

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

**AN ORDINANCE ESTABLISHING A STREET SWEEPING PROTOCOL AND
ENFORCEMENT PROCEDURE**

Introduced by: Cottage City Commission

WHEREAS, the Town has authority under its Charter and ordinances to regulate and maintain the public ways and to prevent accumulation of debris, sediment, pollutants, and litter on Town streets; and

WHEREAS, street sweeping helps protect public health, safety, stormwater systems, and the aesthetic appearance of the Town; and

WHEREAS, a formal procedure for scheduling, notification, enforcement, and compliance would provide clarity and the delivery of efficient services to Cottage City Residents and Town Staff; and

WHEREAS, the provisions of this street sweeping ordinance are to be codified in the existing Chapter 8 (Streets and Sidewalks) of the Town Code, therefore, the previously existing penalty section (§ 8-7) shall be moved to the end of the chapter after the street sweeping provisions and renumbered as Section 8-8, and this Sec. 8-8 is intended to be the chapter’s “catch all” or general penalty clause and calls for a fine of \$50 for violations generally of this Chapter “unless otherwise stated herein,” whereas, the provisions on street sweeping have their own separate penalty clause in Section 8-7.F, which start at \$40 and are graduated up to \$100 depending on the number of repeat violations; and

WHEREAS, it is the intent of the Cottage City Commission herein to adopt and codify new and/or renumbered Sections 8-7 through 8-8 and retain the previously existing sections of the Chapter and, by this Ordinance, the Town Code’s previously enacted Chapter 8 is simply added to in terms of the new street sweeping sections while the prior existing provisions are intended to be retained as indicated in the legend of this Ordinance.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE COTTAGE CITY COMMISSION, that the Code of the Town of Cottage City as stated herein below is hereby repealed, enacted, adopted, revised and amended such that said Code and the provisions of said Code and particularly this revised Chapter 8 (Streets and Sidewalks) thereof shall henceforth read as follows:

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

* * *

CHAPTER 8. STREETS AND SIDEWALKS

* * *

~~§ 8-7. Violations and penalties.~~

~~Unless otherwise stated herein, any person, partnership, corporation, joint stock company, or syndicate who violates any provision of this chapter shall be deemed guilty of a municipal infraction and upon conviction thereof shall be fined in an amount not exceeding \$50. Each day such violation is committed or permitted to continue, shall constitute a separate offense and shall be punishable as such hereunder.]~~

§ 8-7. STREET SWEEPING.

A. PURPOSE AND AUTHORITY

1. THIS SECTION IS ADOPTED UNDER THE AUTHORITY GRANTED TO THE COMMISSION BY THE TOWN CHARTER INCLUDING §18(51) “SWEEPINGS” AND AS PART OF THE COMMISSION’S GENERAL POWERS TO REGULATE THE PUBLIC WAYS.
2. THE PURPOSE IS TO ESTABLISH A CLEAR PROCEDURE BY WHICH THE TOWN SHALL SCHEDULE STREET SWEEPING, NOTIFY RESIDENTS, ENFORCE COMPLIANCE, AND IMPOSE PENALTIES FOR VIOLATIONS, IN ORDER TO MAINTAIN CLEAN AND SAFE STREETS, REDUCE POLLUTANTS ENTERING THE STORMWATER SYSTEM, AND PRESERVE THE CHARACTER OF THE TOWN.

B. DEFINITIONS

FOR THE PURPOSES OF THIS ORDINANCE, THE FOLLOWING DEFINITIONS APPLY:

1. **“TOWN”** MEANS THE TOWN OF COTTAGE CITY, MARYLAND.
2. **“PUBLIC WAY”** MEANS ANY STREET, AVENUE, ROAD, HIGHWAY, PUBLIC THOROUGHFARE, LANE, OR ALLEY UNDER THE JURISDICTION OF THE TOWN, EXCLUDING THOSE MAINTAINED BY STATE.

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

3. **“STREET SWEEPING”** MEANS MECHANICAL OR MANUAL REMOVAL OF LOOSE DEBRIS, SEDIMENT, LEAVES, TRASH, OR OTHER MATTER FROM STREET SURFACES, CURBS, GUTTERS, AND DRAINAGE INLETS.
4. **“SWEEP PERIOD”** MEANS THE DESIGNATED PERIOD OF TIME WHEN REMOVAL OF LEAVES OR OTHER MATTER FROM STREET SURFACES, ETC. IS TO OCCUR.
5. **“SWEEP ZONE”** MEANS A DESIGNATED GEOGRAPHIC AREA OR ROUTE WITHIN THE TOWN SCHEDULED FOR SWEEPING.
6. **“NO PARKING WINDOW”** MEANS THE PERIOD (I.E., DATE AND HOURS) DURING WHICH PARKING IS PROHIBITED ON A STREET SUBJECT TO SWEEPING.
7. **“ENFORCEMENT OFFICER”** MEANS THE CODE COMPLIANCE OFFICER, POLICE DEPARTMENT, OR OTHER DESIGNEE OF THE TOWN.
8. **“VIOLATION”** MEANS FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDINANCE (E.G. PARKING DURING THE NO PARKING WINDOW, OR DEPOSITING DEBRIS ON THE STREET) AND IS A MUNICIPAL INFRACTION.

C. SWEEPING SCHEDULE & ZONES

1. PUBLIC WORKS STAFF (OR TOWN DESIGNEE) SHALL DESIGN A SWEEPING SCHEDULE DIVIDING THE TOWN INTO ZONES (E.G. BY WARD OR STREET CLUSTERS).
2. EACH ZONE SHALL ENDEAVOR TO BE SWEPT AT LEAST 4 TIMES PER YEAR (OR PER SEASON) (E.G. QUARTERLY, OR MONTHLY) DEPENDING ON RESOURCES DESIGNATED IN THE BUDGET.
3. THE SCHEDULE SHALL AVOID CONFLICT WITH MAJOR TOWN EVENTS, HOLIDAYS, AND INCLEMENT WEATHER.

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

4. THE TOWN MAY ADJUST THE SCHEDULE IN CASE OF EQUIPMENT FAILURE, STAFFING CONSTRAINTS, OR WEATHER; ANY SUCH CHANGES SHALL BE POSTED AND COMMUNICATED TO RESIDENTS PROMPTLY.

D. NOTIFICATION TO RESIDENTS

1. APPROXIMATELY 5 BUSINESS DAYS BEFORE SWEEPING IN A ZONE, THE TOWN MAY ISSUE A “**SWEEP NOTICE**” INCLUDING:
 - (A) THE DATES AND HOURS OF SWEEPING FOR THE ZONE,
 - (B) INSTRUCTIONS FOR MOVING VEHICLES, AVOIDING PLACEMENT OF DEBRIS IN THE STREET, AND CLEARING OBSTRUCTIONS, AND
 - (C) CONTACT INFORMATION FOR INQUIRIES.
2. NOTIFICATION SHALL BE BY AT LEAST TWO METHODS, SUCH AS:
 - (A) PUBLICATION ON THE TOWN WEBSITE
 - (B) NOTICE ON PUBLIC SIGNAGE.
3. ON THE DAY OF SWEEPING, THE TOWN MAY USE TEMPORARY STREET SIGNS INDICATING “NO PARKING – STREET SWEEPING IN PROGRESS.”

E. PARKING RESTRICTIONS; COMPLIANCE REQUIREMENTS

1. DURING THE “NO PARKING WINDOW,” VEHICLES MUST BE REMOVED FROM THE STREET OR PARKED ON THE OTHER SIDE OF THE STREET, NOT INTERFERING WITH SWEEPING.
2. RESIDENTS SHALL NOT DEPOSIT LEAVES, GRASS CLIPPINGS, YARD WASTE, OR OTHER DEBRIS ONTO THE STREET GUTTER OR IN THE PATH OF THE SWEEPER DURING THE SWEEP PERIOD.
3. OBJECTS SUCH AS PORTABLE BASKETBALL HOOPS, TRASH BINS, TOYS, OR OTHER OBSTACLES MUST BE CLEARED AWAY FROM THE CURB AREA, SO THE SWEEPER HAS UNOBSTRUCTED ACCESS.

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

4. TREES, SHRUBS, OR FOLIAGE MUST BE TRIMMED SO THEY DO NOT BLOCK THE SWEEPER’S PATH ALONG THE CURB.

F. ENFORCEMENT & PENALTIES

1. THE ENFORCEMENT OFFICER IS AUTHORIZED TO ISSUE CITATIONS TO VEHICLES REMAINING ON THE STREET DURING THE NO PARKING WINDOW.
2. THE FIRST VIOLATION IN A CALENDAR YEAR SHALL INCUR A WARNING OR COURTESY NOTICE, UNLESS PRIOR NOTICE WAS ALREADY GIVEN. SUBSEQUENT VIOLATIONS MAY INCUR FINES ACCORDING TO THE SCHEDULE:

- (A) 1ST VIOLATION (AFTER WARNING): FINE OF \$40.00,
- (B) 2ND VIOLATION: FINE OF \$75.00, AND
- (C) 3RD AND SUBSEQUENT VIOLATIONS: FINE OF \$100.00.

3. EACH DAY A VIOLATION CONTINUES CONSTITUTES A SEPARATE VIOLATION.
4. IN CASES OF NONCOMPLIANCE (E.G. VEHICLE BLOCKING SWEEP ROUTE AFTER WARNING OR NOTICE WHICH MAY INCLUDE POSTING A FINAL 24-HOUR NOTICE PRINTED ON RED PAPER OR OTHER MATERIAL AND PLACED ON THE WINDSHIELD), THE TOWN MAY TOW OR RELOCATE THE VEHICLE AT OWNER’S EXPENSE, CONSISTENT WITH CHAPTER 9 OF THE TOWN CODE, AND MAY RECOVER COSTS OF TOWING AND STORAGE.
5. IF A PROPERTY OWNER FAILS TO CORRECT DEBRIS DUMPING OR OBSTRUCTION VIOLATIONS UPON NOTICE, THE TOWN MAY PERFORM THE WORK AND ASSESS THE COST TO THE OWNER, SUBJECT TO COLLECTION BY MUNICIPAL LIEN IN THE SAME MANNER AS PROPERTY TAXES OR AS ALLOWED BY LAW.

G. EXEMPTIONS AND EXCEPTIONS

1. THE TOWN MAY ESTABLISH EXEMPTIONS FOR EMERGENCY VEHICLES, AUTHORIZED UTILITY WORK, OR OTHER NECESSARY MUNICIPAL OPERATIONS.

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

2. ON DAYS WHEN SWEEPING IS CANCELLED DUE TO WEATHER, PERSONNEL SHORTAGES, OR MECHANICAL FAILURE, ENFORCEMENT OF PARKING RESTRICTIONS SHALL BE SUSPENDED FOR THAT STREET FOR THAT DAY, AND SWEEPING WILL BE RESCHEDULED.
3. THE TOWN MAY DESIGNATE CERTAIN STREETS (E.G. ALLEYS, UNCURBED ROADS) AS NOT SUBJECT TO SWEEPING OR NO PARKING RESTRICTIONS, SO LONG AS THIS IS CLEARLY INDICATED TO RESIDENTS.
4. THE TOWN MAY ESTABLISH EXEMPTIONS FOR MEDICAL, DISABILITY, AND EXIGENT CIRCUMSTANCES AS FOLLOWS:

(A.) ELIGIBILITY: A RESIDENT MAY APPLY FOR AN EXEMPTION FROM THE VEHICLE RELOCATION REQUIREMENT IN SECTION E.1 (REMOVAL DURING THE “NO PARKING WINDOW”) IF COMPLIANCE WOULD IMPOSE AN UNDUE HARDSHIP DUE TO:

1. A VERIFIED PHYSICAL OR MENTAL DISABILITY THAT SUBSTANTIALLY LIMITS MOBILITY OR THE ABILITY TO MOVE A VEHICLE;
2. A SERIOUS MEDICAL CONDITION REQUIRING ONGOING TREATMENT, HOME HEALTH CARE, OR MEDICAL EQUIPMENT THAT PREVENTS TIMELY RELOCATION; OR
3. OTHER EXIGENT CIRCUMSTANCES (E.G., SOLE CAREGIVER FOR A DISABLED HOUSEHOLD MEMBER, TEMPORARY INCAPACITATION DUE TO SURGERY, HOSPITALIZATION, OR INJURY) THAT RENDER COMPLIANCE IMPOSSIBLE OR UNREASONABLY BURDENSOME.

(B.) APPLICATION PROCESS: APPLICATIONS SHALL BE SUBMITTED IN WRITING (OR VIA ACCESSIBLE ELECTRONIC MEANS) TO THE TOWN MANAGER AT LEAST 5 BUSINESS DAYS PRIOR TO THE SCHEDULED SWEEPING

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

IN THE RESIDENT’S ZONE, CONSISTENT WITH THE SWEEP NOTICE TIMELINE
IN SECTION D.1. REQUIRED DOCUMENTATION INCLUDES:

(I) A SIGNED STATEMENT FROM A LICENSED PHYSICIAN, PHYSICIAN ASSISTANT, OR NURSE PRACTITIONER VERIFYING THE CONDITION AND ITS DIRECT IMPACT ON VEHICLE RELOCATION; OR

(II) FOR NON-MEDICAL EXIGENT CIRCUMSTANCES, SWORN AFFIDAVITS OR OFFICIAL DOCUMENTATION (E.G., CAREGIVING DOCUMENTATION).

(C.) SHORT- AND LONG-TERM EXEMPTIONS

1. TEMPORARY EXEMPTIONS (E.G., POST-SURGICAL RECOVERY) MAY BE GRANTED FOR UP TO 90 DAYS, RENEWABLE WITH UPDATED DOCUMENTATION.
2. PERMANENT OR LONG-TERM EXEMPTIONS (E.G., PERMANENT MOBILITY IMPAIRMENT OR DISABILITY) MAY BE GRANTED FOR UP TO 1 YEAR, RENEWABLE ANNUALLY WITH A BRIEF RECERTIFICATION.

(D.) STANDARDS FOR APPROVAL: THE TOWN SHALL GRANT AN EXEMPTION ONLY IF ALL OF THE FOLLOWING ARE SATISFIED:

1. THE APPLICANT IS A RESIDENT OF A PROPERTY ON THE AFFECTED STREET SEGMENT;
2. THE DOCUMENTED CONDITION OR CIRCUMSTANCE DIRECTLY PREVENTS COMPLIANCE WITH SECTION E.1;
3. NO REASONABLE ALTERNATIVE EXISTS (E.G., ASSISTANCE FROM FAMILY, NEIGHBORS, OR THIRD-PARTY SERVICES); AND

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

4. THE EXEMPT VEHICLE CAN BE POSITIONED SO AS NOT TO MATERIALLY OBSTRUCT THE SWEEPER’S PATH ALONG THE STREET (E.G., PARKED CLOSE TO THE CURB OR IN A DESIGNATED NON-SWEEPING AREA).
5. DENIALS SHALL BE ISSUED IN WRITING WITHIN 3 BUSINESS DAYS OF RECEIPT, STATING SPECIFIC REASONS AND INCLUDING APPEAL INSTRUCTIONS TO THE COTTAGE CITY COMMISSION WITHIN 10 DAYS.

(E.) CONDITIONS OF EXEMPTION:

1. APPROVED RESIDENTS MUST DISPLAY A TOWN-ISSUED EXEMPTION PLACARD (VALID FOR THE APPROVED PERIOD) OR SIGN PROMINENTLY DISPLAYED IN THE VEHICLE WINDSHIELD AT ALL TIMES DURING THE NO PARKING WINDOW.
2. EXEMPT VEHICLES MUST REMAIN PARKED AS FAR TO THE SIDE OF THE ROADWAY AS PRACTICABLE AND MUST NOT VIOLATE OTHER PARKING RESTRICTIONS.
3. THE TOWN MAY REVOKE AN EXEMPTION IMMEDIATELY UPON EVIDENCE OF ABUSE (E.G., USE OF THE VEHICLE BY NON-EXEMPT PERSONS, FAILURE TO RENEW, OR REPEATED OBSTRUCTION), WITH NOTICE AND APPEAL RIGHTS.

(F.) EMERGENCY/RETROACTIVE APPLICATIONS:

IN UNFORESEEN MEDICAL EMERGENCIES, A RESIDENT (OR AUTHORIZED REPRESENTATIVE) MAY REQUEST A SAME-DAY EXEMPTION BY CONTACTING THE DESIGNEE LISTED IN THE SWEEP NOTICE – SECTION D.1(C) WITH VERBAL CONFIRMATION FROM A MEDICAL PROFESSIONAL, FOLLOWED BY WRITTEN DOCUMENTATION WITHIN 3 BUSINESS DAYS. IF GRANTED, THE CODE COMPLIANCE OR POLICE OFFICER SHALL REFRAIN FROM ISSUING A CITATION

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

UNDER SECTION F.1 OR TOWING UNDER SECTION F.4 FOR THAT SWEEPING EVENT, PROVIDED THE VEHICLE DOES NOT BLOCK THE SWEEPER'S PATH.

(G.) ENFORCEMENT OF EXEMPTIONS FOR MEDICAL, DISABILITY, AND EXIGENT CIRCUMSTANCES:

1. CODE COMPLIANCE OR POLICE OFFICERS SHALL CHECK FOR A VALID PLACARD OR SIGN BEFORE ISSUING A CITATION OR TOWING NOTICE UNDER SECTION F.
2. ABSENCE OF A PLACARD OR SIGN DURING THE NO PARKING WINDOW SHALL SUBJECT THE VEHICLE TO FULL PENALTIES UNDER SECTION F.2 AND POTENTIAL TOWING UNDER SECTION F.4, EVEN IF AN APPLICATION IS PENDING.

H. ADMINISTRATION

THE PUBLIC WORKS DEPARTMENT SHALL MAINTAIN RECORDS OF:

- (1) DATES WHEN EACH ZONE IS SWEPT,
- (2) NOTICES ISSUED AND METHODS USED,
- (3) CITATIONS ISSUED, VIOLATIONS, TOWS, AND COMPLIANCE, AND
- (4) COSTS OF ENFORCEMENT AND NONCOMPLIANCE WORK.

§ 8-8. VIOLATIONS AND PENALTIES.

UNLESS OTHERWISE STATED IN THIS CHAPTER, ANY PERSON, PARTNERSHIP, CORPORATION, JOINT-STOCK COMPANY, OR SYNDICATE WHO VIOLATES ANY PROVISION OF THIS CHAPTER SHALL BE DEEMED GUILTY OF A MUNICIPAL INFRACTION AND UPON CONVICTION THEREOF SHALL BE FINED IN AN AMOUNT NOT EXCEEDING \$50. EACH DAY SUCH VIOLATION IS COMMITTED OR PERMITTED

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

TO CONTINUE, SHALL CONSTITUTE A SEPARATE OFFENSE AND SHALL BE PUNISHABLE AS SUCH HEREUNDER.

* * *

AND BE IT FURTHER ORDAINED AND ENACTED, that severability is intended throughout and within the provisions of this Ordinance, and if any section, subsection, sentence, clause, phrase or portion of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Ordinance.

AND BE IT FURTHER ORDAINED AND ENACTED, that the above substantive portion of this Ordinance adopting particularly new Section 8-7 of the Town Code shall be codified and included within the Code of the Town of Cottage City, whereby the entirety of previously enacted and codified portion of the Town Code, shall be repealed and replaced in its entirety by the sections and provisions written hereinabove as indicated by the legend including any strikeouts or capitalization to more explicitly indicate the amendatory language.

AND BE IT FURTHER ORDAINED AND ENACTED, that a fair summary of this ordinance shall be published at least once prior to the date of passage in a newspaper or newspapers having general circulation in the city, and a fair summary of this ordinance shall be published at least once within ten days after the date of passage in a newspaper or newspapers having general circulation in the city.

AND BE IT FURTHER ORDAINED AND ENACTED, that the Commissioner-Chair shall be authorized to sign this Ordinance on behalf of the Commission.

HAVING BEEN INTRODUCED AND HAVING BEEN READ as a regular ordinance and passed by a yea and nay vote of the Cottage City Commission with the affirmative votes of a majority of the whole number of members elected to the legislative body as indicated below at a Public Meeting of the Town of Cottage City held on this __ day of December 2025, at approximately 7 o'clock p.m., in the Town Hall in Cottage City, Maryland.

I HEREBY CERTIFY that the above Ordinance No. 2025-03 was passed by the required yea and nay votes of the Cottage City Commission on the __ day of December 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

Page 10 of 11

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the __ day of December 2025 with ____ Aye votes and ____ Nay votes, the aforesaid Ordinance 2025- 03 passed.

John Hoatson, Town Manager

CAPITALS : Indicate matter added to existing law
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.