

TOWN OF COTTAGE CITY  
ORDINANCE 2025-03

**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.

**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ENACTED BY THE COTTAGE CITY COMMISSION**, that the Code of the Town of Cottage City as stated herein below is hereby repealed, enacted, adopted, revised and amended such that said Code and the provisions of said Code and particularly this revised Chapter 8 (Streets and Sidewalks)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:

\* \* \*

**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.**

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Page 1 of 7

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CAPITALS	:	Indicate matter added to existing law
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ORDINANCE 2025-03

**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.
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 ZONE”** MEANS A DESIGNATED GEOGRAPHIC AREA OR ROUTE WITHIN THE TOWN SCHEDULED FOR SWEEPING.
5. **“NO PARKING WINDOW”** MEANS THE PERIOD (I.E., DATE AND HOURS) DURING WHICH PARKING IS PROHIBITED ON A STREET SUBJECT TO SWEEPING.

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ORDINANCE 2025-03

6. **“ENFORCEMENT OFFICER”** MEANS THE CODE COMPLIANCE OFFICER, POLICE DEPARTMENT, OR OTHER DESIGNEE OF THE TOWN.
7. **“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. THE SUPERVISOR OF PUBLIC WORKS (OR 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 1 TIME EACH MONTH DEPENDING ON RESOURCES DESIGNATED IN THE BUDGET.
3. THE SCHEDULE SHALL AVOID CONFLICT WITH MAJOR TOWN EVENTS, HOLIDAYS, AND INCLEMENT WEATHER.
4. THE TOWN MAY ADJUST THE SCHEDULE IN CASE OF EQUIPMENT FAILURE, STAFFING CONSTRAINTS, OR WEATHER; ANY CHANGES SHALL BE POSTED AND COMMUNICATED TO RESIDENTS PROMPTLY.

**D. NOTIFICATION TO RESIDENTS**

1. APPROXIMATELY 4 BUSINESS DAYS BEFORE SWEEPING IN A ZONE, THE TOWN MAY ISSUE A **“SWEEP NOTICE”** INCLUDING:
2.
  - (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
  - (C) CONTACT INFORMATION FOR INQUIRIES
3. NOTIFICATION SHALL BE BY AT LEAST TWO METHODS, SUCH AS:
  - (A) PUBLICATION ON THE TOWN WEBSITE
  - (B) NOTICE ON PUBLIC SIGNAGE.

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ORDINANCE 2025-03

**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.

**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

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ORDINANCE 2025-03

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.
2. ON DAYS WHEN SWEEPING IS CANCELLED DUE TO WEATHER 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.

**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 NONCOMPLIANCE WORK.

**§ 8-8. VIOLATIONS AND PENALTIES.**

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Page 5 of 7

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ORDINANCE 2025-03

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.

\* \* \*

**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 Town, 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 Town.

**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 ye 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 12th day of November 2025, at approximately 7 o'clock p.m., in the Town Hall in Cottage City, Maryland.

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ORDINANCE 2025-03

**I HEREBY CERTIFY** that the above Ordinance No. 2025-03 was passed by the required yeas and nays of the Cottage City Commission on the 12th day of November 2025.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

\_\_\_\_\_  
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 12th day of November 2025 with \_\_\_ Aye votes and \_\_\_\_ Nay votes, the aforesaid Ordinance 2025-\_\_ passed.

\_\_\_\_\_  
John Hoatson, Town Manager

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