPIRIT OF THIS CHAPTER TO RETAIN AS MANY TREES IN AS BEST HEALTH POSSIBLE. PUBLIC UTILITIES OR THEIR SUB-CONTRACTOR, WHOSE WORK IS PERFORMED OR SUPERVISED BY A LICENSED TREE EXPERT, MAY RECEIVE A YEARLY PERMIT FOR ALL TREES TO BE PRUNED BUT SHALL DEMONSTRATE TO THE TOWN'S SATISFACTION THE USE OF ISA BEST PRACTICES FOR ALL WORK. ALL OTHER PERMITS SHALL BE SITE-SPECIFIC. TENANTS OF ANY PROPERTY SHALL HAVE THE EXPRESS WRITTEN CONSENT OF THE OWNER PRIOR TO REMOVING OR CUTTING ANY TREES ON THE PROPERTY, AND PRIOR TO

OBTAINING ANY REQUIRED PERMITS. VEGETATION MANAGEMENT BY PUBLIC UTILITIES MUST BE SUPERVISED ON SITE BY THE UTILITY'S LICENSED TREE EXPERT AND BRENTWOOD CODE ENFORCEMENT.

- F. THE RECIPIENT OF THE PERMIT SHALL PROMINENTLY DISPLAY EACH TREE PERMIT, WHERE IT CAN BE EASILY SEEN FROM THE STREET AS SOON AS POSSIBLE AFTER IT IS OBTAINED.

§ 283-8 APPLICATION FOR PERMIT.

- A. A PERMIT APPLICATION SHALL BE SUBMITTED *WITH NO FEE NECESSARY AS SET FORTH IN THIS DOCUMENT AND CONVEYED IN THE* RESOLUTION OF THE MAYOR AND COUNCIL IN § 283-12 .
- B. THE APPLICATION SHALL INCLUDE A SITE MAP IDENTIFYING THE NUMBER; LOCATION; TYPE(S) OF THE TREE(S); THE PROPOSED ACTION AS OUTLINED IN § 283-7; THE REASON FOR SUCH ACTION; AND – IF APPLICABLE – PROPOSED ACTIONS FOR TREE REPLACEMENT.
- C. THE APPLICATION SHALL BE SUBMITTED AND APPROVED PRIOR TO ANY ACTION TAKEN.
- D. THE APPLICANT MAY SUBMIT A REPORT OR OTHER EXPERT EVIDENCE FROM A CERTIFIED ARBORIST OR LICENSED TREE EXPERT FOR CONSIDERATION.
- E. THE APPLICATION SHALL BE PRESENTED TO THE MAYOR AND COUNCIL FOR ACTION AT THEIR NEXT REGULAR MEETING, OR IF AUTHORIZED BY THE MAYOR AND COUNCIL, THE TOWN MAY ISSUE SAID PERMIT IMMEDIATELY.
- F. *THE PERMIT PROCESS WILL NOT EXCEED 10 WORKING DAYS.*
- G. THE TOWN MAY APPROVE OR DENY THE APPLICATION AND MAY REQUIRE TREE REPLACEMENT AS A CONDITION PURSUANT TO § 283-11.
- H. THE TREE PERMIT MUST BE POSTED IN A PROMINENT LOCATION AT THE SUBJECT PROPERTY UNTIL THE COMPLETION OF THE WORK OUTLINED WITHIN THE TREE PERMIT.
- I. FEES SHALL BE WAIVED FOR APPLICATIONS MADE BY A DEPARTMENT OF THE TOWN OF BRENTWOOD ON ITS OWN BEHALF.

§ 283-9 CRITERIA FOR EVALUATING APPLICATIONS.

THE FOLLOWING CRITERIA WILL BE USED WHEN EVALUATING PERMIT APPLICATIONS:

- A. THE CONDITION OF THE EXISTING TREE WITH RESPECT TO DISEASE, HAZARD, OR DEADWOOD.
- B. THE HAZARD OF A TREE IN ITS PRESENT CONDITION OR LOCATION TO THE PUBLIC OR TO OTHER TREES.
- C. INTERFERENCE WITH EXISTING UTILITIES (E.G., SEWER LINES, POWER LINES) OR PUBLIC AMENITIES (E.G., SIDEWALKS).
- D. WHETHER THE TREE IS A LANDMARK, NATIVE, OR SPECIMEN TREE.
- E. REASONABLE USE OF THE PROPERTY.
- F. STORMWATER OR EROSION MANAGEMENT (E.G., A TREE ANCHORING A SLOPE; REMOVAL OR DISTURBANCE WOULD CAUSE EROSION, INCREASE THE FLOW OF SURFACE RUNOFF, OR CAUSE A DIVERSION OF WATER THAT WOULD AFFECT DOWNSTREAM PROPERTIES).
- G. THE EFFECT ON PROPERTY VALUES, INCLUDING SURROUNDING PROPERTIES.
- H. PRESERVATION EFFORTS REGARDING THE CHARACTER OF THE AREA.
- I. IF ALTERNATIVES AND OTHER RECOURSE WERE CONSIDERED AND IF A REMEDY EXISTS (E.G., TRIMMING OR RESHAPING LIMBS, PRUNING OR REDIRECTING ROOTS).
- J. THE DEGREE OF HARDSHIP SUFFERED BY THE LANDOWNER.

§ 283-10 EXCEPTIONS.

- A. ROUTINE MAINTENANCE OF TREES SHALL NOT REQUIRE A PERMIT. HOWEVER, THIS MAINTENANCE SHALL INCLUDE ONLY PRACTICES THAT ARE APPROVED BY THE INTERNATIONAL SOCIETY OF ARBORICULTURE OR PRACTICES AUTHORIZED BY THE TOWN.
- B. TREE EMERGENCY:
  - 1. IF PERSONAL INJURY OR PROPERTY DAMAGE IS DETERMINED BY A DESIGNEE OF THE TOWN TO BE IMMINENT DUE TO THE HAZARDOUS CONDITION OF A TREE, OR IF THE TREE IS AN IMMEDIATE IMPEDIMENT TO THE WORK OF ANY PUBLIC SAFETY OFFICERS, A TREE MAY BE CUT OR REMOVED WITHOUT A PERMIT. A TREE THAT IS REMOVED UNDER THESE CONDITIONS SHALL BE REPLACED FOLLOWING § 283-11 TREE REPLACEMENT SINCE THE REMOVAL OF A TREE UNDER EMERGENCY CIRCUMSTANCES DOES NOT NEGATE THE PURPOSE OF THIS CHAPTER.
  - 2. IF A TREE EMERGENCY OCCURS, THE PERSON ENDANGERED BY THE TREE EMERGENCY MAY TAKE ANY REASONABLE ACTION NECESSARY TO AVOID OR ELIMINATE THE IMMEDIATE HAZARD. THE ACTION TAKEN MUST BE ONE THAT IS LEAST LIKELY UNDER THE CIRCUMSTANCES TO CAUSE DAMAGE OR REMOVAL OF ANY TREES, AND THE TOWN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ACTION TAKEN.

§ 283-11 TREE REPLACEMENT.

- A. ALL REMOVED, DESTROYED, OR RELOCATED TREES SHALL ALSO REQUIRE REPLACEMENT ACCORDING TO THE TREE REPLACEMENT REQUIREMENTS TABLE. REPLACEMENT TREE(S) SHALL:
  - 1. MEET THE URBAN TREE MANAGEMENT PLAN CANOPY REQUIREMENTS;
  - 2. BE REPLACED THROUGH THE TREE REPLACEMENT CRITERIA BELOW;
  - 3. BE PLANTED WITHIN TWELVE (12) MONTHS OF THE DATE OF REMOVAL OF THE ORIGINAL TREE(S) OR AT AN ALTERNATIVE DATE SPECIFIED BY THE TOWN;
  - 4. BE MONITORED BY THE APPLICANT FOR A PERIOD OF TWO (2) YEARS TO ENSURE THEIR SURVIVAL AND SHALL BE REPLACED AS NEEDED WITHIN TWELVE (12) MONTHS; AND
  - 5. SHALL NOT BE PLANTED IN TEMPORARY CONTAINERS OR POTS, AS THESE DO NOT COUNT TOWARDS TREE REPLACEMENT REQUIREMENTS.
- B. IF THE APPLICANT AND TOWN DETERMINE THAT SOME OR ALL REQUIRED REPLACEMENT TREES CANNOT BE PLANTED ON THE PROPERTY WHERE THE TREE REMOVAL ACTIVITY WILL OCCUR, THEN THE APPLICANT SHALL PAY A FEE PER TREE TO THE URBAN CANOPY FUND PRIOR TO REMOVAL IN ACCORDANCE WITH § 283-12. THE DOLLAR VALUE OF THE ORIGINAL TREE SHALL BE DETERMINED USING THE LATEST EDITION OF THE ISA'S "GUIDE FOR PLANT APPRAISAL" OR THROUGH A QUALIFIED TOWN-EMPLOYEE OR TOWN-CONTRACTED CERTIFIED ARBORIST OR LICENSED TREE EXPERT.

**TREE REPLACEMENT REQUIREMENTS TABLE**

<b>CATEGORY</b>	<b>TREE REMOVED OR DAMAGED (DBH)</b>	<b>TREE REPLACEMENT CRITERIA</b>
1	DBH OF 2.5" (FOR PUBLIC TREES) OR 9" (FOR PRIVATE TREES) TO 12.99"	REPLANT 1 TREE WITH A MINIMUM TREE CALIPER OF 1.5" FOR EACH TREE REMOVED
2	DBH OF 13" TO 22.99"	REPLANT 2 TREES WITH MINIMUM TREE CALIPERS OF 1.5" FOR EACH TREE REMOVED
3	DBH OF 23" TO 32.99"	REPLANT 3 TREES WITH MINIMUM TREE CALIPERS OF 1.5" FOR EACH TREE REMOVED
4	DBH OF 33" OR GREATER	REPLANT 4 TREES WITH MINIMUM TREE CALIPERS OF 1.5" FOR EACH TREE REMOVED

**§ 283-12 URBAN CANOPY FUND.**

- A. AN URBAN CANOPY FUND SHALL BE ESTABLISHED AND SHALL RECEIVE THE FOLLOWING FUNDS:**
1. *\$500 ANNUALLY FROM THE GENERAL FUND*
  2. FEE-IN-LIEU PAYMENTS
  3. FINES AS A RESULT OF VIOLATIONS
  4. VIOLATION FEE-IN-LIEU PAYMENTS
  5. DONATIONS OR GRANTS
- B. FEE-IN-LIEU PAYMENTS MAY BE MADE FOR SITUATIONS WHERE:**
1. SITES OR PORTIONS OF SITES LACK SUFFICIENT SPACE FOR FUTURE TREE GROWTH,
  2. PLANTING SPACES WILL NOT PROVIDE ADEQUATE SPACE FOR HEALTHY ROOT DEVELOPMENT,
  3. TREES WILL CAUSE UNAVOIDABLE CONFLICTS WITH UNDERGROUND OR OVERHEAD UTILITIES,
  4. IT CAN BE DEMONSTRATED THAT TREES ARE LIKELY TO CAUSE DAMAGE TO PUBLIC INFRASTRUCTURE, OR
  5. THE TOWN DETERMINES APPLICABLE AND APPROPRIATE.
- C. A PROPERTY OWNER, WHO HAS SUBMITTED A NOTICE OF INTENT TO REMOVE, DESTROY, OR RELOCATE A TREE, AND WHOSE SITUATION MEETS THE ABOVE CRITERIA, AND WHO DOES NOT HAVE THE FINANCIAL RESOURCES, MAY REQUEST A WAIVER FROM THE FEE IN LIEU OF TREE REPLACEMENT.**
- D. FOR SINGLE-FAMILY DWELLINGS, THERE IS A CAP ON FEES TO LIMIT THE FEE CHARGED TO AN OWNER OR RESIDENT OF A SINGLE-FAMILY DWELLING IN LIEU OF REPLACING A TREE REMOVED, DESTROYED, OR RELOCATED IN NON-DEVELOPMENT SITUATIONS. THE CAP IS SPECIFIED BY RESOLUTION OF THE MAYOR AND COUNCIL. THIS IS INTENDED TO EQUALIZE THE AMOUNT THAT APPLICANTS FOR DEVELOPMENT MUST PAY WITH THE AMOUNT THAT THE OWNER OF A SINGLE-FAMILY DWELLING MUST PAY. THIS IS NECESSARY SO THAT THE SINGLE DWELLING PROPERTY OWNER IS NOT REQUIRED TO CARRY A DISPROPORTIONATE BURDEN OF PAYING TO MAINTAIN THE URBAN CANOPY RELATIVE TO THOSE WHO DEVELOP.**

- E. MONEY DEPOSITED IN THE URBAN CANOPY FUND MAY BE USED FOR TREE PLANTING PROJECTS, MAINTENANCE OF EXISTING TREES, ACTIVITIES RELATED TO ACHIEVING URBAN TREE CANOPY GOALS, AND ASSISTING RESIDENTS, BUSINESS OWNERS, AND OTHERS IN BRENTWOOD TO COMPLY WITH THIS CHAPTER. THE TOWN MAY USE THIS FUND TO EQUITABLY PLANT AND MAINTAIN TREES ON PUBLIC OR PRIVATE PROPERTY; FOR COMMUNITY EDUCATION MATERIALS, OUTREACH, OR PROGRAMS; OR FOR PUBLIC ASSISTANCE.
1. IF THE TOWN DETERMINES THAT A PROPERTY OWNER, WHO HAS SUBMITTED A NOTICE OF INTENT TO PRUNE OR REMOVE A TREE, CANNOT PROPERLY PRUNE OR REMOVE THEIR TREE WITHOUT THE ASSISTANCE OF A CERTIFIED ARBORIST OR LICENSED TREE EXPERT, AND THE PROPERTY OWNER CANNOT AFFORD TO HIRE EITHER BECAUSE THEY DO NOT HAVE THE FINANCIAL RESOURCES TO PAY FOR SUCH SERVICES, THE TOWN MAY PROVIDE FINANCIAL ASSISTANCE TO SAID PROPERTY OWNER FOR THE PURPOSE OF PRUNING OR REMOVAL OF THE TREE OR TREES.
  2. FINANCIAL ASSISTANCE MAY INCLUDE, BUT IS NOT LIMITED TO:
    - I. LOW INTEREST LOANS, WORK FACILITATED BY THE TOWN WITH THE COSTS BORNE IN PART OR IN WHOLE BY THE PROPERTY OWNER,
    - II. WORK FACILITATED BY THE TOWN WITH THE COST BORNE BY THE TOWN TO BE REPAID BY THE PROPERTY OWNER UPON SUCH TERMS AS THE TOWN AND PROPERTY OWNER SHALL AGREE, OR
    - III. ANY COMBINATION THEREOF.
  3. FINANCIAL ASSISTANCE IS AVAILABLE IF ALL THE FOLLOWING CONDITIONS ARE MET, AND FUNDS ARE AVAILABLE:
    - I. THE PROPERTY OWNER USES THE PROPERTY WHERE THE TREE(S) IS LOCATED AS THEIR PRINCIPAL PLACE OF RESIDENCE.
    - II. THE AGGREGATE GROSS OR NET INCOME OF ALL PERSONS EIGHTEEN (18) YEARS OF AGE OR OLDER RESIDING ON THE PROPERTY IS SUCH THAT ALL QUALIFY TO RECEIVE SNAP, TANF, TEMHA, SSI, OR DISABILITY PAYMENTS; AND
    - III. THE TOWN APPROVES THE PERMIT APPLICATION.

§ 283-13 APPEALS.

- A. AN APPLICANT WHO IS DENIED A PERMIT BY THE TOWN MAY APPEAL THE DECISION BY FILING A WRITTEN APPEAL TO THE TOWN WITHIN THIRTY (30) DAYS OF THE TOWN'S DENIAL OF THE APPLICATION FOR A PERMIT. THE APPEAL MUST INCLUDE THE FOLLOWING INFORMATION:
  1. A COPY OF THE DENIED TREE REMOVAL PERMIT APPLICATION; AND
  2. A BRIEF STATEMENT EXPLAINING WHY THE PROPOSED ACTION IS REASONABLE AND NECESSARY AND CONSISTENT WITH THE PURPOSES OF THIS CHAPTER.
- B. ONCE AN APPEAL IS FILED, ANY ACTIVITY AUTHORIZED BY THE APPEALED DECISION SHALL BE STAYED AUTOMATICALLY. DESPITE THE AUTHORIZATION GIVEN BY THE APPEALED DECISION, NO PERMITS SHALL BE ISSUED, NO TREES CUT, NOR EARTH DISTURBED.
- C. THE APPEAL SHALL BE HEARD BY A THREE-PERSON APPEALS PANEL, CONSISTING OF THE TOWN ADMINISTRATOR, WHO SHALL CHAIR THE APPEALS PANEL, A TREE COMMITTEE MEMBER, AND ONE MEMBER APPOINTED BY THE MAYOR.

- D. UPON RECEIPT OF AN APPEAL, THE PROPERTY SHALL BE POSTED WITH A SIGN, WHICH INCLUDES THE CASE NUMBER, NATURE OF THE APPLICATION AND THE DATE, TIME AND PLACE OF THE HEARING.
- E. AT THE HEARING, ANY PARTY MAY APPEAR IN PERSON OR BY AGENT OR BY ATTORNEY. THE BURDEN OF PROOF SHALL BE ON THE APPLICANT TO PROVE THE DECISION TO DENY THE PERMIT WAS IN ERROR.
- F. IN EXERCISING ITS POWERS, THE PANEL SHALL HAVE THE AUTHORITY TO AFFIRM THE DENIAL OF A PERMIT, DIRECT THAT A PERMIT BE ISSUED, OR ORDER THAT A PERMIT BE ISSUED UPON SUCH CONDITIONS, TERMS, OR RESTRICTIONS AS THE APPEALS PANEL MAY DEEM NECESSARY IN KEEPING WITH THIS CHAPTER. ANY DECISION BY THE PANEL MUST BE BASED UPON SUBSTANTIAL EVIDENCE IN THE RECORD. "SUBSTANTIAL EVIDENCE" MEANS SUCH RELEVANT EVIDENCE AS A REASONABLE MIND MIGHT ACCEPT AS ADEQUATE TO SUPPORT A CONCLUSION. THE PANEL MUST ENSURE THE FINAL ACTION WILL NOT ADVERSELY AFFECT THE PUBLIC HEALTH, SAFETY OR WELFARE, NOR THE REASONABLE USE OF ADJOINING PROPERTIES AND CAN BE PERMITTED WITHOUT SUBSTANTIAL IMPAIRMENT OF THE PURPOSE AND INTENT OF THIS CHAPTER.
- G. A RECORDING SHALL BE MADE OF ALL APPEAL HEARINGS AND RECORDS SHALL BE KEPT AND FILED IN THE OFFICE OF THE TOWN CLERK AND SHALL BE PUBLIC RECORD.
- H. THE DECISION BY THE PANEL SHALL BE MADE WITHIN SIXTY (60) DAYS FOLLOWING THE HEARING. THE DECISION OF THE PANEL SHALL BE FINAL.

§ 283-14 ENFORCEMENT; VIOLATIONS AND PENALTIES.

A. MUNICIPAL INFRACTIONS.

- 1. ANY OF THE FOLLOWING SHALL CONSTITUTE A MUNICIPAL INFRACTION FOR WHICH A CITATION MAY BE ISSUED:
  - I. DOING ANY OF THE ACTS PROHIBITED IN THIS CHAPTER WITHOUT A WRITTEN PERMIT.
  - II. ANY NONCOMPLIANCE WITH THE TERMS OF AN ISSUED PERMIT INCLUDING CONDITIONS REGARDING REMOVAL AND REPLANTING OF TREES.
  - III. FAILURE TO ADEQUATELY PROTECT THE TREE PROTECTION ZONE OF A TREE AS OUTLINED IN ISA GUIDELINES OR ANSI A300 STANDARDS AT ALL TIMES, ESPECIALLY DURING ANY CONSTRUCTION OR DEVELOPMENT.
- 2. THE FINES FOR EACH VIOLATION, FOR FAILING TO COMPLY WITH THE TERMS OF A PERMIT, FOR FAILURE TO REPLACE A TREE IF THE TREE WAS REMOVED WITHOUT A PERMIT, REMOVING OR TRIMMING A ROADSIDE TREE WITHOUT A PERMIT, AND MAXIMUM FINES SHALL BE SPECIFIED BY RESOLUTION OF THE MAYOR AND COUNCIL.

B. MISDEMEANORS.

- 1. IT SHALL BE A MISDEMEANOR TO DO ANY OF THE FOLLOWING:
  - I. ANY OF THE ACTS SPECIFIED ABOVE TO THREE OR MORE TREES WHICH ARE PART OF THE URBAN FOREST, WHETHER OR NOT SUCH TREES ARE LOCATED ON THE SAME PROPERTY.
  - II. REMOVAL OF OR HARM TO ANY TREE THAT WAS SUBJECT TO A PERMIT REQUEST AFTER THE PERMIT HAS BEEN DENIED.

2. A MISDEMEANOR VIOLATION SHALL BE PUNISHABLE BY A MANDATORY FINE FOR EACH TREE AFFECTED AND PER INCH OF TREE CIRCUMFERENCE GREATER THAN THIRTY (30) INCHES AND SHALL BE SPECIFIED BY RESOLUTION OF THE MAYOR AND COUNCIL TO A MAXIMUM PER TREE OR SUCH OTHER GREATER MAXIMUM AS MAY BE PERMITTED BY STATE LAW. THE FINE MAY BE SUSPENDED ONLY UPON FINDING THAT THE VIOLATION WAS THE FIRST OFFENSE BY THE PARTY CHARGED, AND THAT THERE WAS NO WILLFULNESS INVOLVED.

### C. REMEDIAL ACTION

1. WHENEVER ANY PERSON IS IN VIOLATION OF THIS CHAPTER, IS ACTING WITHOUT A PERMIT IN VIOLATION OF THIS CHAPTER OR IS FAILING TO COMPLY WITH THE TERMS AND CONDITIONS OF A PERMIT ISSUED PURSUANT TO THIS CHAPTER, IN WHOLE OR IN PART, THE TOWN MAY ISSUE A WRITTEN ORDER TO STOP WORK ON THE PROJECT UNTIL THE VIOLATION OR FAILURE TO COMPLY IS CORRECTED TO THE TOWN'S REASONABLE SATISFACTION. IN THE EVENT ANY TOWN EMPLOYEE DISCOVERS ANYONE REMOVING OR SERIOUSLY DAMAGING A PUBLIC TREE OR A TREE WORTHY OF PRESERVATION, THE EMPLOYEE IS AUTHORIZED TO ORDER AN IMMEDIATE TEMPORARY STOP WORK BY VERBAL ORDER. WITHIN 48 HOURS THE TEMPORARY STOP-WORK ORDER SHALL EXPIRE, UNLESS THE TOWN ISSUES A WRITTEN STOP-WORK ORDER AND POSTS IT ONTO THE PROPERTY.
2. A WRITTEN ORDER ISSUED PURSUANT TO THIS SUBSECTION POSTED ON THE PROPERTY, IN A CLEARLY VISIBLE LOCATION, SHALL BE SUFFICIENT SERVICE UPON ALL PERSONS PHYSICALLY ON THE PROPERTY. A POSTED NOTICE SHALL NOT BE REMOVED EXCEPT UNDER THE AUTHORITY OF THE TOWN.
3. CONTINUING WORK IN VIOLATION OF ANY ORDER ISSUED PURSUANT TO THIS SUBSECTION SHALL CONSTITUTE A MISDEMEANOR PUNISHABLE BY A FINE AS SPECIFIED IN THE MASTER FEE SCHEDULE OR RESOLUTION OF THE MAYOR AND COUNCIL AND/OR SEVEN DAYS IN JAIL. FOR EACH TREE THAT IS DAMAGED OR REMOVED IN VIOLATION OF AN ORDER THERE SHALL BE A SEPARATE CHARGEABLE OFFENSE. EACH DAY THAT WORK CONTINUES TO BE DONE SHALL ALSO CONSTITUTE A SEPARATE OFFENSE.

**SECTION 2. AND IT BE FURTHER ORDAINED** that this Ordinance shall take effect within thirty days of adoption.

**SECTION 3. AND B IT FURTHER ORDAINED** that a fair summary of this Ordinance shall forthwith be published in a news circular having general circulation in the Town and otherwise be made available to the public.

**SECTION 4. AND IT BE FURTHER ORDAINED**, that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD this \_\_\_\_ day of \_\_\_\_\_, 2025.**

**READ AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

ATTEST/WITNESS:

MAYOR & TOWN COUNCIL

\_\_\_\_\_  
Larry Moran, Town Clerk

\_\_\_\_\_  
Rocio Treminio-Lopez, Mayor

\_\_\_\_\_  
Jerry Burgess, Vice Mayor

\_\_\_\_\_  
Julia Elrod, Council Member

\_\_\_\_\_  
Glenn Harris, Jr., Council Member

\_\_\_\_\_  
Juan Milan Arango, Council Member

\_\_\_\_\_  
CAPS: Indicate matter added to existing law.  
CAPS*Italic*: Indicate changes after public comments.  
[~~Brackets~~]: Indicate matter deleted from law.

**TOWN OF BRENTWOOD, MARYLAND  
ORDINANCE 2025-17**

**AN ORDINANCE OF THE TOWN OF BRENTWOOD, MARYLAND,  
REGULATING THE USE OF THE OFFICIAL TOWN SEAL AND LOGO**

**WHEREAS**, the Town of Brentwood seeks to protect the integrity and official use of its seal and logo; and

**WHEREAS**, misuse of the Town seal or logo may misrepresent official positions or imply endorsement; and

**Section 1. NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Town Council of Brentwood, Maryland, that the Code is hereby amended to add new Chapter 4 Town Seal and Logo as follows:

**CHAPTER 4 TOWN SEAL AND LOGO**

**§ 4-1 DEFINITIONS**

- (a) “TOWN SEAL” SHALL MEAN THE OFFICIAL INSIGNIA ADOPTED BY THE TOWN FOR IDENTIFICATION ON OFFICIAL DOCUMENTS.
- (b) “TOWN LOGO” SHALL REFER TO THE VISUAL DESIGN OR BRANDING IMAGE USED IN TOWN COMMUNICATIONS AND PROMOTIONAL MATERIALS.

**§ 4-2 OWNERSHIP AND CONTROL**

THE TOWN SEAL AND LOGO ARE THE INTELLECTUAL PROPERTY OF THE TOWN OF BRENTWOOD. ALL RIGHTS ARE RESERVED.

**§ 4-3 PERMITTED USE**

THE SEAL AND LOGO MAY BE USED SUBJECT TO THE TERMS HEREIN:

(A) BY TOWN OFFICIALS, EMPLOYEES, AND CONTRACTORS FOR OFFICIAL PURPOSES;

(B) ON TOWN PROPERTY, PUBLICATIONS, UNIFORMS, AND DIGITAL PLATFORMS.

#### **§ 4-4. PROHIBITED USES**

THE SEAL AND LOGO MAY NOT BE USED:

- (A) FOR COMMERCIAL PURPOSES WITHOUT PRIOR WRITTEN APPROVAL;
- (B) IN ANY POLITICAL CAMPAIGN MATERIALS;
- (C) IN ANY WAY THAT SUGGESTS TOWN ENDORSEMENT OF PRIVATE PRODUCTS, SERVICES, OR OPINIONS;
- (D) IN A MANNER THAT ALTERS THE DESIGN OR MISREPRESENTS THE TOWN.

#### **§ 4-. COMMERCIAL USE APPLICATION**

A PERSON OR ENTITY SEEKING TO USE THE SEAL OR LOGO FOR NON-OFFICIAL OR COMMERCIAL PURPOSES SHALL SUBMIT A WRITTEN REQUEST FOR APPROVAL AT LEAST 15 DAYS BEFORE THE INTENDED USE TO THE TOWN ADMINISTRATOR (OR TOWN CLERK) WHICH SHALL INCLUDE:

- PURPOSE OF USE
- DURATION AND MEDIUM OF USE
- SAMPLE OR MOCK-UP OF THE ACTUAL INTENDED USE

APPROVAL IS AT THE SOLE DISCRETION OF THE TOWN COUNCIL AND MAY INCLUDE CONDITIONS OR FEES. ALL REQUEST WILL COME BEFORE THE COUNCIL IN AN OPEN MEETING FOR CONSIDERATION AND APPROVAL.

#### **§ 4-6. ENFORCEMENT AND PENALTIES**

UNAUTHORIZED USE MAY RESULT IN:

- (A) A CEASE-AND-DESIST ORDER;
- (B) CIVIL FINES UP TO \$500 PER VIOLATION;
- (C) LEGAL ACTION TO RECOVER DAMAGES.
- (D) WRITTEN WARNING;
- (E) REFERRAL TO THE MARYLAND STATE ETHICS COMMISSION, IF APPLICABLE.
- (F) MISDEMEANOR PUNISHABLE BY JAIL TIME.

THE TOWN SHALL BE ENTITLED TO COLLECT ANY AND ALL ATTORNEY'S FEES AND COSTS ASSOCIATED WITH ANY ENFORCEMENT UNDER THIS SECTION.

**SECTION 2. AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect 30 days from the date of its adoption.

**SECTION 3. AND BE IT FURTHER ORDAINED** that a fair summary of this Ordinance shall forthwith be published in a newspaper having general circulation in the Town and otherwise be made available to the public.

**SECTION 4. AND BE IT FURTHER ORDAINED**, that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

**SECTION 5. EFFECTIVE DATE**

This ordinance shall take effect 30 days after passage, in accordance with applicable law.

**READ AND ADOPTED THIS** 2nd **of** September **2025.**

ATTEST/WITNESS:

MAYOR & TOWN COUNCIL

\_\_\_\_\_  
Larry Moran, Town Clerk

\_\_\_\_\_  
Rocio Treminio-Lopez, Mayor

\_\_\_\_\_  
Jerry Burgess, Vice Mayor

\_\_\_\_\_  
Julia Elrod, Council Member

\_\_\_\_\_  
Glenn Harris, Jr., Council Member

\_\_\_\_\_  
Juan Milan Arango, Council Member

**TOWN OF BRENTWOOD, MARYLAND  
RESOLUTION 2025-15**

**A RESOLUTION OF THE TOWN OF BRENTWOOD MAYOR AND  
COUNCIL ESTABLISHING A SOLICITATION PERMIT FEE**

**WHEREAS**, the Mayor and Council of the Town of Brentwood desires to regulate solicitation activities within its municipal limits to protect the safety, privacy, and well-being of its residents; and

**WHEREAS**, it is in the interest of the public to ensure that persons engaged in door-to-door solicitation are properly identified and registered with the municipality; and

**WHEREAS**, the Town of Brentwood finds it appropriate and reasonable to impose a fee for the issuance of solicitation permits in order to defray administrative and enforcement costs;

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD, MARYLAND, AS FOLLOWS:**

**SECTION 1. Solicitation Permit Required**

All individuals or entities wishing to engage in door-to-door solicitation within the municipal boundaries of Brentwood, Maryland must first obtain a solicitation permit issued by the Town Administrator or other designated official, in accordance with applicable ordinances and procedures.

**SECTION 2. Permit Fee Established**

The fee for a solicitation permit shall be as follows:

- **Individual Solicitor Permit:** \$40.00 per person, valid for one (1) year. Additional solicitors may be added at \$15.00 each.
- **Organization Group Permit:** \$80.00 flat fee, covering up to 5 solicitors, valid for one (1) year. Additional solicitors may be added at \$15.00 each.

This fee is non-refundable and due at the time of application.

**SECTION 3. Exemptions**

Religious or political organizations are exempt from the permit requirement.

**NOW THEREFORE BE IT RESOLVED** that this Resolution shall take effect immediately upon its passage.

**READ AND ADOPTED THIS \_\_\_\_ DAY of OCTOBER 2025.**

ATTEST/WITNESS:

MAYOR & TOWN COUNCIL

\_\_\_\_\_  
Larry Moran, Town Clerk

\_\_\_\_\_  
Rocio Treminio-Lopez, Mayor

\_\_\_\_\_  
Jerry Burgess, Vice Mayor

\_\_\_\_\_  
Julia Elrod, Council Member

\_\_\_\_\_  
Glenn Harris, Jr., Council Member

\_\_\_\_\_  
Juan Milan Arango, Council

Member

# Town of Brentwood, Maryland

## Policy on Use of the Official Town Seal and Logo by Elected Officials

Adopted [Date]

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### Section 1. Purpose

The purpose of this policy is to ensure that the use of the official Seal and Logo (“Town Marks”) of the Town of Brentwood, Maryland, reflects the integrity of the Town and is consistent with the public trust. This policy governs how elected officials may use the Town Marks and helps prevent unauthorized or inappropriate use, including political or commercial misuse.

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### Section 2. Authority

This policy is adopted under the authority of the Town Charter and Maryland state law. Unauthorized use of the Town Seal or Logo may violate **Maryland Criminal Law § 8-602** (misuse of government insignia) and other applicable statutes.

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### Section 3. Definitions

- **Town Marks:** The official Town Seal, Logo, or any official insignia adopted by the Town Council for identification or branding.
  - **Elected Official:** Any person holding elected office in the Town of Brentwood, including Mayor and Councilmembers.
  - **Official Town Business:** Activities performed as part of the elected official’s duties, as authorized by the Town Charter or Council, including constituent services, policy communications, and official events.
-

## Section 4. Permitted Use by Elected Officials

Elected officials **may use the Town Marks** for the following official purposes:

- Letters or emails to constituents regarding Town matters;
- Newsletters or reports clearly issued in their official capacity;
- Notices or invitations to official Town events or meetings;
- Communications posted on **official Town government platforms** (e.g., town website, government social media);
- Endorsement of policy matters already approved by the full Town Council.

Use must maintain the visual integrity of the Seal or Logo. Modifications are not permitted without express written authorization.

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## Section 5. Prohibited Uses

Elected officials **may not use the Town Marks** for:

- **Campaign purposes**, including but not limited to mailers, websites, yard signs, or campaign social media posts;
  - **Personal or private communications**, including opinion pieces or letters to the editor unrelated to official Town business;
  - **Fundraising**, whether political, charitable, or commercial;
  - **Endorsements** of political candidates, ballot initiatives, or third-party events unless officially authorized by a vote of the Town Council;
  - Any context that **suggests official Town endorsement** of private, religious, or political views or events without Council approval.
- 

## Section 6. Approval of Non-Standard Uses

If an elected official seeks to use the Town Marks for a purpose not clearly covered by this policy, they must submit a written request to the **Town Administrator** (or Town Clerk) for review. Approval may be granted in writing if:

- The use is consistent with the Town's mission and interests;
  - There is no reasonable risk of public confusion or the appearance of endorsement;
  - The use complies with all other applicable policies and laws.
-

## Section 7. Disclaimers

If a communication uses the Town Mark but is not an official Town communication as stated in Section 6, it **must include the following disclaimer:**

*“The views expressed are those of the author and do not represent the official position of the Town of Brentwood, Maryland.”*

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## Section 8. Enforcement and Penalties

Unauthorized or improper use of the Town Seal or Logo may result in:

- **A written warning;**
- **Referral to the Maryland State Ethics Commission** or Office of the Attorney General (if applicable); and State Prosecutor;
- **Public censure** by the Town Council;
- **Legal action** under Maryland Criminal Law § 8-602, for misuse of government insignia.

The Town Council reserves the right to require removal or correction of unauthorized uses at the expense of the violator.

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## Section 9. Adoption and Amendments

This policy is adopted by resolution of the Town of Brentwood Mayor and Council on November XX, 2025. It may be amended by a majority vote of the Council at any regular meeting.

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## Appendices

- **Appendix A** – Official Design Files of the Town Seal and Logo
  - **Appendix B** – Request Form for Logo/Seal Use
  - **Appendix C** – Sample Disclaimer Statements
-

Appendix A

Approved Logos:



Appendix B

# Town of Brentwood, Maryland

## Request for Use of Official Town Seal or Logo

**Instructions:**

Use this form to request permission to use the official Town Seal or Logo ("Town Marks") for any purpose not explicitly authorized under the Town's adopted policy. Submit this completed form to the **Town Administrator** or **Town Clerk** at least **10 business days** before the intended use.

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**Requestors Information**

- **Name:** \_\_\_\_\_
- **Organization (if applicable):** \_\_\_\_\_
- **Title/Position:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

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**Details of Proposed Use**

1. **Type of Town Mark Requested** (check one or both):
  - Town Seal
  - Town Logo
2. **Purpose of Use:**
  - Event Promotion
  - Informational Publication
  - Community Outreach
  - Educational Material
  - Other (please describe): \_\_\_\_\_
3. **Brief Description of Use:**  
(What will the mark be used for? Include context, format, platform, and audience.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. **Date(s) of Intended Use:** \_\_\_\_\_
5. **Will this appear in:**
  - Print (e.g., posters, mailers)
  - Digital (e.g., website, social media)
  - Both
6. **Is the Town a sponsor, host, or co-host of this activity?**
  - Yes
  - No
  - Unsure

7. **Will any fees, donations, or political activity be involved?**

- Yes (describe below)
  - No
- 

**Attach Supporting Materials**

Please attach:

- Drafts, mockups, or screenshots showing how the Seal/Logo will be used
  - Any related flyers, posts, or event descriptions
- 

**Certification**

I certify that the information provided is accurate. I understand that the Town Seal and Logo are official marks of the Town of Brentwood and I will not use them without written approval or in any manner contrary to Town policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Town Use Only**

- **Received By:** \_\_\_\_\_
- **Date Received:** \_\_\_\_\_
- **Reviewed By:** \_\_\_\_\_
- Approved
- Denied
- Approved with Conditions

**Conditions (if any):**

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**Authorization Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Submit this form to:**

**Town Administrator/Town Clerk**

Email: [townclerk@brentwoodmd.gov](mailto:townclerk@brentwoodmd.gov)

## Appendix C

Below is the approve disclaimer to be used as required.

### **Disclaimer**

“The views expressed are those of the author and do not represent the official position of the Town of Brentwood, Maryland.”

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