



BRENTWOOD Maryland

WELCOME PACKET

On behalf of the Mayor, Town Council and Staff - welcome to the Town of Brentwood, Maryland! This packet will provide valuable information and answer some of the questions a new resident might have. Please contact Town Hall with any questions or concerns. Our staff is always happy to help.



CONNECT WITH US

Email: info@brentwoodmd.gov

Phone (301) 927-3344

www.brentwoodmd.gov

Facebook-[Brentwoodmd Townhall](https://www.facebook.com/BrentwoodmdTownhall)

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Twitter-[@BrentwoodMd](https://twitter.com/BrentwoodMd)

Linked In - [Town Of Brentwood](https://www.linkedin.com/company/town-of-brentwood)

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Conéctate Con Nosotros

Correo electrónica: info@brentwoodmd.gov

Teléfono (301) 927-3344

www.brentwoodmd.gov

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HISTORY OF BRENTWOOD, MARYLAND

Brentwood dates back to 1638 when Giles Brent and his two sisters, Mary and Margaret, came to the area from Saint Mary's County and settled on the land where the Foursquare Gospel Church is now located on Tilden Street above Jackson Avenue. Robert Brent, a brother of this trio, lived in Washington D. C. and became Washington's first mayor. The name of this area was known as Brent's Wood, and later Brentwood.

Bartlett Park is named after Captain W. A. Bartlett was born in Warsaw, N.Y. on November 5, 1844. He enlisted in the Berdan Sharpshooters at Buffalo and was wounded at the battle of the Wilderness and taken prisoner. When he was exchanged, he was ordered to Texas as an officer of the 19th U. S. Regiment (a black regiment) and was later promoted to captain.

Captain Bartlett came to Washington D. C. around 1867. He initially purchased 206 acres of Brentwood farmland in 1887. His later purchases expanded the land area to approximately 400 acres. He formed the Holladay Company, the Brentwood Company, and the Mt. Rainier Company, which were land development companies. Captain Bartlett died in 1908. Bartlett Park is on land owned by Capt. Bartlett and deeded to the Town following his death.

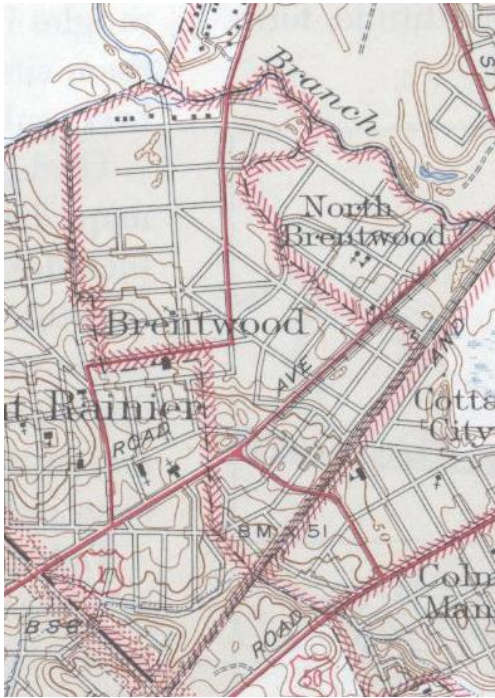


Captain William Bartlett



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The forerunner of a permanent form of government in Brentwood was the Brentwood Improvement Association of Prince George's County. The first meeting of this group was held in 1917. The association changed its name later to the West Brentwood Improvement Association and drew up boundaries. Ten kerosene lanterns and poles were purchased in 1917. Residents nearest the lights were responsible for the lighting, which became quite a problem when this task was neglected. The group met at intervals with picks and shovels and dug drainage ditches; all the work was voluntary and equipment was purchased through the donations of members.



On November 15, 1921, the group decided that Brentwood should be incorporated to levy taxes for the construction and repair of streets. On December 20, 1921, the association voted on the mayor and council form of government. The original charter of the Town was accepted on June 12, 1922. Town elections were held on July 5, 1922, at which time Lloyd V. Moxley became the town's first mayor.

The census records of that time give a demographic picture of the Brentwood community at the time of incorporation. Then, as now, it was a working-class community of individuals making their way in the world, striving to own their own homes and raise their families in safe healthy surroundings.

Today, many of the original features and home architecture of the community still exist but now they are infused with the vibrancy of the Gateway Arts District and other urban conveniences. This vibrancy is reflected in the diversity of the residents who all share a cooperative spirit and a strong sense of community". Source-*"Brentwood: Town in Transition"* 2008, by George Denny, former Mayor

TOWN GOVERNMENT

The Town's Government system consists of an elected mayor and four council members. All representatives are elected at large. Elections are held every two years on the first Monday in May. The Mayor and Town Council body is responsible for ordinances, laws, and resolutions necessary for the protection and promotion of the health, safety, comfort, and welfare of the residents and businesses in the Town. They also establish the policies and procedures, which govern the employees of the Town and prepare an annual budget.

The Town Council meets at Townhall on the first and third Tuesday of every month at 7pm. Any meetings that may fall outside of regular times will be announced in advance. Residents are welcome to attend meetings and participate. Council meetings can also be viewed online by following the YOUTUBE link located at www.brentwoodmd.gov. Meetings can also be viewed on our own Brentwood cable channel on Verizon channel 36 and Comcast channel 71.



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MAYOR AND TOWN COUNCIL

Mayor Rocio Treminio-Lopez



Rocio.Treminio-Lopez@brentwoodmd.gov

Vice Mayor Stefan Leggin



sleggin@brentwoodmd.gov

***Council Member
Marcus Monroe***



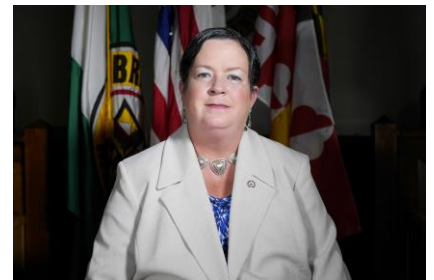
Marcus.monroe@brentwoodmd.gov

***Council Member
Quianna Taylor***



qtaylor@brentwoodmd.gov

***Council Member
Mary Vechery-Goff***



Mvechery-goff@brentwoodmd.gov

TOWN COUNCIL COMMITTEES

The Town of Brentwood has several committees that residents are encouraged to join. Some committees operate year-round with monthly meetings and others are called to order as the need arises. No prior experience is needed to serve on a committee.

Public Works Committee – To assess, evaluate and offer recommendations to Mayor and Council about how to improve to the Town’s infrastructure. Roads and sidewalks are prioritized.

Special Events Committee – To assist with the planning and operation of Town events such as Brentwood Day, Senior Lunches, Christmas Programming and more.

Tree Committee* - Provides care and support for existing trees and shrubs in public areas. This committee is focused on bolstering the tree canopy and recertification of the Tree City USA program.

Sustainability/Green Team Committee - Advises the Mayor and Council on ways to improve municipal operations with environmentally sustainable initiatives that are economically sound.



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Cable Authority/Cable Committee* - Oversees issues related to the cable lines. Members of this committee must be appointed by the Town Council. Non-residents are also welcome to participate.

Hispanic Committee - Improves communication and outreach with the Hispanic/Latino residents in town and plans different events to bridge language and customs barriers.

Public Safety Committee –Works with Brentwood Police Department and Chief of Police on matters related to community safety and welfare. Promotes community partnerships focus on public safety.

Brentwood Business Network - Provides a forum for the business community to promote the exchange of ideas; create partnerships and encourage new business activity.

(*) Required by the Town Charter

THE LAMPLIGHTER

The Lamplighter is our Town newsletter. It is published monthly and mailed to residents' homes. The Lamplighter has been a part of Brentwood since it began in 1975. If you would prefer to receive your newsletter electronically, please contact Town Hall. Archives of The Lamplighter are available online at brentwoodmd.gov.

CABLE ACCESS CHANNEL

Brentwood has it's own public access channel broadcasting 24/7 on Verizon channel 36 and Comcast channel 71. Council meeting are re-broadcast every day at 11am and 7pm. The channel also includes community programming and information.

TOWN STAFF AND ADMINISTRATION

The Town staff and administration is a dedicated group of government professionals who are employed by the Town to serve the residents and businesses of Brentwood. Town hall is open for business Monday through Friday from 9am-5pm with the exception of federal holidays. Town hall provides bilingual staff offering services and information in English and Spanish. Notary Public is available.

Town Administrator



James D. Gaston III joined the team in April of 2021. Under the direction of the Mayor & Council, The Town Administrator is the administrative officer and oversees all aspects of the town's daily operations including project management. To contact him, call the Town Hall or email at town.administrator@brentwoodmd.gov



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Town Treasurer

Shelley Dorsey joined the team in June of 2015 and was appointed as a permanent part-time Treasurer under the direction of the Mayor. The Town Treasurer is the gatekeeper for the management of all financial matters guided by an annual budget adopted by the Mayor & Council. The Town Treasurer is also the town's Human Resource Officer and is responsible for managing, maintaining, and administering all employee records. To contact her call the Town Hall or email her at treasurer@brentwoodmd.gov

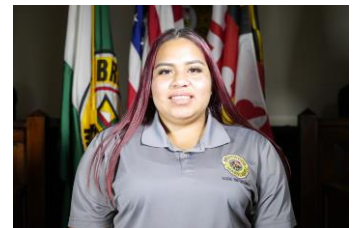


Town Clerk (Vacant)

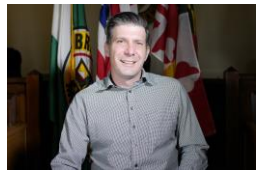
To contact the Town Clerk email at townclerk@brentwoodmd.gov

Lead Code Compliance Officer

Martha Aguilar joined the team in June 2019 and leads the daily activities of the department. Under the direction of the Town Administrator, the Code Compliance Department is charged with the successful enforcement of town ordinances. They also conduct annual home/business inspections for the licensing of residential and commercial property. For more information on Town Codes, contact the Town Hall or visit the town website at www.brentwoodmd.gov Ms. Aguilar's email is Code2@brentwoodmd.gov



Cable Technician



Matt Carl joined the team in 2012 and is responsible for videotaping all meetings and events and manages the cable channels as well as our YOUTUBE channel. Matt is an audio visual artist living in Brentwood. To contact, please call the Town Hall or email cableguy@brentwoodmd.gov

Chief of Police

Chief Calvin Washington, Sr. joined the team in June 2022. The Chief of Police is responsible for managing the Police Department and overseeing the Public Safety Committee. Residents are encouraged to call the Police Department directly for administrative assistance at (301) 864-1858. or email the Chief at Police.Chief@brentwoodmd.gov



Police Clerk



Anna Contreras joined the team in July 2019. The police clerk is responsible for all clerical duties as directed by the Chief of Police and prepares monthly statistic reports, collects fines, flags registrations with MVA for unpaid fines, and assists officers and other office staff when needed. To contact her call the Town Hall or email at Policeclerk@brentwoodmd.gov



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PUBLIC WORKS DEPARTMENT

The Public Works Department handles daily operations and maintenance under the direction of the Town Administrator.

- Richard Welch joined the team in 1999
- Donald Mathews joined the team in 1999
- Jose Machado joined the team in 2005
- Jorge Gonzalez joined the team in 2022



The department is responsible for leaf collection, snow removal, minor street repairs and cleaning. Public Works is also responsible for painting curbs and crosswalks, landscaping and minor tree trimming and removal on public property. Snow and ice removal are treated as emergencies.

To report a problem or condition requiring immediate attention contact the Town Hall at 301.927.3344 or info@brentwoodmd.gov

FIRE DEPARTMENT

Station 55, the Brentwood Volunteer Fire Department works with the Prince George's County Fire Department to provide fire and emergency medical services to the Town of Brentwood and surrounding communities. The fire station is located at 3716 Rhode Island Avenue, Brentwood MD, 20722.



POLICE DEPARTMENT

The Brentwood Police Department was reestablished in 2009, to serve and lawfully protect the residents and property in the Town of Brentwood. Under the direction of the Chief of Police with the authority of the Mayor, the department works to develop and foster partnerships with neighboring municipalities and agencies to control, prevent, reduce and eliminate crime in our community. All officers are state certified and must participate in ongoing training exercises as required by law.

If you are in need of service, please call 911 for emergencies and (301) 352-1200 for non emergencies. Brentwood's Police Department is dispatched through Prince George's County, which means the county will take your call and dispatch the closest available officer.



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PERMITS AND LICENSES

Brentwood is part of Prince George's County and therefore residents and businesses must follow the County's laws and codes. In addition, Brentwood Maryland has laws and codes that are more specific and must be followed as well. Below is a short list of some of the more frequently asked questions surrounding codes, permitting and fees in Brentwood. Please keep in mind that all fees and codes are subject to change as authorized by council.

RESIDENTIAL PARKING PERMITS

Parking is generally free and unpermitted in Brentwood, however some streets require residential parking permits. Permitted areas include portion of 37th Place, Webster Street, Allison St., and 41st Street within the Town parameters. All vehicles not displaying current hanging permits are subject to being issued a parking citation. Remember that the **visitor parking permits** are for **visitors only**. They are not permitted to be used as permanent parking passes. Abuse of the visitor passes could result in revocation. Parking permit fees are set by the Mayor and Council and are renewable annually. Fees are subject to change as authorized by the Mayor and Council. To obtain parking permits please stop by Town Hall during normal office hours.

BUILDING PERMIT

The Town of Brentwood requires 50% of the County fee charged for building permits (minimum fee \$25.00). All applications for permits require a county permit (if eligible) and must be approved by the Mayor and Council. This requirement includes, but is not limited to: fences, sheds, driveways, porches, decks, repairs and renovations. Prince George's Permit Offices are located at: *Inglewood 3, 9400 Peppercorn Place, Largo, MD 20774.*

DUMPSTER PERMIT

Dumpsters are regulated within the Town. The regulations include the placement, abandonment, leaving, keeping, or storage of junk and salvage materials out-of-doors. Each Dumpster Permit Application is \$75. Violation of the rules established in the ordinance will result in a municipal infraction.

DRIVEWAY (CURB CUT/DRIVEWAY APRON PERMIT)

For all driveway modifications, you must first apply with Prince George's County and then to the Town for a permit. To obtain an application form and requirements please visit <http://www.princegeorgescountymd.gov> Below please find some general information for Prince George's County

- A Driveway Permit is issued with a one-year expiration date
- An extension is allowed with the payment of an extension fee
- Construction must meet County specifications and standards
- Instructions for inspections are provided with the issued permit
- 30 days are required after final acceptance of the permit work to receive a refund of a cash bond.

The applicant is required to bring in 3 copies of the Site/Plot Plan showing the driveway location with dimensions. These drawings will be reviewed by the Maryland-National Capital Park & Planning Commission, Department of Permitting, Inspections, and Enforcement, and a Structural Engineer.



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After you have obtained a permit from the County you must apply for a building permit from the Town Hall.

INOPERABLE VEHICLES

In the Town of Brentwood and Prince Georges County, inoperable vehicles, unlicensed vehicles, or vehicles with expired tags are presumed junked. 48-hour notices are attached to such vehicles and if not brought into compliance with the Town Code within that period, the vehicles are subject to impound. Inoperable vehicles are not permitted on public or private property. This includes private yards. Failing to follow any of these rules is a code violation and is subject to penalties and fines.

MOTOR VEHICLE REPAIR

Motor vehicle repair is prohibited on the residentially zoned property. This includes removal or replacement of mechanical parts or assemblies, body or chassis dismantling, or painting. Minor maintenance such as changing lubricants, coolants, tires, or engine tune-ups, is permitted.

GENERAL MAINTENANCE OF PROPERTY

The owner/occupant is responsible for the maintenance and upkeep of any property within the Town. This includes keeping the grass mowed, hedges trimmed away from and around fences, and the sidewalk so as not to obstruct passage. Snow must be removed within 24 hours from when the snow stops falling.

OPEN FIRES

It is unlawful to burn leaves, trash, or other debris in the Town or Prince George's County. Please make sure to have grills covered, a minimum of 10 feet away from structures or burnable materials, and under surveillance to avoid an open fire.

DOGS AND CATS

All dogs must be licensed by Prince George's County and must follow the regulations set by the county and the Town of Brentwood. At all times dogs and cats must be confined and restricted from running at large. If you have any questions about further specifications, please call Animal Control at 301-780-7200.

REMOVAL OF SNOW & ICE

It is the responsibility of every resident and property owner and/or occupant to remove and clear away snow and ice from the public sidewalk in front or adjacent to the property within 24 hours including corner lots after snow or sleet ceases to fall. Failure to do so can result in fines.

If any resident is disabled or has a disability that prevents them from cleaning the sidewalk they may please contact Town Hall at 301-927-3344 to explain your situation and obtain an extension.

HEALTH AND SANITATION REGULATIONS

It is unlawful to deposit or bury dead animals; discharge waste or refuse material upon streets, and public places; accumulate waste or refuse material on private property, or deposit refuse from businesses or private dwellings in public trash containers.



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TRASH, YARD WASTE & RECYCLING

The Town of Brentwood contracts with Bate's Trucking Company for waste and recycling collection.

- Yard waste is collected on **Monday**.
 - Yard waste may include, but is not limited to: leaves, weeds, sticks and brush. All yard waste must be secured in a brown paper yard-bag or tied together at a length of no more than 3 feet. Residents may also use an alternative container of their choice to store yard waste for pick up, provided the container is clearly marked as "YARD WASTE".
- Household trash and Bulk trash is collected on **Wednesday**.
 - Residents must schedule their bulk trash pick-ups in advance. Please call Bate's Trucking at (301) 773-2069 before Tuesday at 2pm to secure a bulk trash pickup on Wednesday.
 - Only three (3) bulk items may be picked up each week
 - Construction materials are not accepted at any time.
- Recycling is collected on **Friday**.
 - Recycling includes glass, aluminum, plastic, metal cans, mixed paper, cardboard, and newspapers. Plastic bags of any kind are not collected.
- All trash and recyclables may be at the curb no earlier than 6pm the night before.

TRASH & RECYCLE CONTAINERS

*Each household has been given a black trashcan for household trash and a green bin for recycling. On the day designated for garbage collections, each householder shall place the container with cover in place at the property line adjacent to a public street, but not behind a fence or hedge for collection. Bins provided by the Town cannot be removed from the property. **Do Not Leave Containers Out Overnight After Collection Or Over Weekends Or Holidays.** Seniors/ Disabled residents that live alone can have Bates take the Bins out and return them to the backyard by calling the Town Hall.*

RENTAL PROPERTIES

Single-family homes that are intended for rental must be inspected and licensed on an annual basis by the Town's Code Enforcement Officers before they are rented out. Inspection and licensing of residential rental properties are intended to enhance the safety of tenants and the public in general by ensuring compliance with fire, health, and safety standards.

Multi-dwelling Rental refers to homes that rent to more than one family, either with a separate entrance and living space or shared space. This is also true for apartment buildings in which each apartment is considered a dwelling. Multi-dwelling Rentals are paid on an annual basis by June 30.

NOISE CONTROL

DAYTIME

- During daytime hours, the following noises are unreasonable and persons shall not cause nor allow on their property such noises if the noise occurs on a continuous or intermittent basis and is audible more than fifty (50) feet from the private property where such noise is occurring or more than fifty (50) feet from the noise source on public property
- Noise from using, operating or permitting to be played or operated any device that is designed to



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electronically amplify sound or that produces sound and vibrations of sub-audible frequencies. Such devices would include but are not limited to, stereos, CD players, televisions, radios, and microphones. Locations of such devices include but are not limited to homes, motor vehicles, pedestrians, public spaces, and commercial establishments

- Noise from motor vehicle horns is used for other than a warning.

NIGHTTIME

- During nighttime hours, unreasonable noise is a public nuisance and is prohibited. If the noise occurs on a continuous or intermittent basis and is audible more than fifty (50) feet from the private property where such noise is occurring or more than fifty (50) feet from the noise source on public property, then there is a presumption that the noise is unreasonable and that a public nuisance exists. Location of sources of the sound or noise would include but is not limited to, motor vehicles, pedestrians, garages, homes, public spaces, and commercial establishments. The following, among others, are declared to be unreasonable night-time noises but said enumeration shall not be deemed exclusive, namely, noise from:
 - Any alarm, bell, chime, horn, whistle, or similar device
 - The loading or unloading of any vehicle or trash receptacle
 - Motor vehicles that are operated in such a manner as to create loud and unnecessary grating, grinding, rattling, or other noise.
 - The operation or use of any tool or equipment, including but not limited to construction equipment, lawnmowers, power tools, hammers, drills, and generators.
 - The warming or idling of motor vehicles - including but not limited to motorcycles, buses, trucks - and the unreasonable or repeated idling, acceleration, and deceleration of such vehicles.
 - Yelling, shouting, hooting, whistling, or singing, Amplified noise, including vibrations of sub-audible frequencies
 - Any killing device, trapping, attracting, or repelling insects or other pests.

PARKS AND RECREATION

- **Bartlett Park** is nestled between 38th Street, Upshur Street, and 39th Place. Bartlett Park is the focal point for recreational activities in the Town. The park has a picnic area, two playgrounds for different ages, a gazebo, fitness equipment and a Splash Frog.
 - The Splash Frog is a multi-jet water feature that runs daily from Memorial Day to Labor Day from 12pm-7pm.
 - The Gazebo is available for rent. Please contact the Town Hall for further information.
- **Pocket Park** is located near the intersection of 40th Street and Volta Avenue.
- **Veterans Park** is located at 37th Street and Jackson Avenue.
- **Tennis Courts** are adjacent to Bartlett Park on Volta Avenue. The courts are owned and operated by Maryland National Park and Planning-([MNCPPC](#)).



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TOWN ACTIVITIES & EVENTS

- Black History Month (February)
- Arbor Day Recognition (April)
- Memorial Day Program (May)
- Brentwood Day (1st Saturday of June)
- National Night Out (1st Tuesday of August)

- Back to School Night (August)
- Hispanic Heritage Month (September)
- International Day (October)
- Veteran's Day Program (November 11th)
- Senior Luncheon (November)
- Holiday/Annual Tree Lighting (December)
- County Clean-Up Green-Up (September)
- Anacostia River Clean Up

IMPORTANT NUMBERS

POLICE

Emergency Services 911
 Non Emergency (301) 352-1200
 Brentwood Police Administration (301) 864-1858

UNITED STATES POST OFFICE

BRENTWOOD
 4314 41st Street, Brentwood, MD 20722
 (301) 779-8966
 Hours of Operation:
 Weekdays-9 AM-3 PM
 Saturday-9 AM-noon

PUBLIC LIBRARIES

HYATTSVILLE BRANCH
 6530 Adelphi Rd., Hyattsville, MD 20782
 (301) 985-4690

MT. RAINIER BRACH

3409 Rhode Island Ave, Mt. Rainier, MD 20712,
 (301) 864-8937

COUNTY OFFICES

County Executive	(301) 952-4131
County Councilmember	(301) 952-4436
Citizen Complaint Oversight Panel	(301) 883-5042 TDD 925-5167
Voter Registration	(301) 952-327
Assessment & Taxation	(301) 952-2500
Information & Referral	(301) 350-9700 TDD 925-5167
Animal Control Facility	(301) 780-7200
Animal Control Commission	(301) 883-6009
Animal Management	(301) 780-7200
Social Services	(301) 209-5000
Brown Station Road Landfill	(301) 952-7620
3500 Brown Station Rd, Upper Marlboro, MD 20774	