



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905  
Fax: (301) 627-2080

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator & John Hoatson, Town Clerk  
Date: Tuesday, May 8, 2023  
Re: Town Codification Review & Approval Timeline

Commissioners,

As you are aware, Town Clerk Hoatson has been working with the firm Municode/CivicPlus to take all the individual Town Ordinances and merge them together into one comprehensive Town Code of Ordinances. Commissioners were emailed the proofs on 5/2, and hard copies were placed in your Town Hall mailboxes for the new Code. The firm has agreed to extend the initial approval deadline of the proofs until July 28, 2023, for the final approval to allow for maximum public comment and input for the new commissioner. Clerk Hoatson is also providing them with the more recent Ordinances passed to be included.

Below is a proposed timeline for approval of the new Code of Ordinances. The final Town of Upper Marlboro Code will need to be formally adopted and passed by Ordinance at a Regular Town Meeting.

### Proposed Timeline:

May Work Session- Board Discussion  
May Town Meeting- Introduction/Public Comment  
May Work Session- Board Discussion  
June Special Town Meeting- Public Comment  
July Work Session- Board Discussion  
July Town Meeting- Vote/Passage

Due to the size of the code (184 pages) staff was unwilling to place it the packet but were discussing creating a portal on the Town website for residents to read/download the draft code book and provide comments.