

TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

WORKSESSION
February 27, 2025
7:30 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Stream Restoration Update** – The Clean Water Partnership will provide an update on the Invasive Project and Storm Water Project
4. **5801 Annapolis Road** – The owners of 5801 Annapolis Road will present their proposal for the development of the property.
5. **5701 Landover Rd** – Representatives from the Anacostia Watershed Society and Community Native Planting Project will present the design plan for 5701 Landover Rd.
6. **WSSC Task Order 201 and West Side Water Main Replacement** – WSSC representatives will provide an update on both projects.
7. **PEPCO** – A representative from Pepco will provide an update regarding high bills.
8. **Grant Request** – The Mayor & Council will review the FY25 grant request from the Mount Hope Commission
9. **Board of Elections Update** – The Board of Elections will provide an update on the May 5, 2025, town election.
10. **Homestead Tax Credit Ordinance 2025-02*** – 2nd reader of the ordinance updating the Homestead tax credit amount
11. **Community Organization, Grant, Newsletter, Facilities Usage, and Advisory Committee Policies*** – The Mayor & Council will vote to adopt the new policies.
12. **Kilmer Street Path** – Director Brayman will provide an update on the ADA Access Ramp
13. **Boyd Park Playground Update** – Deputy PW Director Prom, will provide samples for Flooring Options and review the project costs.
14. **Stop Sign Camera update** – Chief Morris will provide an update on stop sign cameras.
15. **5600 Newton Street Variance** – The Mayor & Council will discuss the variance request.
16. **Town Administrator Update** – Town Administrator Galloway will provide a report to the Mayor and Council.
17. **Police Chief Update** – Chief Morris will update the Mayor and Council on police matters.

18. Update by CM Fry & Garces Regarding Cheverly Station Apartments – Council members will provide updates/feedback from residents at Cheverly Station Apartments.

19. Review of March Town Meeting Agenda and Future Requests – The Mayor and Town Administrator will offer a forecast of the Mayor and Council Town Meeting agenda. The Mayor will seek Council input on agenda items for consideration for future meetings.

20. Adjourn

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

**Resident input will be allowed as part of action items, presentations and discussion items on the agenda, residents seeking to speak will be recognized by the presiding officer. Residents may speak once, for no more than three minutes, on each eligible agenda item per the adopted Council Meetings Rules & Procedures. Residents are also encouraged to submit input to the town clerk at townclerk@cheverly-md.gov to be read at the meeting.*

Please Note: 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 Council retire to executive or closed session; the mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.

Zoom Information:

Topic: Cheverly Mayor & Council Work session

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYVBMNXIFVk8vNEpOUT09>

Webinar ID: 825 5155 8763

Passcode: 916656

Or One tap mobile :

US: +13017158592,,82551558763#

Or Telephone: US: +1 301 715 8592

Agenda Supplemental Material

1a.	Stream Restoration Update	Pages: 4-29
2a.	5801 Annapolis Road	Pages: 30-44
3a.	5701 Landover Rd	Pages: 45-65
4a.	WSSC Task Order 201 and West Side Water Main Replacement	Pages: 66-70
5a.	PEPCO	Pages: 71-87
6a.	Grant Request (Mount Hope Commission)	Pages: 88-95
7a.	Homestead Tax Credit Ordinance 2025-02 Community	Pages: 96-98
8a.	Organization, Grant, Newsletter, Facilities Usage, and Advisory Committee Policies	Pages: 99-112
9a.	Kilmer Street Path	Pages: 113-114
10a.	Boyd Park Playground Update	Pages: 115-118
11a.	5600 Newton Street Variance	Pages: 119-127



TOWN OF CHEVERLY

Flood Risk Reduction Project

Presented by: The Clean Water Partnership

Sonya Williams, Program Manager – MidAtlantic Region

February 19, 2025

AGENDA

- Introductions
- Why Community-Based Partnership
- Stream Restoration
- Invasive Species Removal
- Flood Risk Reduction
- Community Engagement

Introduction

Why Community-Based Partnership



Jim Lyons

Prince George's County's Department of the Environment

See the full video:

<https://tinyurl.com/CWP2015>

Clean Water Partnership, Established in 2015

- Based on the Community-Based Public Private Partnership (CBP3) model as developed by the US EPA Region III
- Intentionally developed to provide multiple, overlaying benefits (socioeconomic, environmental, implementation efficiency, community uplift, compliance surety)



CIS



WE ARE PARTNERSHIP.

Our focus is delivering industry-leading sustainable infrastructure while serving our clients, communities, and partners.

OUR VALUES



WE ARE RESPECTFUL



We treat people with dignity, actively listening and always considering their perspectives. As a community-focused organization, we engage with the stakeholders, integrate their viewpoints, and commit to mutually beneficial outcomes. We believe respect is reciprocal.

WE ARE ACCOUNTABLE



We commit to meeting our goals and objectives as a performance-driven, results-oriented organization. The Partnership welcomes constructive criticism and learning from our mistakes. We encourage our employees and partners to own their actions, take responsibility for their tasks and commit to frequent, honest communications.

WE EMPOWER



Giving our employees and partners the space and freedom to make decisions, take action, express their ideas, make mistakes, and feel safe in doing so is paramount. Empowerment provides the energy for collective growth, invites innovation, and allows us to consistently move the needle within our organization, for our clients, and in the communities we serve.

WE ARE INCLUSIVE



We welcome the differences in people, honor individual perspectives, and provide equal access while inviting everyone to participate fully, knowing we are better together. In the communities we partner with, we strive to create opportunities for underserved businesses and provide mentorship to support their growth.

WE ARE TRANSPARENT



Our commitment to transparency ensures that we operate on the principle of trust, providing clarity about our actions, intentions, goals, and objectives. We welcome questions, encourage two-way communication, and believe that our sincerity will drive engagement, internally and externally.

WE ARE RESPONSIVE



A responsive organization sends an acknowledgment if the answer is not readily available, sets an expectation and time frame for the reply, and reacts to deadlines. We expect our people and partners to act with a sense of urgency, seek clarity on the issue, do the research, collaborate when necessary, and respond promptly.

SOLUTIONS ORIENTED.

GROUNDDED IN PARTNERSHIP.

FOCUSED ON IMPACT.

Clean Water Partnership: Team

- Sonya Williams*, CWP Program Manager
- *Joey Monheit, CWP Production Manager*
- Kristina Bigby*, Community Outreach (Assedo)
- Emily Clifton, Grants Manager (LIDC)
- Laura Connelly*, Invasive Removal Project Manager (LIDC)
- Nicole Clifton, Flood Risk Reduction Project Manager (Quest2)
- Charlie Griffin, Flood Risk Reduction Technical Manager (LIDC)

* Presenting

CWP Community Benefits

CWP INTEGRATED PARTNERS - ECOSYSTEM

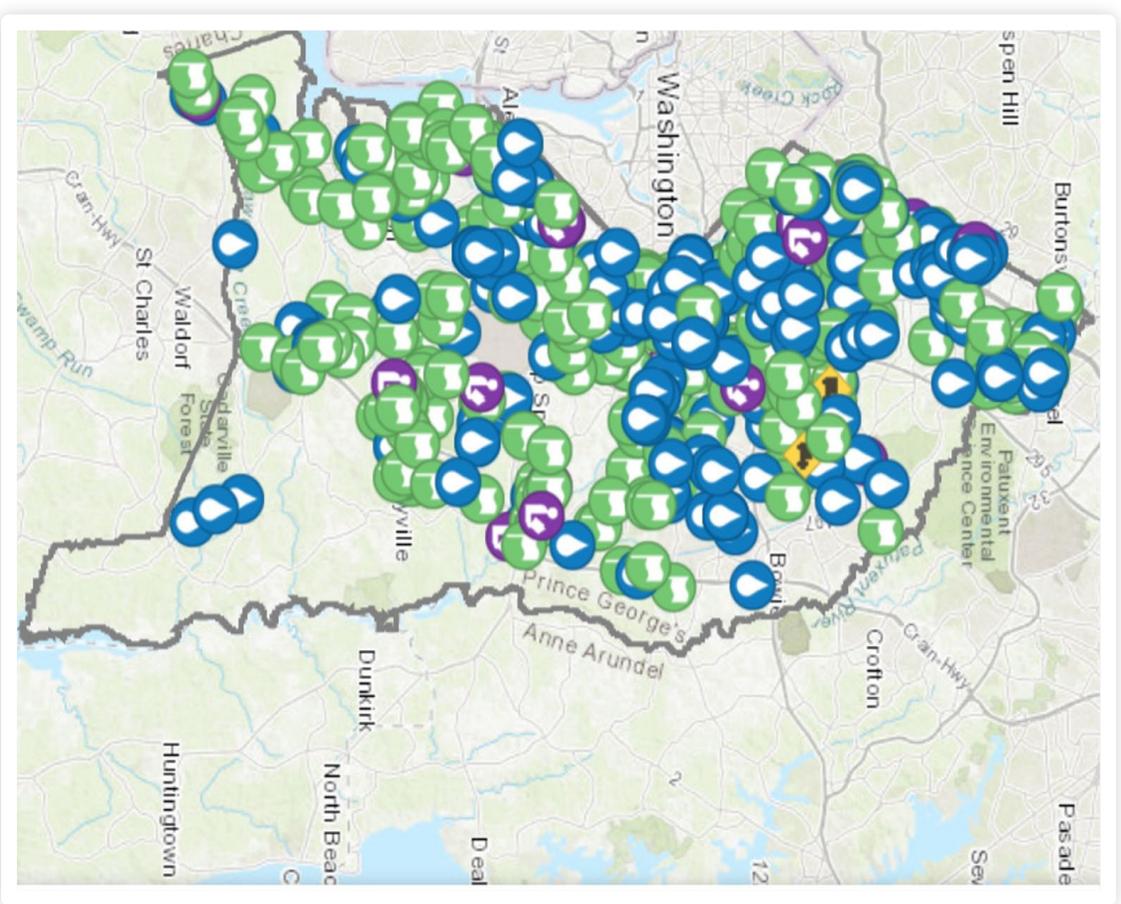
Service Offerings

- Planning
- Design
- Scheduling
- Construction & Construction Management
- Maintenance
- Community Engagement
- Capacity Building



CWP Program Performance

- **\$304.5M Spent – 428 Completed Projects**
4,658 Acre Credits to date
- **\$240M**
In Local (County Based), SWMBE & Veteran Owned Business Spending
- **79%**
Economic Inclusion
- **56%**
Over 508,411 Local Resident Workforce Hours completed
- **167,951**
Total LBS of Trash Removed by CWP Maintenance





WALDEN WOODS ELEMENTARY



TALL OAKS VOCATIONAL SCHOOL



WALDEN WOODS ELEMENTARY



The Treating & Teaching program was launched at Parkdale HS in 2016 with a grant from the Chesapeake Bay Trust, and the partners that initiated the program are still with the program today.

Mentor Protégé Program Performance

- 7 Cohorts – 61 Participants
- 2020 Expansion Emerging Landscapers Program
 - Building a local 30-year Maintenance Force
- 6 Months to 1 Year Enrollment
- 25 Protégés - \$45M in Contract Awards
 - 100% or greater increases in bonding
 - 50% or greater increases in lines of credit
 - Contract awards across the region
 - New equipment purchases
 - New lines of business established

***Exclusive Pilot Project selected each year for Protégés**



Stream Restoration

Cheverly East Stream Restoration: Update



Project Completion: 95%

Upcoming Activities

- Planting
- Surveying Repair Section
- Prepare as-builts

Final Approval Mar 2025 (anticipated)

Invasive Species Removal Habitat Enhancement

Habitat Enhancement: Preserving Native Forest

Forested Area in good condition are known to be excellent filters for rainwater runoff. Additionally, fully functioning forest buffers provide:

- Wildlife Habitat
- Clean Air
- Needed cooling
- Improved stream habitat

Cheverly East is a ~9 acres parcel of land located inside the Capital Beltway. Improving and protecting this woodland will:

- Provided needed forested lands and greenspace for our urban spaces
- Contribute to the 51% tree canopy goal outlined in the Prince George's County General Plan
- Compliment the Cheverly Green Space Master Plan.
- Contribute more than 81 tons of carbon sequestration.

Habitat Enhancement: Project Goals

- Advance water quality goals
- Cost-effectively control and eradicate **invasive species**
- Prevent the spread of invasive species
- Early detection and rapid response
- Invasive species data collection



Habitat Enhancement: Project Schedule

Cheverly East Invasive Species Treatment - Conceptual Timeline*

TASKS	Dormant Season (Cutting vines and woody stems)			Spring Initial Treatment			Vegetation Removal and Hand Pulling			Dormant Season (Cutting Vines and Woody Stems)		
	January	February	March	April	May	June	July	August	September	October	November	December
1. Begin to address invasives. Sever vines at the base and cut woody plant material level with the ground. **	Light Green	Light Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green
2. As new growth emerges, use a focused foliar treatment to suppress new growth.	Dark Green	Dark Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
3. Treat Invasives as needed. This includes hand pulling, additional focused foliar treatments and removal of vegetation from site.	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green
4. REPLANT if necessary. This is an excellent time of year to replant areas with native trees and shrubs to suppress and discourage invasive species from returning.	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green
5. Review site and cut any remaining woody invasive stems and plants that may have missed in the initial cycle.	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green

**Most vines will stay in the trees and be removed later when they are completely dry. Woody shrubs can be removed. However, most protocols recommend that these woody "tops" be cut into smaller pieces and left to decompose on the property. I will get with RES to find out exactly how this will be addressed.

Flood Risk Reduction

Flood Risk Reduction: Background

- September 2020 Flood
- Grant Approved October 2024
- Grant Award \$1.6 Million (+\$500k match)
- Maryland Department of Emergency Management (FEMA)
- Better Understand Flood Risk Hazards
- Develop Flood Risk Solutions

Flood Risk Reduction: Grant Goals

- Project MDEM Kick Off
- Hazard Mitigation Plan Review
- Watershed Analysis
- Nature Based Solutions
- Design & Engineering Permitted Plans
- Benefit Cost Analysis
- Completion Fall 2027

Community Engagement

Co-Benefits to the Residents

Community Engagement: Co-Benefits to Residents

- Youth Environmental Education Exposure
- Invasive Removal Education
- County Resource Access
- Tree Planting Program
- Small Business Engagement

Next Up

Community Engagement: Next Steps

- Stream Closeout
- Habitat Enhancement Begins
- Flood Grant Kick Off
- Community Engagement Planning

Thank You!

Sonya Williams
Program Manager, Mid-Atlantic Region
Sonya.Williams@cisolutions.com

Website: thecleanwaterpartnership.com

Facebook: facebook.com/PGCCWP

Instagram: instagram.com/pgccleanwater/



BHANOT ENGINEERS INC

DESIGN • CONSTRUCTION

Pre-Application Neighborhood Meeting Written Summary

Case #: PPS-2023-043 - 5801 Annapolis

Time: 6.30 pm – 7.30 pm

Date: May 17th 2024

The public meeting for construction of thirty-one townhomes at 5801 Annapolis Road.

Names of Attendees : See Sign up/Attendance Sheet

Consultant/ Presenter – Bhanot Engineer (BEI)

Vineet Bhanot.

Q/A and other presenters

Scott Harris, (BEI) William Aguilar, (BEI) Dr. Harry Singh (Developer), Amit Barman (Architect)

Attendance at the virtual public meeting which included a slide presentation followed by Q&A.

Based on the community input the following themes emerged:

Community Engagement is important – Attendees wanted to make sure the community is involved in the process.

- As a next step, developer will engage with, Town Administrator for Town of Cheverly regarding design elements.
- Attendees expressed disappointment regarding the timing of meeting and number of public participants.
- A slow process is requested to allow for more public engagement.
- Owner and designer welcome community input for the project.

Environmental concern – Attendees were interested in green features of the project.

- Building LEED certification will not be pursued.
- Solar panels and EV charging will be up to private owners. No charging stations will be installed for public use.

Traffic/parking is of concern – Attendees were concerned of the impact on the existing Traffic volumes.

- Existing access road to Wyndham Garden Hotel off Annapolis will remain unchanged.
- Existing parking situation on 57th avenue.
- Parking on 57th avenue during construction activities.



BHANOT ENGINEERS INC

DESIGN • CONSTRUCTION

- Traffic studies have been done and will be part of the process later in the development process. Traffic and parking considerations are part of the ongoing design process. Two car parking is designed in for each townhome. Eight (8) spaces above code have been provided.

Meeting Adjourned at 7.22 pm

No Comments have been received after the meeting.

Relevant documents and materials attached as part of written summary:

Powerpoint Presentation

Meeting Invitees List

Sign Up/Attendance Sheet

Pre-application Neighborhood Meeting Letter

Informational Mailing Letter

5801 Annapolis Rd, Bladensburg, MD 20785

Town Council Meeting

February 27th, 2025

By

Bhanot Engineers (BEI)
20400 Observation Dr, 208
Germantown, MD 20876
Ph: (240) 305 3625

www.bhanotengineers.com

AGENDA

1. Project Team
2. Project Scope
3. Existing Conditions
4. Zoning Sketch Map
5. Proposed Site Layout
6. Building Concept
7. Process
8. Questions

PROJECT TEAM

- **Owner and Developer**
Dr. Harry Singh
ZKSYA Group LLC
- **Civil Engineer**
Bhanot Engineers
 - William Aguilar
 - Scott Harris
 - Vineet Bhanot
- **Architect**
Architects who Build
 - Amit Barman

PROJECT SCOPE

ZKSYA group has acquired 3 parcels A, B and D to create a 3.10 acre site. After a thorough market and financial feasibility analysis of the potential uses of the site, owner has determined development featuring approximately 31 town homes will be best suited for the site.

The plans will include

- Three-story units with three bedrooms. The units will be approximately 2,618 Sq feet each.
- One parking space with a garage at each unit.

Tentative Schedule

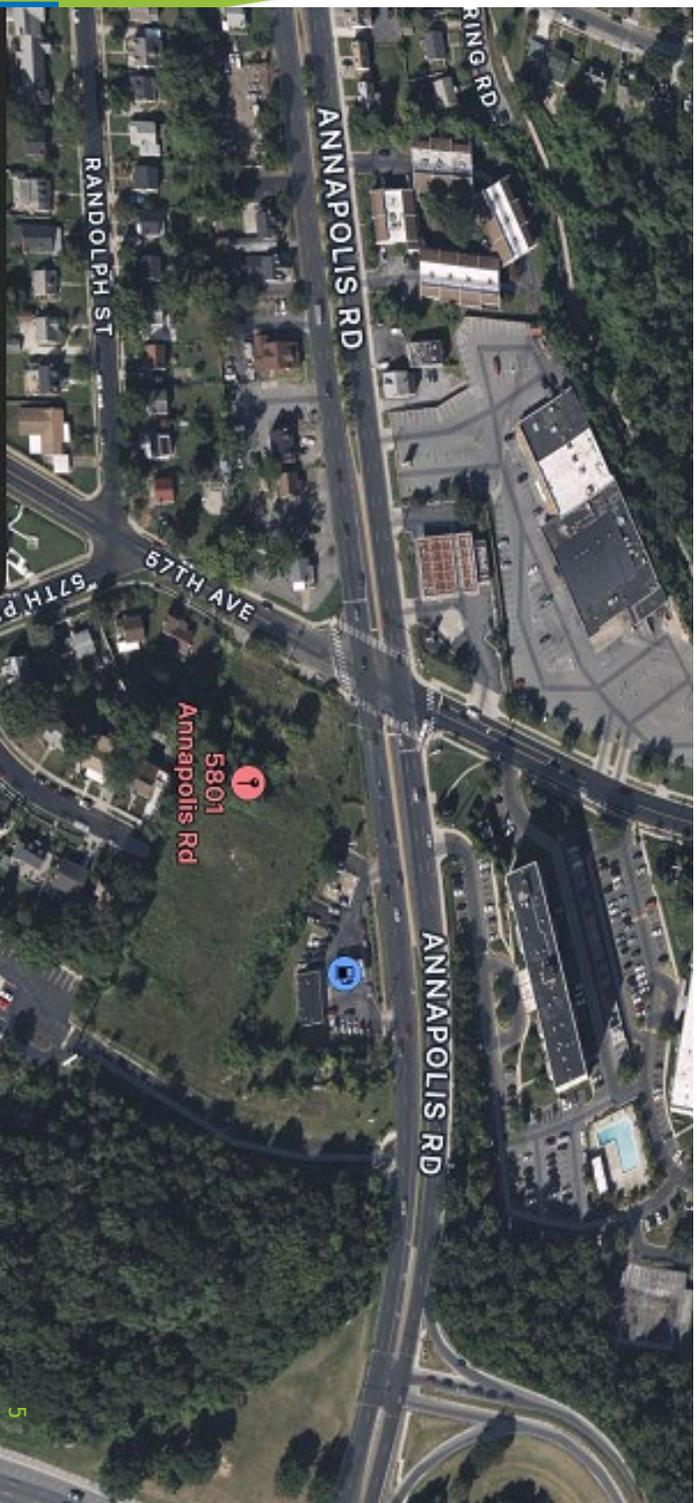
Obtain Permits: 2024 - 2025

Construction: Fall 2026

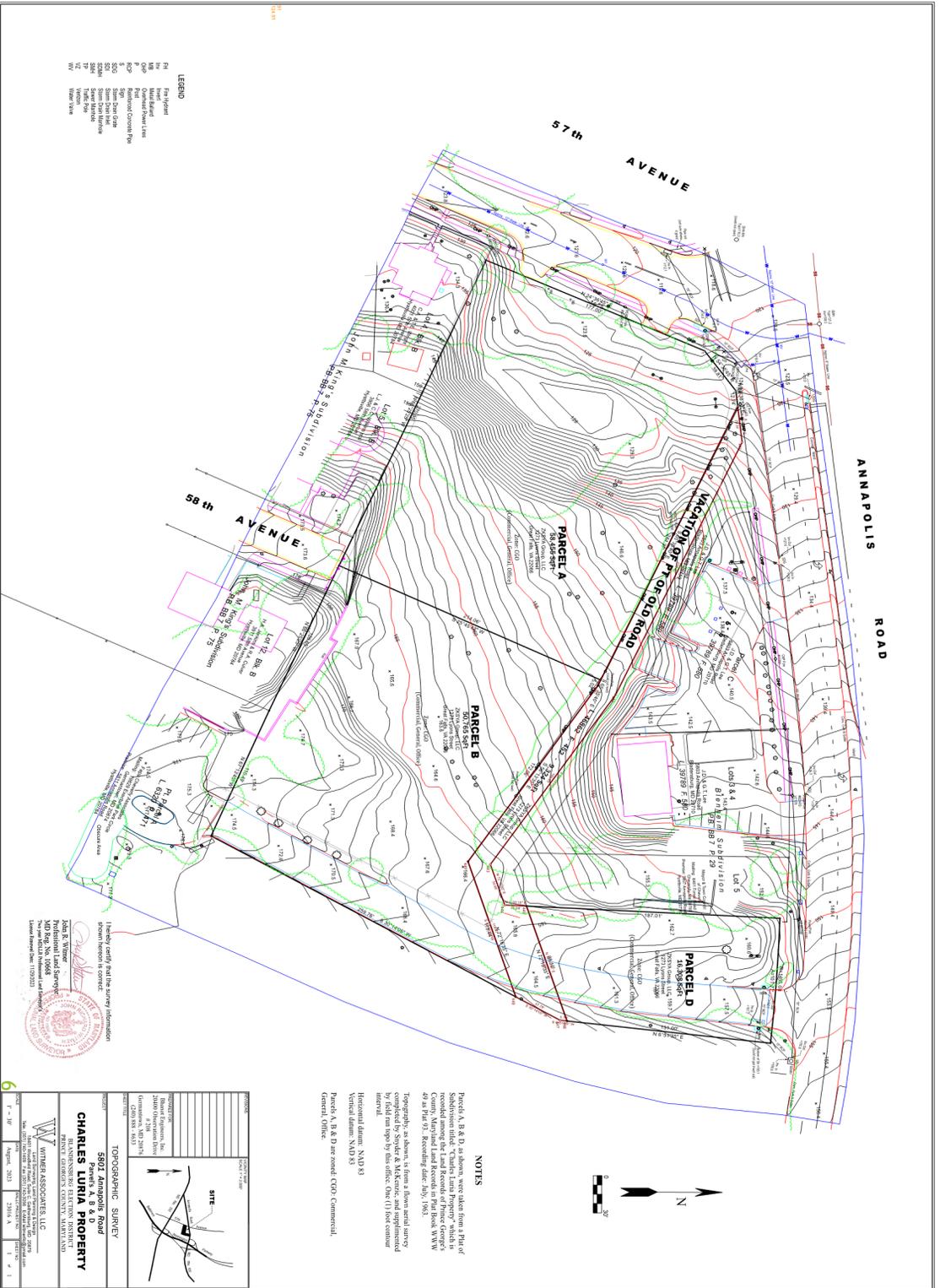
EXISTING CONDITIONS

The project site is located in Bladensburg, MD at 5801 Annapolis Road . The site is bound by 57th Avenue and Annapolis Rd with close proximity to main thoroughfares including Baltimore Washington Parkway and Landover Road. Current land cover is primarily vegetation in form of tall grass.

The location is ideal for residential use due to its close proximity to desired amenities, including local restaurants, retail and small business.



EXISTING CONDITIONS



ZONING SKETCH MAP

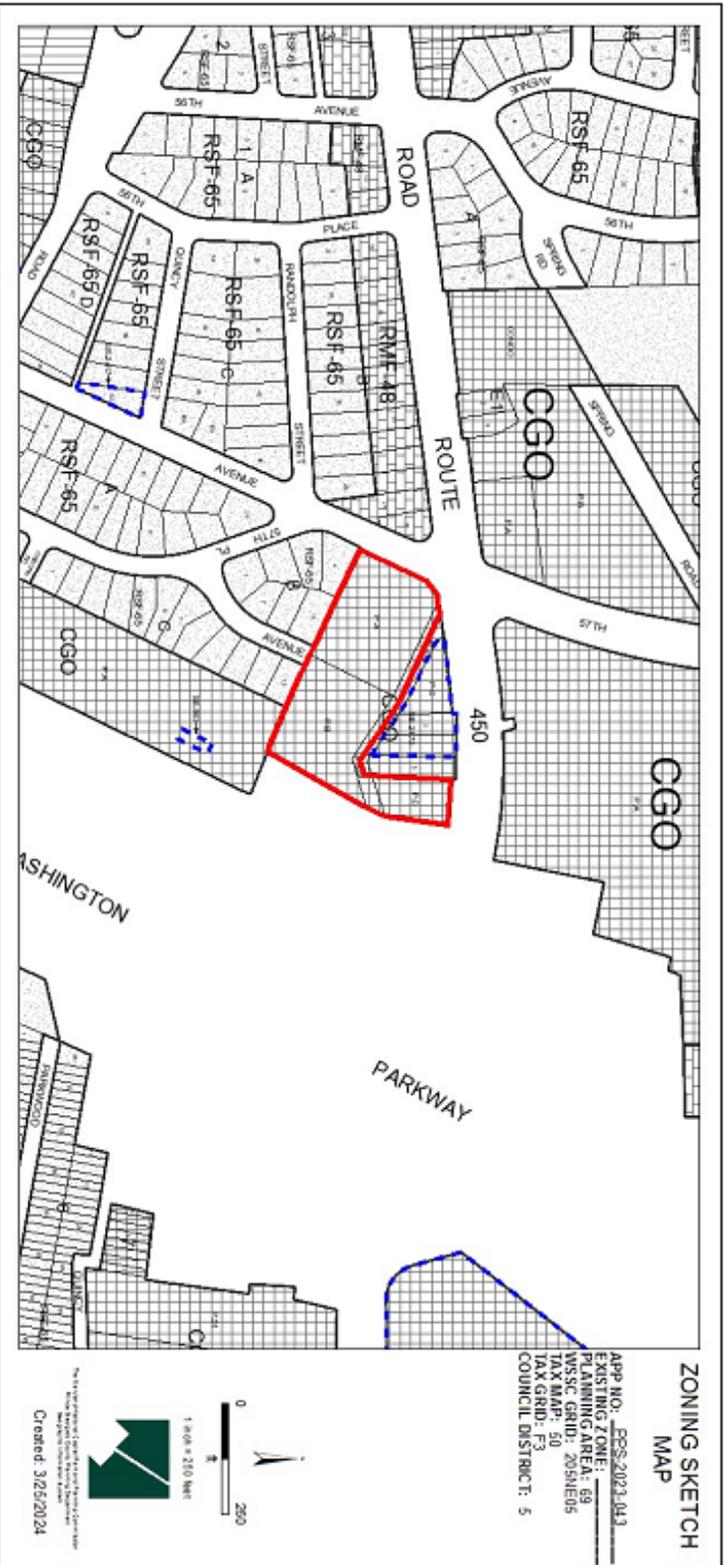
Zoning and Land Use

According to Prince George's County, Zoning Ordinance, 5801 Annapolis Road is zoned CGO which is designated as commercial, general and office zone. The bulk, coverage and height regulations for CGO zoning are as follows:

Site design and right of way improvements.

- Lot width, min: 20 Feet
- Front yard depth, min: 10 Feet
- Side yard depth, min: 8 Feet
- Rear yard depth, min: 15 Feet
- Principal structure height, max: 50 Feet.

ZONING SKETCH MAP



PROPOSED SITE LAYOUT

Project Description: ZKSYA group is proposing a townhouse development at 5801 Annapolis Road. The site is zoned commercial, general and office (CGO).

Proposed Building: The proposed building's exterior façade will consist be of brick and stone.

Site Access: The proposed site will be accessed through the existing access road from Annapolis Road and a proposed access from 57th Avenue.

Parking Requirements: Sixty four (64) parking spaces are required for the development. Seventy three (73) parking spaces are provided.

Landscape: Perimeter parking landscaping is proposed as well as landscaping within the site.

Site Utilities: There are no existing site utilities. Sanitary, gas, electric and water connections will be designed to connect to the existing like utilities on Annapolis Rd and 57th Avenue.

Drainage: The site will drain to the proposed underground infrastructure to be constructed at the NW corner of the site. Storm water detention and water quality will be provided.

The site will be designed as per the planned use.

Once project approval has been obtained, construction is anticipated to start in the Fall of 2026.

PROPOSED SITE LAYOUT

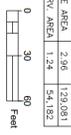


- NOTES:
1. THE TOPOGRAPHY AND BOUNDARY INFORMATION SHOWN IS TAKEN FROM A FIELD RAIN SURVEY, PREPARED BY SURVEYORS BROWN, LEE, PROFESSIONAL LAND SURVEYORS.
 2. WATER CATEGORY IS M-1; SEWER CATEGORY IS S-1.
 3. PROPERTY SHOWN ON WSSC (08) 203/ED7.
 4. SOIL TYPES ARE ON PG COUNTY SOILS ATLAS.
 5. A NATURAL RESOURCES INVENTORY MAP/FREET STAND PROPERTY ON XXXX.
 6. A STORM WATER CONCEPT (XXX) FOR THIS PROPERTY THIS SITE IS WITHIN THE SUSTAINABLE GROWTH TIER 1 THE SITE IS LOCATED IN THE ANACOSTIA WATERSHED.
 7. SERVING UTILITIES INCLUDE:
 - WATER AND SEWER: WSSC
 - ELECTRIC: G&E
 - TELEPHONE: VERIZON
 - PERIOD: VERIZON
 - VERIZON
 - VERIZON
 8. PROPERTY ZONING: CGO
 9. PROPOSED ZONING: CGO
 10. PROPOSED ZONING: RT
 11. PROPOSED USE: TOWN HOMES
 12. PROPOSED USE: TOWN HOMES
 13. PROPOSED USE: TOWN HOMES
 14. PROPOSED USE: TOWN HOMES
 15. PARKING REQUIRED: 2.04 PER UNIT 64 SPACES REQUIRED.
 16. BUILDING HEIGHT: 4#

EXISTING ZONING: CGO
 PROPOSED ZONING: RT

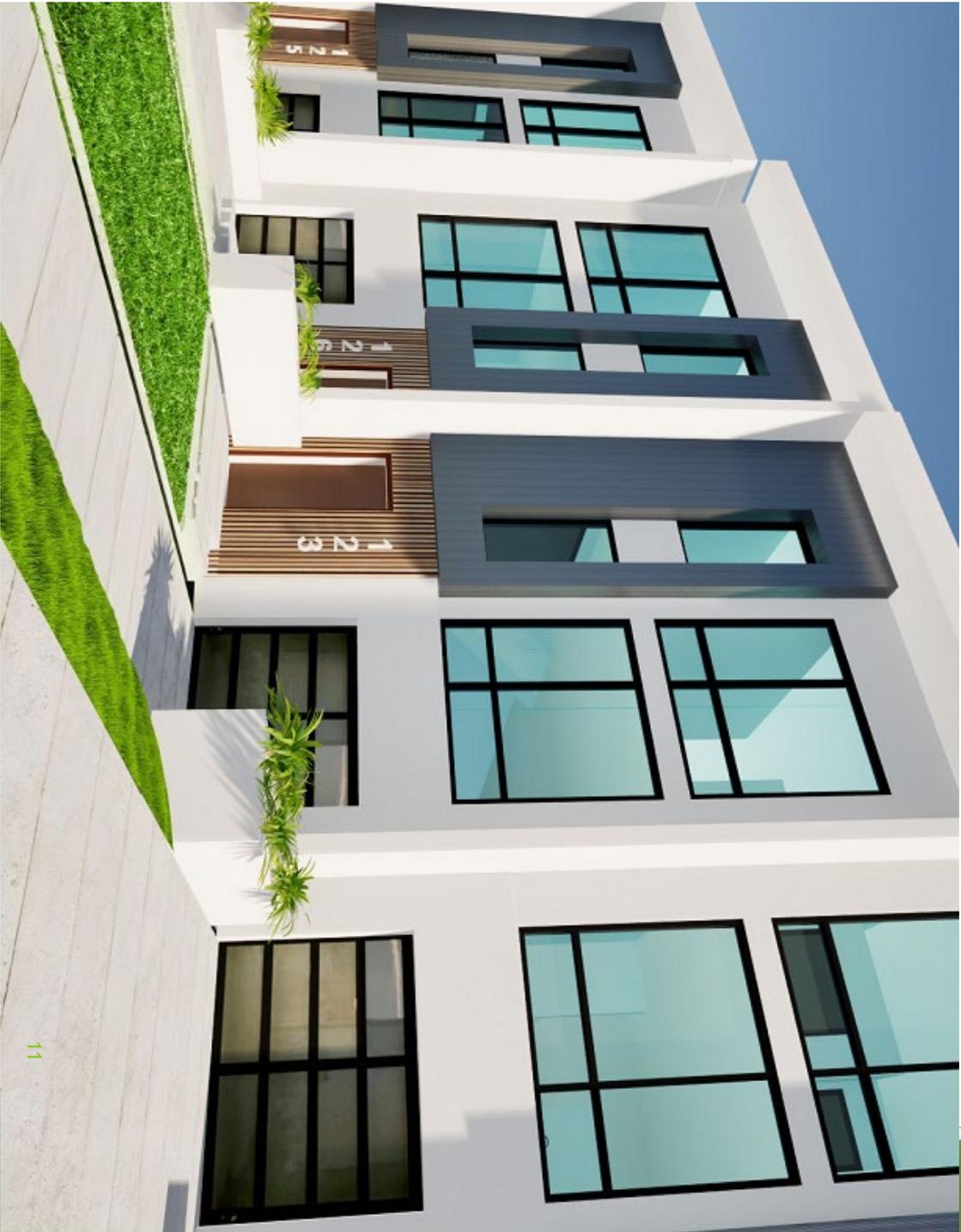
TOTAL PROPOSED UNITS: 31
 PARKING PROVIDED: 73

AREA TABULATION		ACRE	SF
TOTAL SITE AREA	2.88	125,528	
PMA AREA	N/A	N/A	
FLOOD PLAIN AREA	N/A	N/A	
SOIL COVERED AREA	1.56	64,081	
NON-IMPV. AREA	1.23	51,152	



	PROJECT TITLE 5801 ANNAPOLIS ROAD 5801 ANNAPOLIS ROAD. BLDENSBURG, MD 20785	
	CONCEPT PLAN	

C-3.0



BUILDING CONCEPT

PROCESS

Figure 24-3402(e)(1): Preliminary Plan of Major Subdivision Procedure (Illustrative)

↓	24-3302	Pre-Application Conference	Required. Conservation subdivision requires subdivision sketch plan
↓	24-3303	Pre-Application Neighborhood Meeting	Required
↓	24-3304	Application Submittal	To Planning Director; Additional Requirements for conservation and zero lot line subdivision
↓	24-3305	Determination of Completeness	Planning Director makes determination
↓	24-3307	Staff Review and Action	Planning Director prepares staff report
↓	24-3308	Scheduling Public Hearing and Public Notice	Required
↓	24-3310	Review and Decision by Decision-Making Body	Planning Board holds hearing, makes decision (conditions allowed)
→	24-3312	Notification to Applicant	Planning Director notifies applicant

Questions

13

5701 Landover Road

A Natural Area of Respite and Exploration

A design plan to transform an underutilized property into a natural area of relaxation and an environmental asset for the town of Cheverly and broader community.

Design and natural space restoration funded by United States Environmental Protection Agency Region 3, the Chesapeake Bay Program, Prince George's County Department of the Environment, and the Chesapeake Bay Trust Green Streets, Green Jobs, Green Towns Grant

Grantee: Anacostia Watershed Society

Project Lead: Diane Beedle, Community Native Planting Project

Landscape Designer: Matthew Reise, formerly Anacostia Watershed Society

Anacostia Watershed Society Lead: Chris Williams

Community Outreach Assistant: Lindsay Allen, Anacostia Watershed Society

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Project Beginnings

In December of 2023, the Community Native Planting Project (CNPP) and the Anacostia Watershed Society (AWS) agreed they were interested in collaborating on a Chesapeake Bay Trust Green Infrastructure grant aimed at constructing a natural space to foster community health and engagement via community greening. With the organizations based in Cheverly and Bladensburg, respectively, the long-neglected property at 5701 Landover Rd (5701) on the town's border immediately came to mind as an opportunity to provide a natural space in an area severely lacking access to quality nature. After coordinating with the Town of Cheverly, the owner of 5701 which agreed to collaborate in pursuing this project, AWS and CNPP applied for the CBT grant in February of 2024. Note that in the Town of Cheverly's Green Infrastructure Plan of September 2011, this parcel – along with other properties on the block – were marked as “Potential Mixed-Use Greening Opportunities.” The Town purchased the lot in 2012 with the intention of preserving it as a green space because one of the access points to Quincy Run is on the property. The grant was fully funded at \$49,767 in May of 2024 because of the US EPA/PGC-DOE joining with CBT to offer the award (for brevity, the grant will be referenced as a CBT grant). AWS is the grant recipient, and CNPP is a subgrantee.

The project's objective was simple: clean the parcel of its rampant invasives, illegally dumped construction debris, and accumulated garbage; assess the feasibility of a potential green space; host multiple community design workshops to understand residents' goals while creating the basis of a design plan; create a design plan; and install the new community green space.



Above: Volunteers hauling construction rubble to be removed from the property

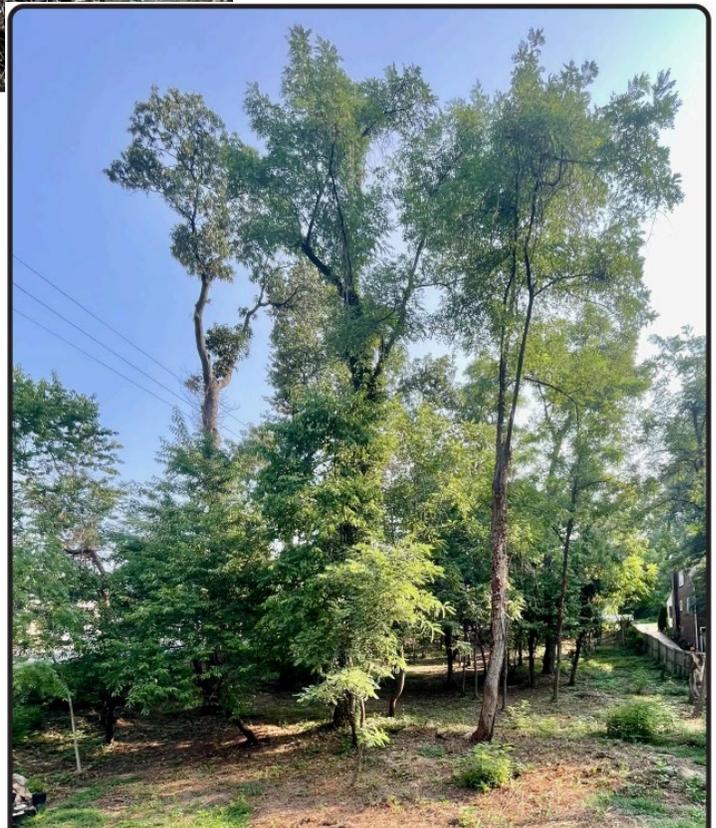
Cleaning the Property

The first task was to clear the impenetrable thicket of invasive vines from the property to better assess the topography and feasibility of such a community greening project. CNPP invested hundreds of pro-bono hours into clearing the property of invasive species to do this. Once the site was cleared enough to assess in the spring of 2024, it was determined that the land was feasible for a natural green space, and the project continued. Before & after photos are shown.



Above: Property in January 2024

Right: Property in August 2024



Community Design

The central goal of this project was to listen to community voices and create a space that benefits all who experience it. CNPP and the Anacostia Watershed Society believe that it is impossible to design a successful community amenity without collaboration of residents who will use the space. To do this, the team spent the past year engaging with hundreds of Cheverly residents to gather their thoughts, understand their goals, create plans together, and listen to their worries. Different engagement mechanisms are described below.

Community Outreach Events

CNPP, the Anacostia Watershed Society, and the Town of Cheverly held 6 formal events to gather input from community residents. The data listed includes the dates, event names, and the number of residents who provided written documentation of their ideas:

- 2 February, 2024 – Input from 37
Cleanup Greenup Community Event
- 13 July, 2024 – Input from 5
Ward 1 Day
- 24 August, 2024 – Input from 4
CNPP Work Session
- 26 September, 2024 – Input from 25
Town of Cheverly Design Workshop
- 28 September, 2024 – Input from 50+
Cheverly Day Tabling
- 5 October, 2024 – Input from 26
Design Workshop on the property of interest

Volunteer Events

Over the past year since their agreement to pursue this project, CNPP and their partners have invested 658 cumulative volunteer hours of time into clearing the property of invasive species and removing illegally discarded trash and construction debris. CNPP’s 30 volunteer work sessions at the property have garnered 117 unique volunteers – 71 of which are Cheverly residents. Many of these volunteers provided written contributions at the community input sessions and verbal contributions while volunteering. (It should be noted that the Town of Cheverly’s Public Works staff also helped clear the site on at least three occasions, where they hauled away all the invasives, garbage, and construction debris that the volunteers brought to the entrance of the lot. Additionally, the Town hired a tree service to do tree work – including removal and hauling – that was beyond the volunteers’ capacity. Finally, Pepco removed all the invasive trees under the power lines. None of this valuable time and effort is included in the volunteer hour calculation and must be acknowledged as a significant contribution.)

Online Questionnaire

CNPP created an online questionnaire, which was approved by the Town and AWS, to reach residents we may not otherwise be able to reach. Access to this questionnaire was posted on yard

signs around the perimeter of the property for several months, hand-distributed on individual fliers to 85 of the homes closest to the property, posted on the Town of Cheverly's listserv, posted on multiple social media platforms, and posted on additional local listservs with thousands of subscribers (including the Exchange, ChevList, and Cheverly Parent Resource Center to name a few). The questionnaire was written in both English and Spanish, due to the large Spanish-speaking community of the neighborhood.

Results of the Online Questionnaire

The questionnaire was answered by 58 individuals. Respondents were asked to answer in their own words "What would you like to see at 5701 Landover Rd?". After grouping responses based on similar themes, certain topics came out on top. **Overall, 48 of 58 respondents wanted 5701 to be a Green Space of some sort.** Below are the specific topics mentioned most frequently.

- 87 times – Preserving / Creating a greenspace with natural features (number is higher than number of respondents because many mentioned multiple topics in this category)
 - 22 times – Add native plants or other garden beds
 - 17 times – Keep or add trees
 - 10 times – Add walking paths
 - 8 times – Make a community forest or vegetable garden
- 25 times – Add seating or gathering spaces
- 14 times – Creating a retreat / safe haven / place of reflection
- 13 times – Include play equipment or play areas
 - 11 times – Specified nature-based play with natural materials or small pieces of equipment placed to preserve the property's natural appeal
 - 2 times – A children's playground (no qualifying descriptions included)
 - 2 times – NO plastic equipment
 - 2 times – NO playground equipment
- 11 times – Ensure the property is bike & pedestrian friendly
- 11 times – Add safety features to prevent crime
- 6 times – Add community support / infrastructure items
- 5 times – Add accessible features
- 4 times – Make a dog-friendly space
 - 3 times – Make sure NO dogs are allowed

Results of the Community Design Events

At September and October events, participants were encouraged to partake in a map-drawing exercise, where they were given a blank map of the property. They were encouraged to use their imagination and draw the things they'd like to see in the property. The September event took place at Cheverly town hall, while the October event took place at 5701itself, lending scale and perspective to the participants. These activities are less numerically quantifiable than our other activities, yet general themes echoed the same sentiments as we heard elsewhere. Of the 32 people who created their own maps, most people desired a natural, green area to act as a respite. Some drew play areas, and others drew walking paths and spaces to rest.

At the February, both September, and the October events, participants were encouraged to engage with 3 boards displaying activities regarding the following questions. Responses are shown.

What feelings do you want the final product to evoke?

This activity asked guests to place a dot on a continuum between 2 words. Average results are:

Between *Lively* and *Calm*, decisively *Calm*

Between *Natural* and *Useful*, decisively *Natural*

Geared towards *People* or *Animals*, leaning *People*

Between *Hidden* and *Visible*, leaning *Visible*

What types of plants do you want to see in the final product?

This activity asked participants to place a dot on pictures of the types of plants they'd like to see in the final product. Selection numbers are as follows:

15 points – Meadow Flowers

13 points – Groundcovers

10 points – Woodland Flowers

9 points – Flowering Shrubs

9 points – Ferns

8 points – Fruiting Trees

8 points – Evergreen Shrubs

8 points – Fruiting Shrubs

7 points – Canopy Trees

6 points – Tall Flowers

5 points – Evergreen Trees

5 points – Flowering Trees

4 points – Tall Grasses

4 points – Short Grasses

2 points – Exotic Shrubs

1 point – Succulents & Cacti

What must the project include? What should the project include? What must the project exclude? What are your worries about a project like this?

This activity asked participants to write comments on post-its under three main categories, plus concerns about a project like this. Answers with more than 2 responses are collated in their categories below by frequency of topic mentioned:

Must Include:

- 11 points – Native Trees & Plants / Wildlife Habitat
- 10 points – Benches / Seating
- 7 points – Walking Paths, Ideally Accessible
- 3 points – Natural Play Area
- 2 points – Bicycle Rack

Should Include:

- 7 points – Water Feature / Daylighted Stream
- 5 points – Native Trees & Plants / Wildlife Habitat
- 5 points – Gathering Areas
- 2 points – Fruit Trees
- 2 points – Educational Signage
- 2 points - Artwork

Must Exclude:

- 4 points – Dog Park
- 2 points – Plastic Playground Equipment
- 2 points – Becoming Overdeveloped / Unnatural

Worried About (mentioned):

- Safety Concerns – keeping strangers out
 - securing steep edge slopes
 - nighttime is lit and fenced shut
- Always visible from street to prevent crime
- Hidden from street to block noise & ugliness
- Parking concerns on the street
- Too much noise and attracting big groups

Takeaways from the Results:

From all combined community input sessions and questionnaire, we received written input from 167 individuals. The results of both the in-person activities and online questionnaire inform the Design Plan, ensuring that community members see a project that emulates the one envisioned. Broad takeaways from all modes of engagement are listed below and reflected in the Design Plan:

- The goal of this project is to create a natural space for this community. The property has many natural assets, and this project is meant to save them and augment them. Native species of all types should be planted. Meadow flowers, woodland flowers, and groundcovers are particularly encouraged. Tall grasses, succulents, and nonnative ornamental plants are discouraged.
- Various types of seating and areas for gathering are important. Ensuring visitors have a chance to rest is vital to allowing all types of folks to enjoy what the property has to offer.

- Walking paths should take visitors around the property.
- To the best of our ability, visiting the property should evoke feelings of Calm, Rest, and Rejuvenation.
- An area or areas for nature-play should be designated and incorporated in a way that preserves and protects the natural features of the property. Play materials should be natural, avoiding plastics and metals if possible.
- The possibility of fruiting trees and shrubs should be considered. When taking fruiting plants into account, pests need to be acknowledged as a non-negotiable piece of the puzzle.
- Respect for the neighbors needs to be considered. Things like crowds, noise from crowds, and parking concerns need to be thought about in the planning processes.
- Safety is a concern on this property. The parcel should be fully fenced to protect pedestrians, prevent children from running into busy streets, restrict access at night, and prevent illegal dumping. This fence should be closed and locked at night by the Town of Cheverly. The perimeter should be well lit with open sight-lines to discourage illicit activities.
- Concerns around visibility, or lack thereof, need to be harmonized to address multiple concerns. There was much debate about this topic. The property must be visible from the street to prevent illicit activities, however the street should also be somewhat blocked by vegetation to insulate road noise and create a “retreat-like” atmosphere. A compromise is necessary, where some areas along the edge are open and others are closed. The view into the property along Landover Road should be somewhat interrupted by shrubbery to insulate traffic noise and partially-block the street view. The corridor along 57th Street should be much more open to allow for open visibility.

Community Event Photos

Photos of the various events are below.



Above: October Community Design Workshop

Below: Cheverly Day tabling



Above: February Cleanup Greenup event

Below: Engagement Boards mid-use



Final Design Plan

Fortunately, the goals of the CTB grant aligned well with the aspirations of the community members and neighbors who participated in the various workshops, forums, surveys, and events. From their responses, we were able to put together a cohesive Final Design that addresses their desires and meets the stipulations of the CBT grant. Due to the small grant budget for installation (\$25,000), this Final Design is best implemented in stages, and additional funding will need to be found for work beyond the scope of the CBT grant.

Again, the overwhelming response from community members was to create a natural area that builds on the bones of what already exists in the property. It has a diverse topography of hills and flat areas, culminating in a swale over an underground creek at the base of the property. Some regions are shaded by mature canopy trees, while other regions receive near-full sun exposure.

The design proposes to keep as much as possible in the creation of a natural area of respite and exploration. All healthy canopy trees will be kept. Natural walking paths will be added to carry visitors around the property, including designated gathering spaces and natural seating. An exclusively-native plant palette will be used, covering a range of shade species to low-growing meadow species. Additional native trees will be planted to replace those which were removed for being invasive or dead. A nature-play area is designated in a sunny location on the property away from the homes. The entrance will be gated and secured by the Town of Cheverly at night to discourage loitering and unwelcome activity, and it will contain a community board and bicycle parking.

A graphic of the Design Plan is on the following page.

Installation Stages

Stage 1 will use funds from the CBT Grant to get the foundation of the project complete. These include repairing the degraded portions of the slopes, walking paths, the gathering area, the non-ADA entryway, and the majority of the planting. The space will be useable by the community after this stage.

All further stages and features will require funds secured through other programs by the Town of Cheverly.

Stage 2 will include the installation of an iron security fence around the street-side perimeter and a private fence along the residential sides of the property. This is the most urgent of stages to complete.

We recommend that Stage 3 include the installation of an ADA wheelchair-accessible entryway and landing in the meadow area.

We recommend that Stage 4 include installation of a nature-play area and play structures. By this time, it is encouraged to spot-plant and refill areas where plants did not originally flourish.

5701 Final Plan

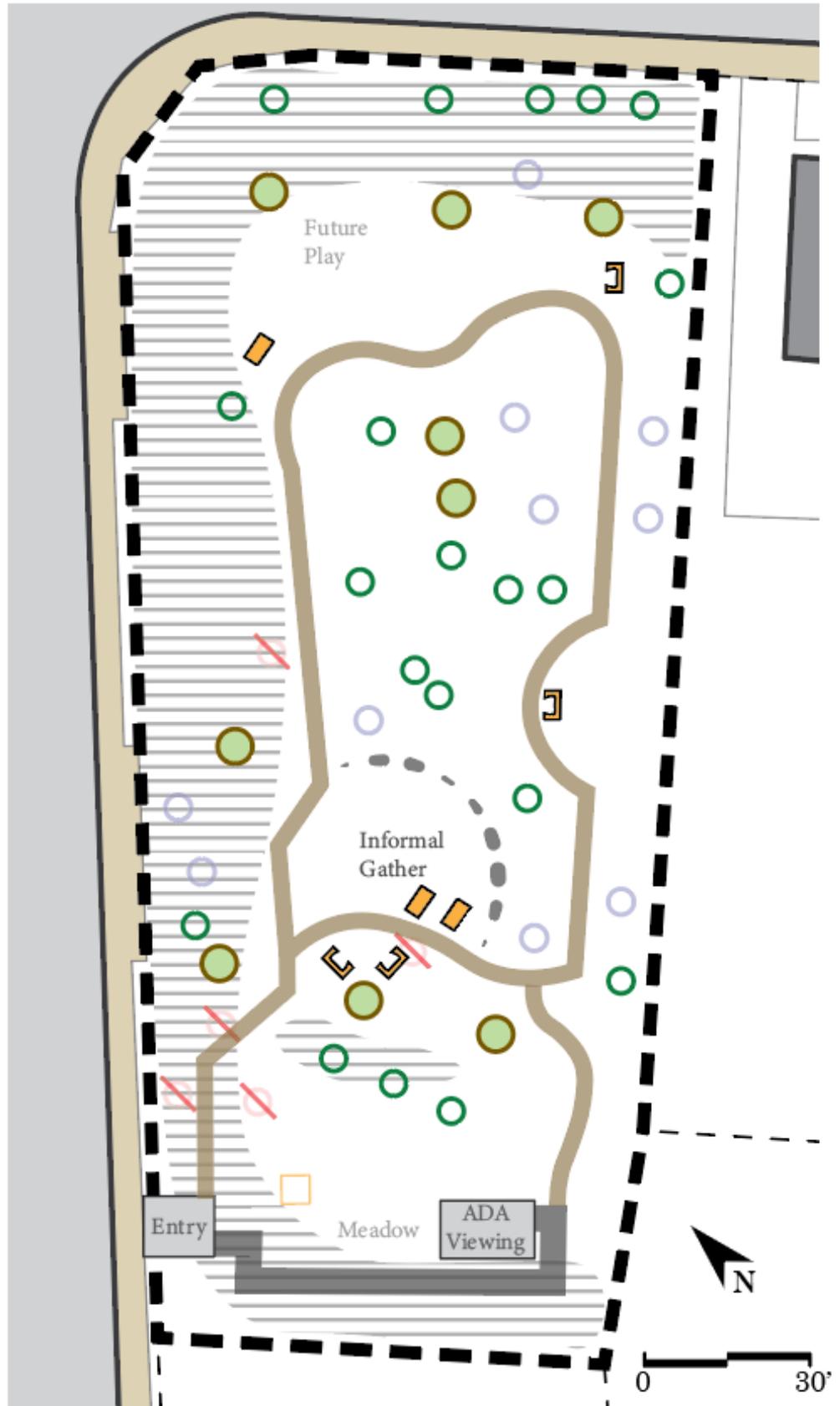
Natural Area of Respite
and Exploration

To be constructed in stages

Note: Twice as many trees
planted as removed

Key

- Property Boundary 
- Woodchip Walkway 
- Wheelchair Pathway 
- Large Tree (trunk) 
- Small Tree (removed) 
- Small Tree (saved) 
- Tree (added) 
- Gathering Area Boulder Border 
- Bench / Table 
- Concrete Landing 
- Steep Areas 



Entryway

With adjacent streets considerably higher than the property, creating a formal entry while on a budget is a challenge. At the base of the property near the lowest topographic point, the ground should be stabilized and a 10'x7.5' (minimum) concrete landing will be installed. Here, inside the security fence, a bike rack, garbage receptacle, and potentially a covered bulletin-board will be secured to the ground.

From this landing, a pathway as described in the “Walkways” section will lead along the hillside to access the rest of the property without interfering with the utility cover for the channelized Quincy Run. It will lead to the Informal Gathering Area, which connects to the walkway loop around the forested area of the property. Portions of this entry walkway are relatively steep, and may require rudimentary stairs, built by securing logs to the ground. An additional walkway will lead to the ADA-accessible portion of the property, with more details in the “ADA Wheelchair Access” section.

For visuals of the walkway, see the Walkway section of the report. Visuals of amenities on the landing are below:

Right: Park signage about rules, hours, town events, local businesses, etc.

Bottom Right: This is a unique bike rack already in Cheverly. Off-the-shelf varieties will be less expensive.

Bottom: Sloped walkway with rudimentary log stairs to ease access and prevent erosion



Walkway

A natural walkway will meander through the property, encouraging guests to walk and experience the area in full. While a section of the property will contain a wheelchair-compliant ADA entryway and walkway, most walkways will consist of natural materials as a means of atmosphere-creation.

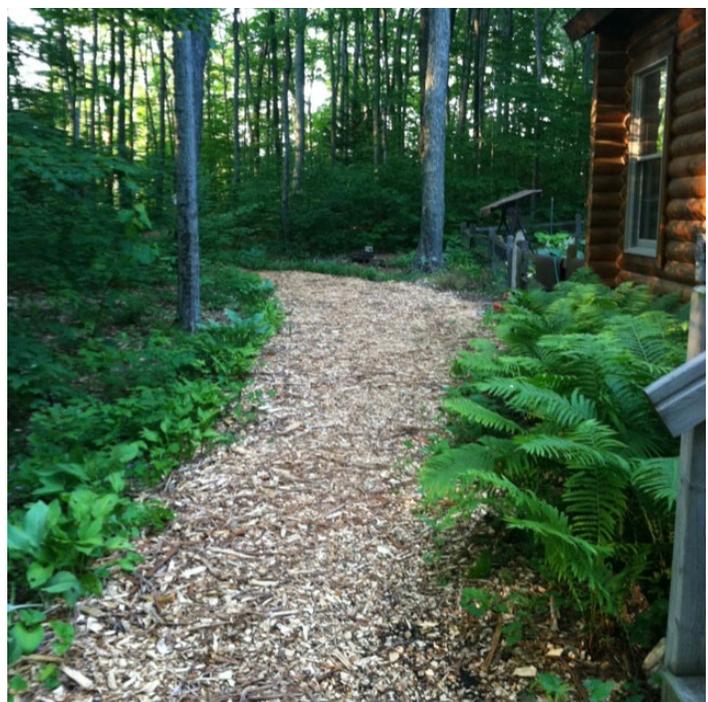
The natural walkway will be between 2.5' and 3' wide, designated by woodchips. There is an option to line walkway edges with logs and thick, straight tree branches. Ideally, these logs and branches would come from the 5701 property itself, but they could also come from other locations within Cheverly or nearby. Using local logs cuts dumping costs and keeps transport emissions low. NOTE: if logs are used, they should not be continuous and should have sizable gaps between them – this allows turtles and other small wildlife to pass through the walkway.

Maintenance is very minimal. Foot traffic should tamp down vegetation growth. Still, weeding may be required approximately once per month during the growing season. Woodchips will need replacement every 1-2 years. If used, logs will need replacing every 5+ years.

Visual examples below:



Above: This pathway is narrow and filled with shredded bark and logs on the outside. Logs should be spaced further apart than depicted.



Above: Wooded pathway with fresh woodchips. They will not retain their bright color for long, and will need to be replaced yearly.

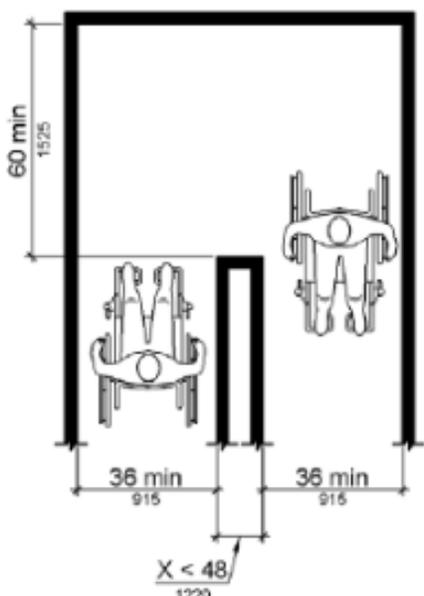
ADA Wheelchair Access

Creating an ADA-accessible entryway and walkway through this particular site is the most challenging aspect of the project because of the topography, the channelized Quincy Run, flooding, and other limitations of the space. Landover Road and 57th Avenue are considerably higher elevation than the property, and the least-steep accessway is at the base of the property. Even at the property's base, there is a considerable descent down into the space and it will take considerable engineering and funds to create full accessibility.

To make this space accessible and welcoming to all community members, there will be a path in the meadow area near the entryway that will be fully ADA compliant. To do this, a boardwalk or concrete pathway will extend from the concrete entrance landing, leading down to a level pad with accessible seating and space for gathering. It will be surrounded by the meadow area, a vibrant showcase of the 5701 property. This is a wonderful observation point for the rest of the park and can be utilized by bird watchers, families with strollers, and more. The pathway will adhere to all the following ADA requirements:

- Pathway width of 36" that allows for wheelchairs
- Pathway slope is less than 1:20, with cross slope less than 1:48
- Handrails on both sides of the pathway are 36" high to gripping surface
- If turns are needed to create a pathway where the slope is within guidelines, the landing must be at least 60" long and 80" wide
- Pathway is smooth, firm, and slip-resistant

Installation of this ADA Wheelchair Access is not feasible under the current grant funds, and should be pursued as an additional Stage to ensure all people have access to this natural area. This installation will include preparation of land for these flat structures, building of the structures, and replanting of the meadow.



Left: A copy of what an ADA switchback looks like, with dimensions.

Right: An example of a wheelchair-accessible boardwalk walkway in a meadow.

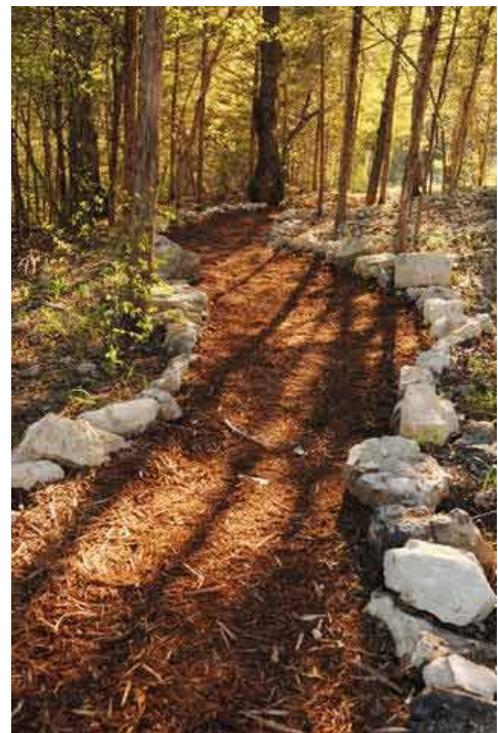
Gathering Area

At the base of the natural path will sit an informal gathering area. The gathering area is shaded by existing canopy trees. This large open space is on existing flat ground and will be edged with a mixture of logs and large boulders for climbing and sitting. Ideally these boulders will be real, but as an absolute last resort for financial constraints, they could be made of plaster or a hard plastic. We encourage reaching out to quarries in southern PA to see if they have extra large boulders for reasonable prices. The total gathering area will be roughly 350sf, with a circular edge between where the pathways meet.

To prepare this area, 3" of soil will be added to cover the ground. It will be manually compacted and woodchipped to prevent unwanted growth and create a flat space free of tripping hazards.



Above: Large stone boulders for sitting arranged in a circle to create a gathering area. At 5701, these boulders can be placed around the edge of the gathering area as a means of sitting and playful exploration.



Top Right: Stone edge to a walkway. While large boulders are expensive, smaller stones are more affordable. The edge of the gathering area have gaps between large boulders and stones that are filled with logs.

Bottom Right: An example of a stone that is shaped for sitting and climbing.



Additional Features

Seating

Seating is a top priority for this site, allowing visitors to rest and immerse in the natural area. We got feedback from our multiple community design workshops that unique seating is preferred over standard manufactured benches. A compromise may be best, where a few standardized and cheaper benches are purchased for Stage 1, while artisan seating crafted by local artists or woodworkers are better suited for later stages. Even with standardized seating, stick to natural materials like wood or stone, and stay away from metal or plastic. We suggest reaching out to local nonprofits like Nature Sacred, which provides high-quality benches to natural areas.



Above: Consider simple benches, like a Leopold Bench, but have them painted by schoolkids or local community groups.

Top Right: Table with seating that encourages group activities, but not groups of more than 4 which could create too much noise and disrupt others.

Bottom Right: Nature Sacred is a nonprofit that provides benches with a hidden journal cubby to areas of natural respite across the mid-Atlantic.



Nature Play Area

With few outdoor play options in the surrounding area, a natural play space was something that a handful of respondents suggested. They encouraged use of natural materials that blended with the space and minimalist structures that promoted imagination, creativity, and learning in/about the natural world. Things like logs for climbing and balancing, rocks for jumping, ropes for climbing, embankment slides, turf mounds, hollowed out areas for tunnels, and uniquely-shaped materials for exploration are all great options to pursue.

Nature-play is a cutting-edge field with growing demand, and materials for these types of installations can grow expensive. Due to minimal grant funding, nature-play structures are best installed in later stages once the property's structural and accessibility requirements are met.



Clockwise from Top Left: Embankment slides with stone stairs to top, elevated log pathway, climbing wall and wooden play structure, hollowed log tunnel.

Planting Plan

See the following plans and lists for a full picture of the recommended preliminary planting plan.

Potted Planting Plan

5701 Final Plan

Natural Area of Respite and Exploration

To be constructed in stages

Note: Twice as many trees planted as removed

Key

- Property Boundary 
- Woodchip Walkway 
- Wheelchair Pathway 
- Large Tree (trunk) 
- Small Tree (saved) 
- Tree (added) 
- Gathering Area Boulder Border 
- Concrete Landing 



Plug & Seed Planting Plan

5701 Final Plan

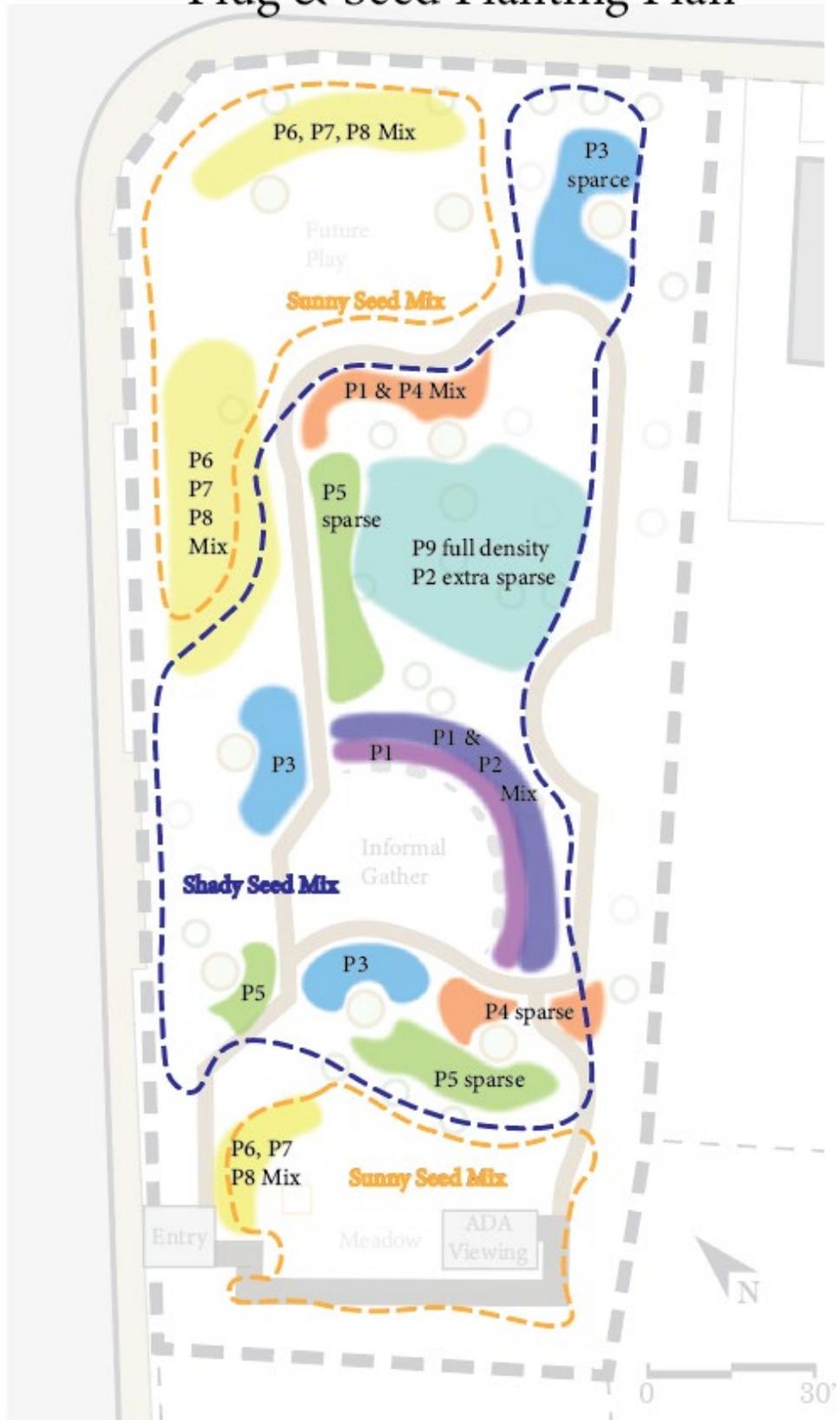
Natural Area of Respite and Exploration

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- Concrete Landing 



Code	Scientific Name	Common Name	Container Size	Qty	Spacing
T1 - Green	Magnolia grandiflora 'Barkens Brown Beauty'	Southern Magnolia	15gal	2	15'
T2 - Red	Viburnum prunifolium	blackhaw viburnum	10gal	10	8'
G	Echinacea purpurea	purple coneflower	1gal	10	24"
G	Amsonia hubrichtii	Bluestar	1gal	10	30"
G	Moranda bradburiana	Alleghany bergamot	1gal	30	18"
G	rudbeckia fulgida	Black Eyed Susan	1gal	20	18"
G	Fothergilla gardenii	Dwarf Fothergilla	10gal	7	36"
M	Amsonia hubrichtii	Bluestar	1 gal	10	30"
M	Echinacea pallida	Pale coneflower	1 gal	10	24"
M	Rudbeckia triloba	Brown Eyed Susan	1 gal	20	24"
M	Solidago odora	Sweet Goldenrod	1 gal	20	24"
M	Aster laevis	Smooth Aster	1 gal	10	24"
Z - canopy	Ilex opaca	American Holly	10gal	?	
Z - canopy	quercus ssp	Oak	10gal	?	5 canopy minimum
Z - canopy	pinus ssp	Pine	10gal	?	
Y - understory	Cercis canadensis	Eastern Redbud	10gal	?	
Y - understory	Rhus typhina	Staghorn Sumac	10gal	?	5 understory minimum
Y - understory	Asimina triloba	Paw Paw	10gal	?	
	Look at North Creek Nurseries for the Landscape Plugs				
P1	Tiarella cordifolia	Foam Flower	plug	4 trays	18"
P2	Dryopteris marginalis	Marginal Wood Fern	plug	3 trays	18"
P3	Mattauccia struthiopteris	Ostrich Fern	plug	2 trays	24"
P4	Aquilegia canadensis	Red Columbine	plug	2 trays	24"
P5	Packera aurea	Golden groundsel	plug	3 trays	12"
P6	Rudbeckia fulgida	black eyed susan	plug	2 trays	24"
P7	Zizia aurea	golden alexander	plug	2 trays	24"
P8	Pycnanthemum muticum	mountain mint	plug	1 tray	24"
P9	Carex plantaginea	Seersucker Sedge	plug	5 trays	12"
A1 - brown	Viburnum nudum	Winterthur Viburnum	10gal	10	8'
A2 - yellow	Ceanothus virginicus	new jersey tea	10gal	40	3.5'
A3 - black	Aronia melanocarpa 'Morton'	Black Chokeberry	10gal	6	7'
A4 - green	Morella cerifera	Southern Wax Myrtle	10gal	20	8'
A5 - blue	Calycanthus floridus	Carolina All-Spice	10gal	10	7'
Sun Seed	https://www.ernstseed.com/product/va-solar-pollinator-3-mix/?srsltid=AfmBOopkF513SD0C0i0blan5khFRlptV10rMCo1cR0n2Fg6GLT7rJ-65	VA Solar Pollinator 3' Mix	8lbs		
Shade Seed		Carex radiata	2lbs		
Shade Seed		Carex flacco sperma	2lbs		
Shade Seed		Carex amphibia	1lbs		

Victoria' or other mid-size cultivar as alternate

Trays Of: Total Plugs

32 128
 32 96
 32 64
 32 64
 50 150
 50 100
 50 100
 32 32
 32 160

Can mix with 4lbs of Canada Wild Rye if funds available

WSSC Water + Town of Cheverly Talking Points

Topline:

Town of Cheverly raised concerns surrounding trenches with temporary and permanent roadway patches related to Task Order 201, a sewer rehabilitation project. In response, we investigated compaction reports from the contractor, Spiniello, which were found to be missing or incomplete. Additionally, reports submitted by Spiniello failed to meet [WSSC Water Specification 02315: Earthwork for Pipeline Construction](#) or Prince George's County requirements.

WSSC Water and the Town of Cheverly are working closely together to determine if compaction meets specifications by having a third-party geotechnical engineering firm perform borings and density tests at seven locations. In our commitment to continuous improvement, customer safety and excellence on all construction projects, we reviewed and enhanced Specification 02315, are creating accountability protocols and conducting training opportunities for staff, developed a new Internal Operating Procedure (IOP) and are working with DPW&T and DPIE to update their standard details 300.18 and 300.19.

Task Order 201 - Background Information

- **Work Completed:**
 - Replaced and rehabilitated **2.44 miles** of sewer pipes and 95 manholes and 1.04 miles of individual sewer laterals. Sewer laterals connect on-property sewer services to our sewer main.
- **Work Remaining:**
 - Rehabilitate **approximately 1 mile** of individual sewer laterals and installation of cleanouts.
 - Final roadway paving/stripping and landscaping restoration.
- **Estimated completion date:** TBD based on third-party geotechnical firm investigation findings.

Task Order 201 Deficiencies Identified:

- **Specification Confusion:** Uncertainty about which specifications to utilize. WSSC Water specs referred to jurisdictional requirements.
- **Documentation Issues:** Compaction reports were not submitted per requirements of Specification 02315.

- **Oversight Gaps:** WSSC Water Compaction Oversight Team was not actively engaged.

Task Order 201 Remedies Implemented:

Training & Specification Updates:

- Conducted training for all 5 Pipeline Construction Division (PCD) Sections on current compaction requirements (Specification 02315: Earthwork for Pipeline Construction).
- Reviewed and revised [Specification 02315](#) to clarify WSSC Water Specifications are to be followed, as they are more stringent than jurisdictional requirements.
- The town of Cheverly provided comments on revised Specification 02315, and a meeting with WSSC Water to respond is forthcoming.

Enhanced Oversight & Compliance:

- **PCD Depot Section Managers** must post weekly construction activity schedules every Monday morning to ensure full coverage by WSSC Water compaction inspectors.
- **Updated Compaction Oversight Program Policy** to address modern challenges and redistributed as a new **IOP**.
- **Rework Supervision:** Any compaction failures requiring rework must be supervised by a WSSC Water compaction inspector.
- **Contractor Compliance:** Vendor Outreach Meetings and Pre-Construction Meetings now cover project compliance with revised and enhanced [Specification 02315](#), including contractor responsibilities.

Policy & Accountability Measures:

- **General Condition 10.3 Revised** by the Engineering & Construction (E&C) Department in collaboration with General Counsel Office (GCO).
- **Second Round of Training** planned to reinforce revised and enhanced [Specification 02315](#).
- **Enforcement of Contract Documents IOP** being developed to hold PCD staff accountable for enforcing specifications.
- **Collaboration with Prince George's County (DPW&T and DPIE)** to update standard details **300.18 & 300.19** regarding compaction requirements.

Task Order 201 Boring Locations & Verification

- Boring Locations:** Seven soil boring locations for obtaining samples to be used for classification and density tests have been selected. Based on results, Town of Cheverly and WSSC Water will determine whether additional tests are needed.
- Verification:** The classification tests on soil will determine if the material was suitable for trench backfilling for the selected locations. High quality undisturbed tube samples will determine the density in the laboratory.

Page	Street	Pipe No.	Status	House No.	Depth	Drill	Remark
35	Laurel Ave.	03006022S	Replace	3113	12	10	B-1 Deep Trench
60	64th Ave.	03006047S	Replace	2901	10	7	B-2 Deep Trench
75	Inwood	03006062S	Replace	6406	14	12	B-3 Deep Trench
91	Inwood St.	03006078S	Replace	6209	12	10	B-4 Deep Trench
95	Laurel Ave.	03006092S	Replace	3101	11	9	B-5 Deep Trench
52	Parkway	03006039S	Seal Epoxy	2410	TBD	TBD	B-6 Lateral Observable Settlement
54	Forest Rd.	03006059S	Seal	6206	TBD	TBD	B-7 Lateral Settlement (Robyn)

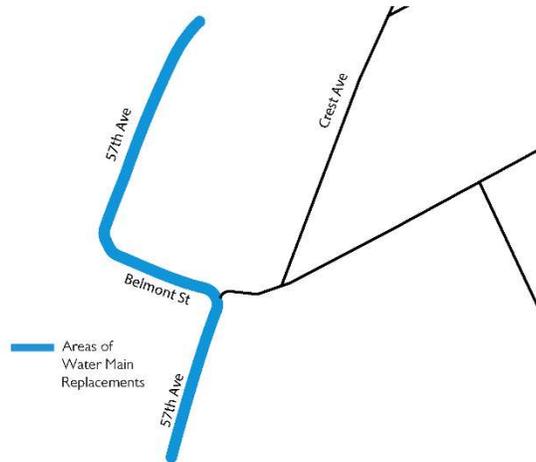
Town of Cheverly Water Main Projects Overview:

In addition to Task Order 201, two water main replacement projects are occurring in the Town of Cheverly, all as a part our commitment to strategically replace and rehabilitate aging infrastructure with new zinc-coated ductile iron pipe, which has higher durability and longer service life.

In response to the frequent water main breaks at 57th Avenue and Belmont Street, we have designated a segment of Phase 1 along 57th Avenue and Belmont Street as urgent. Cheverly Phase I and Phase II are also high priorities and we are exploring options to expedite additional sections of Phase I and II, where possible.

Utilizing WSSC Water's Utility Service Department (USD), the team frequently used in emergency repairs, we will accelerate the timeline for this project. This project is estimated to be substantially complete in Spring

2025, weather permitting, with final paving/stripping estimated to be completed in Summer 2025, weather permitting.



Scope of Work – Urgent – 57th Avenue & Belmont Street WMR

- Community meeting in partnership with Town of Cheverly was held February 25, 2025.
- Due to multiple breaks at 57th Avenue & Belmont Street, WSSC Water USD will be urgently replacing/relocating 0.1 miles of 8” to 10” diameter water mains with new zinc-coated ductile iron pipe, which are expected to last up to 100 years.
- The current water mains were installed 60 to 80 years ago and are nearing the end of their life cycle.
- WSSC Water will replace the portion of the water service connections between our water mains and the property service line connections.
- **Estimated Project Schedule**
 - **Estimated construction:** early Spring– late Spring 2025, weather permitting
 - **Mill and Overlay will be completed in Summer 2025,** weather permitting

Scope of Work – Cheverly Phase I

- WSSC Water will be replacing/rehabilitating 1.61 miles of 8” to 12” diameter water mains with new zinc-coated ductile iron pipe, which are expected to last up to 100 years.
- The current water mains were installed 60 to 80 years ago and are nearing the end of their life cycle.
- WSSC Water will replace the portion of the water service connections between our water mains and the property service line connections.

- **Estimated Construction Schedule:** Summer 2025 - Winter 2026, Weather Permitting
- **Mill and Overlay will be completed in Spring 2027,** weather permitting

Scope of Work – Cheverly Phase II

- WSSC Water will be replacing/rehabilitating 2.33 miles of 4”, 6”, 8”, 10”, and 12”, water mains with new zinc-coated ductile iron pipe, which is expected to last up to 100 years.
- The current water mains were installed 50 to 90 years ago and are nearing the end of their life cycle.
- WSSC Water will replace the portion of the water service line between our water main and the property service line connection.
- **Estimated Project Schedule**
 - **Estimated Construction Schedule:** Summer 2027 - Spring 2029, weather permitting
 - **Mill and Overlay will be completed in Summer 2029,** weather permitting

WSSC Water Commitment

- We are committed to making Task Order 201, and the water main replacements, model projects by strictly enforcing the newly revised and enhanced compaction standards, implementing oversight measures, and ensuring compliance through rigorous inspections, training and accountability.



peppco holdingsSM

AN EXELON COMPANY

February 27, 2025

Peppco Rate Update – Town of Cheverly - Winter 2025

Ronni McTier | Government & External Affairs

Serving D.C. Metropolitan Region for 125+ Years



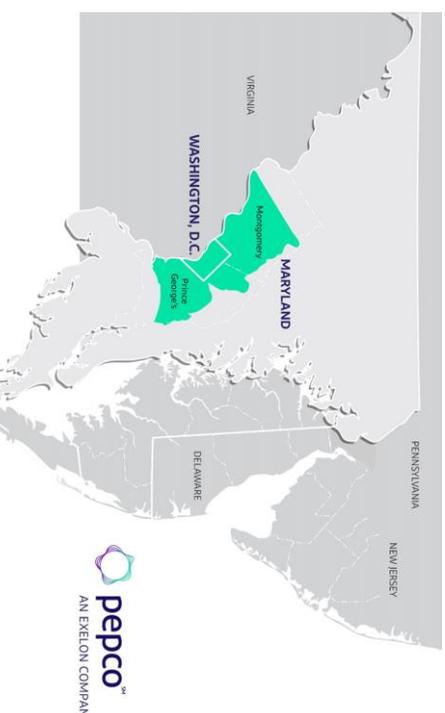
\$4.3M donated to nonprofits in Maryland in 2023

250 EV public charging stations installed at 80 sites



591,000 Pepco Maryland electric customers

25,000 customers secured more than **\$22M** in energy assistance in 2023



\$387M Spent with Local, Diverse Suppliers in 2023

Over the past ten years, ongoing investments have driven a **57% decrease** in the frequency of outages

High Bill Drivers:

Colder than average temperatures and changes in rates and the cost of electricity have led to fluctuations in recent electric bills.

November 2024	December 2024	January 2025
<ul style="list-style-type: none"> • Unseasonably warm month • Average temperature of almost 60 Degrees 	<ul style="list-style-type: none"> • Extremely cold month • Average temperature of 40 Degrees 	<ul style="list-style-type: none"> • Extremely cold month • Average temperature of 32 Degrees

Based on Heating Degree Days data from the National Weather Service, heating systems had to run likely ran 117% more in December 2024 versus November 2024, and 34% more in January compared to December.

Cost adjustments beginning in January 2025 that have led to bill increase:

**5% Total Bill
Monthly Increase**

- **1% Supply Increase**
- **4% Surcharge Increase**

Main driver: Adjustments to EmPOWER Maryland surcharge

Bill Payment Options

Customer can take advantage of various payment options to help ease the burden of paying their utility bill. Whether it's a one-time situation or you are looking to make your bill more affordable each month, there are options to support you.

Budget Billing	Special Payment Arrangements	Extended Payment Date Plan
<p>You can avoid seasonal peaks in your electric bills by dividing your payments evenly over the course of the entire year. This plan makes it easier for you to budget and pay your bill each month, because you'll know your regular payment amount.</p>	<p>We offer a variety of payment arrangements for customers who may be experiencing financial conditions that make it difficult to keep their accounts current.</p>	<p>If your main source of household income is from government or other low-income entitlement programs, you may qualify for a regular extension of your bill due date without incurring a late charge.</p>

For information about payment options and ways to save on your energy bills, visit pepco.com or call 202-833-7500.

Understanding Your Bill

Your Pepco Electric Bill Explained

Page 2 of Your Bill

JANE JOHNSON
Account number: 1234 5678 910

Your electric bill for the period
December 23, 2023 to January 26, 2024

Details of your Electric Charges

Residential Service - service number 9999 9999 9999 9999 99
Electricity you used this period

Meter Number	Energy Type	End Date	Start Date	Number Of Days	Total Use
NXA123456789	Use (kWh)	Jan 26	Dec 23	35	516
	Reading	095612	Reading	Multiplier	1
					095100

Your meter records electric energy use in hourly intervals. Your bill is the total of all hourly intervals recorded during your billing period. End and start date kWh meter readings are provided for informational purposes only. Please visit My Account at pepco.com to view your energy use data.

Your next bill period is scheduled to end on February 26, 2024

Delivery Charges: These charges reflect the cost of bringing electricity to you. Current charges for 35 days, **winter rates in effect.**

Type of charge	How we calculate this charge	Amount(\$)
Distribution Services:		
Customer Charge		8.22
Energy Charge	516 kWh X \$0.0384460 per kWh	19.84
Franchise Tax (Delivery)	516 kWh X \$0.0006200 per kWh	0.32
Universal Service Charge		0.32
MD Environmental Surcharge	516 kWh X \$0.0001500 per kWh	0.08
EmPOWER Maryland Charge	516 kWh X \$0.0085010 per kWh	4.39
Gross Receipts Tax	at 2.0408%	0.68
Montgomery County Energy Tax	516 kWh X \$0.0113126 per kWh	5.84
Administrative Credit	516 kWh X \$0.0000100- per kWh	0.01-
Total Electric Delivery Charges		39.68

1 This is your total electric usage in kilowatt hours (kWh).

2 Your Customer Charge is a fixed monthly fee (same for all customers in this rate class) for things such as metering, billing and Customer Service.

3 This is the Distribution portion of the overall electric Delivery Charge. It is for the customer's share of use of the delivery system.

On this example bill, the Distribution Charge has a fixed rate of \$0.0465940 per kWh. However, customer usage is variable each month, which affects the total charge. This is because the fixed Distribution rate is multiplied by your usage to calculate the total.

Note: When your usage is higher in a particular month, as compared to a prior month, your total Distribution Charge will be higher.

4 These smaller charges are for the various surcharges explained in Note **3** of the previous slide, Page 1 of Your Bill, related to fees or credits related to special programs, regulatory agencies, or to comply with regulations.

5 The Total Electric Delivery Charges is the sum of notes **2**, **3** & **4**, as explained above.

Bill Breakdown

- There are three major components that make up your electric bill: supply (producing electricity), transmission (sending electricity over long distances), and delivery (distributing electricity locally). Also included are taxes and surcharges.
- All customers served by Pepco can choose their electricity supplier. If a customer elects not to choose a supplier, they will be defaulted to Pepco's Standard Offer Service rate that is regulated by the Maryland PSC.



UNDERSTANDING YOUR BILL



Supply Rate: Varies based on the competitively bid, regulated cost of energy determined by the supplier. If their costs go up, your bill goes up; if their costs go down, your bill goes down.

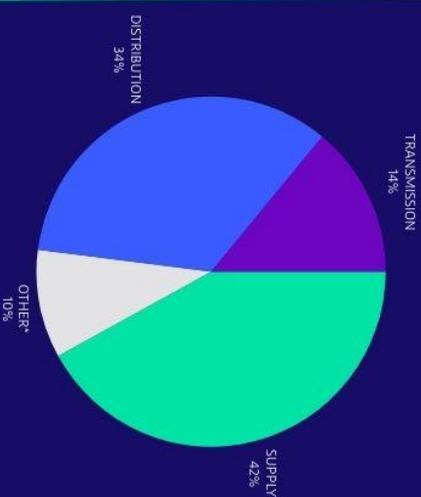


Distribution Rate: Allows us to invest in reliability upgrades, storm restoration, and programs to better serve you.



Transmission Rate: The federally regulated cost of moving electricity across our transmission lines to our distribution system.

Annual Energy Bill Breakdown



*Includes rates that cover specific costs like energy efficiency and other climate related programs, low-income assistance and other misc. surcharges.

Your bill says Pepco, but did you know

42% of your payment goes to energy suppliers, such as power plants? We deliver this energy to you but do not set the energy supply rate you are charged in any way. We secure the lowest possible cost. You have the option to choose your energy supplier.

Your Pepco MD Electric Bill Explained

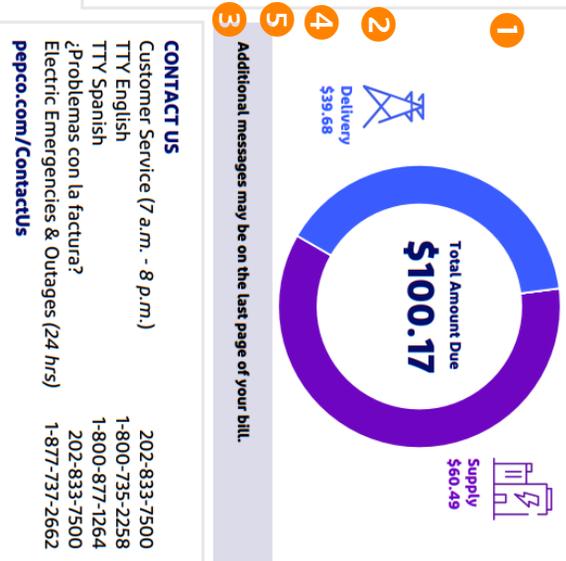
 **pepco**SM
AN EXELON COMPANY

JANE JOHNSON
Account Number: 1234 5678 910
Service Address: 123 MAIN ST
BETHESDA MD 20816

JANUARY 2024
Billing Period: 12-23-2023 to 1-26-2024
Bill Issue Date: 5-6-2024

ELECTRIC BILL SUMMARY	
Previous Balance	\$65.71
Payment(s) Received Thank you	\$65.71-
Balance as of May 6, 2024	\$0.00
Delivery	\$39.68
Supply	\$60.49
Total Amount Due by Feb 20, 2024	\$100.17

After Feb 20, 2024, a late payment charge of \$1.49 will be added, increasing the amount due to \$101.66.
To view your usage, see the Electric Details portion of this bill, or log into your account at pepco.com.



Please tear on the dotted line below. Invoice Number: 000000000001

Page 1 of 3

- 1 This is the amount of your prior month's bill
- 2 This is your balance due from prior month bills
- 3 The total cost for your use of the electricity that was delivered to your home this month
 - Pepco makes necessary infrastructure investments to help maintain and improve reliable and safe electric delivery service for its customers
 - And your Delivery charge may also include other smaller surcharges, which are additional fees or credits related to special programs, regulatory agencies, or to comply with regulations
- 4 This is the breakdown of your total Delivery charge
- 5 Your supply charges for electric is shown here. These charges are for the actual commodity -- the energy itself. This is generally a passthrough charge, meaning the utility is supplying it to you through its systems, but it was generated (or sourced) elsewhere, and the utility is providing the associated charges to you.
 - This also includes transmission charges, which support the necessary infrastructure investment in the high voltage transmission lines in our area necessary to carry the electricity supply to Pepco's distribution system

Your Pepco Electric Bill Explained

JANE JOHNSON
Account number: 1234 5678 910

Your electric bill for the period
December 23, 2023 to January 26, 2024

Supply Charges: These charges reflect the cost of producing electricity for you. You can compare this part of your bill to offers from competitive suppliers.

Your Price to Compare is 11.90 cents (\$0.1190) per kWh. When shopping for electric suppliers, compare this price to those proposed by other suppliers. This price reflects the average annual amount a customer on this rate pays per kilowatt-hour for Electric Supply. For information on electric energy suppliers please visit MDEnergyChoice.com.

Billing Period: Dec 23, 2023 to Jan 26, 2024 (35 days)

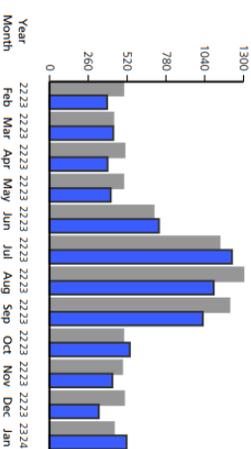
Type of charge	How we calculate this charge
Transmission Services:	
Energy Charge	516 kWh X \$0.0145400 per kWh
Gross Receipts Tax	at 2.0408%
Generation Services:	
Energy Charge	516 kWh X \$0.1055600 per kWh
Procurement Cost Adjustment	516 kWh X \$0.0031512- per kWh

Total Electric Supply Charges

Total Electric Charges - Residential Service

Your monthly Electricity use in kWh

Daily temperature averages: Jan 2023: 45° F Jan 2024: 41° F



Please visit [MyAccount at pepco.com](http://MyAccount.pepco.com) to view your daily and hourly energy used during this billing period.

1

2

3

Amount(\$)

7.50

0.15

54.47

1.63-

60.49

100.17

4

5

6

1 This portion of your bill provides a detailed breakdown of your Electric Supply Charges, which is the cost of energy you consumed.

2 This is the transmission charge that support the necessary infrastructure investments in the high voltage transmission lines in our area, which carry electricity supply to Pepco's distribution system

3 This is Energy Procurement Cost or Standard Offer Service (SOS) Charges, which is the cost of electricity purchased on the customers behalf, or from a Third Party by the customer.

On this example bill, the SOS Charges have a fixed rate of \$0.10556 per kWh. Customer usage is variable each month, which affects your Supply Charge total. This is because the fixed Supply rate is multiplied by your usage to calculate the total.

Note: When your usage is higher in a particular month, as compared to a prior month, your total Supply Charge will be higher.

4 The Total Electric Supply Charges is the sum of notes 2 & 3, as explained above.

5 Your current Total Electric Charges for this month's bill, including the supply and delivery charges associated with your specific electric usage.

6 This graph provides a current year monthly usage (kWh) comparison to the prior year, as well as the associated average temperatures. This information is a tool to help customers understand how weather and household activity impact usage, which then impacts their bills.



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Energy Assistance

Maryland Energy Assistance Overview

There are a variety of programs throughout our service territory available to assist customers who meet the low-to moderate income guidelines to receive assistance in reducing and/or eliminating their arrearage, paying a portion of the current bill, providing a discount rate/credit, aiding in replacing or repairing to their HVAC system, protecting from disconnection of services in a temporary financial crisis. To apply for any of these programs, contact the Office of Home Energy Programs in your area or call 800-332-6347 or visit dhr.maryland.gov/ohep

Maryland Energy Assistance Program (MEAP)

Limited-income federally-funded program that helps low-income households with their home energy bills.

Annual Benefit

Eligibility < 60% of SMI level (200% FPL)

Low-income customers can receive up to \$750 in benefits. Max Crisis benefit: \$600

Electric Universal Service Program (EUSP)

Low-income program to provide aid to assist with a portion of customer's current bill.

Annual Benefit

Eligibility < 200% FPL

Max benefit: \$575.00

Arrearage Retirement Assistance Program (ARA)

A grant determined by the amount of the outstanding arrearage.

Benefit is available once every five years

Must have past due bill > \$300 to be eligible

Up to \$2,000 towards past due bill

Utility Service Protection Program (USPP)

Low-income program to protect customers from utility shutoff.

Requires year-round monthly budget billing

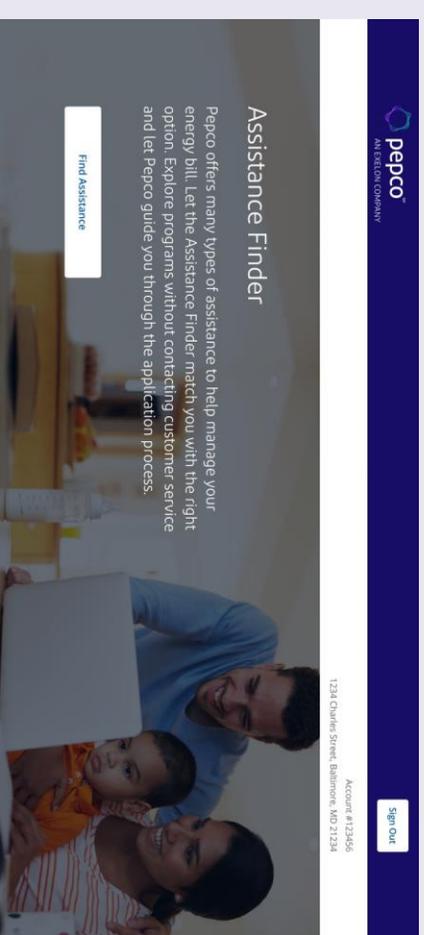
Customer receive the assistance credits for maintaining budget billing.

The monthly bill amount is based the remaining balance following LIHEAP benefits, spread over 12 months.

Energy Assistance Finder Tool

The **Assistance Finder** helps in-need customers find personalized program recommendations for financial assistance, bill management and energy efficiency simply by filling a questionnaire. The Assistance Finder is a self-service web/mobile tool that will reduce customer effort to determine program eligibility and guide users on their assistance journey to enroll in relevant programs.

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Pepco Offers Many Types of Assistance Programs

- Financial Assistance**
 - ✓ Payment plans and grants for limited income households
 - ✓ Bill credits and past-due balance forgiveness
- Manage My Bill**
 - ✓ Help with past-due bill payments
 - ✓ Monthly rates based on income to keep bills affordable and predictable
- Save Money and Energy**
 - ✓ Free energy-efficient items and upgrades
 - ✓ Assistance towards energy-saving home improvements

Learn More About the Assistance Finder

Find answers to Frequently Asked Questions about specific programs and learn more about how the Assistance Finder works.

[Frequently Asked Questions](#)



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Peppco Energy Savings Programs

Pepco Energy Assessment Programs



Quick Home Energy Check-up (QHEC)

Helps customers understand how their home uses energy and thus how they can make changes to save energy and help reduce their utility bills. Trained Energy Analyst will perform a walk-through, provide a report w/ recommendations, and may also install energy saving products.

Eligible Participants:

- Residential customers with active Pepco electric accounts.
- Have not participated in QHEC within last 5 years.
- Program is offered at no additional cost to customer.

Program Offerings:

- Direct installs may include:
 - ENERGY STAR certified LED bulbs
 - Hot water pipe wrap
 - Efficient-flow showerhead
 - Faucet aerators
 - Smart power strips
 - Smart thermostat

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Home Performance w/ ENERGY STAR

Enhance whole house comfort and efficiency. Certified contractor will conduct diagnostic assessment and recommend a variety of energy efficient improvements to help the customer determine where to best start saving energy. Pepco offers rebates ranging from \$100 to \$10,000 on installed upgrades.

Eligible Participants:

- Residential customers with active Pepco electric accounts.
- Single-family home, townhome, or multifamily dwelling with 1-4 units.
- Assessment is \$100 (\$400 value).

Program Offerings:

- Eligible Measures include:
 - Air Sealing & Insulation
 - Heating & Cooling Equipment
 - ENERGY STAR Windows and Doors
 - Heat Pump Water Heaters
 - Duct Sealing
 - Smart Thermostat

Project Financing Available*

Additional Programs



Moderate Income Home Performance

Moderate-income customers (251-400% of Federal Poverty Level) in Maryland may qualify for a no-cost home energy assessment and lower cost energy efficient home upgrades.

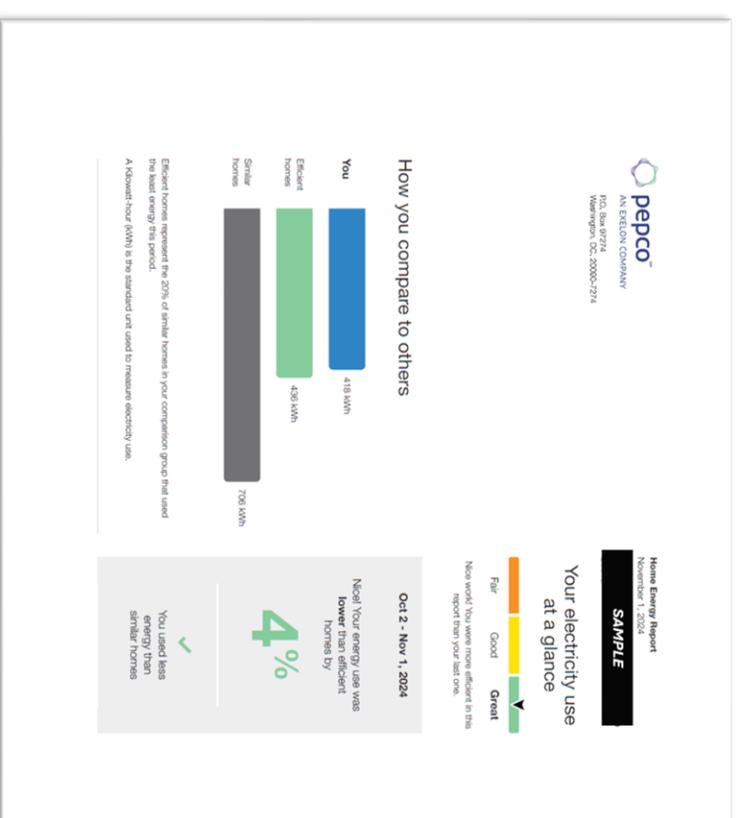
Size of Family Unit	Minimum Household Income**	Maximum Household Income
1	\$68,501	\$85,620
2	\$78,251	\$97,810
3	\$88,051	\$110,060
4	\$97,801	\$124,800
5	\$105,651	\$146,320
6	\$113,451	\$167,840
7	\$121,301	\$189,360
8	\$129,101	\$210,880
Each additional family member	Add \$13,450	Add \$13,450

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Behavior-Based Program

Customers receive reports containing savings tips, home energy usage comparisons to similar customers, and education about a customer's use relative to previous years.



Learn More

Website

- General Programming: [Maryland | Pepco - An Exelon Company](#)
- QHEC: [Quick Home Energy Check-up Program | Pepco](#)
- Home Performance: [Home Performance With ENERGY STAR® Program | Pepco](#)
- Financing: [Financing | Pepco](#)

Phone

(866) 353-5798

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

MOUNT HOPE COMMISSION

Liz Tuckermanty

301-807-4256

Name: _____,

1 Cheverly Circle

301-807-4256

Address:

Cheverly, MD 20785
Mount Hope Commission

Organization:

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30 h.
- I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

02/24/2025

Date: _____

PLEASE ATTACH THE FOLLOWING:

Elizabeth Tuckermanty

Signature of Grant Recipient

THE PURPOSE OF THE GRANT REQUEST.

A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.

A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.

A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS. THE

The Town of Cheverly

6401 Forest Road Cheverly, MD 20785-3197

(301) 773-8360

Fax: (301)773-0173



Grant Request:

The purpose of this grant program is to provide funding for community story telling with Cheverly's Executive Committee, and smaller groups with Alysia Dempsey from whatinspiresus.com. Her movement inspires people coming together to plant seeds of empathy, peace, compassion, love and respect in the world. We will all enjoy the harvest.

Background: The Mount Hope Commission was established in June 2020. The mission of the Mount Hope Commission is to facilitate community healing and reconciliation. This will be achieved through uncovering, sharing and discussing the history of the indigenous peoples who first inhabited the land that is now the Town of Cheverly, the story of Mount Hope and the individuals who were enslaved there, and the stories of those impacted by the Town's segregationist history and discriminatory practices. Through understanding and addressing past and present pain, reconciliation can begin and the hope of an inclusive community that embraces all Cheverly residents can be realized. The Mount Hope Commission envisions a community in which all are embraced, and none feel or experience discrimination. Our vision is of a community that is hopeful and lifts itself and others up by providing fair and equal opportunities for engagement. We

envision that our community will be one that others aspire to become.

The Mount Hope Commission was given a Cheverly Town Organization Grant in May of 2023. It was used to create an online presence with our website www.mounthopecommission.org for 2023-2025. We sponsored a celebration of Juneteeth on June 19, 2023 with the National Geographic black Scuba Diver, Kamu Sadiki. A talked about discovery of the Clotilla, the last ship with enslaved people to come to the US. All receipts for the 2023 grant are summarized on an attached page. □

The Mount Hope Commission is applying for another Cheverly Town grants to support activities through projects of storytelling with Alysia Dempsey www.whatinspiresus.com. Our goals include:

- a. All residents feel safe, diversity is honored, and the town is inclusive.
- b. Neighbors seek mediation to resolve conflict.
- c. Microaggressions, macroaggressions and privilege are understood.
- d. Residents understand the diverse expression of what it means to be in community.
- e. Residents reflect to each other and to our young people what it means to be a positive member of community.
- f. Residents, individually or collectively, have a safe place and process available to them to engage in difficult conversations.
- g. Residents communicate with empathy, reflectively, and less judgmentally, defensively, and aggressively.
- h. Resident's use active/radical listening when communicating.
- i. Town events reflect the Town's diversity.
- j. Resident's respect and protect the land that is now known as the Town of Cheverly.
- k. They do this as an act of gratitude to the land and all its past caretakers.
- l. Cheverly's young people understand and can articulate the values of the MHC and it's meaning to them and their community.
- m. People trust each other. People are respected. Residents are empathetic. People's paths and journeys are respected.
- n. Issues and topics that have been driven underground are surfaced and addressed healthily and constructively.

The request funds will go to retaining our website, and funding storytelling for the Executive Council, Council members and the community in groups and a table at the Cheverly Community Market. We will also honor an enslaved person from Mount Hope at the African American Civil War Museum to thank Dr. Frank Smith, the Executive Director our Black History Month presenter. We will also host the Celebration of our Time capsule installation at the Community Center.

Mount Hope Commission Town Grant Expenditures 2023-2025

Date	Expense	Vendor	Item explanation
05/12/23	2000	Cheverly Town Organization Gran	
12/02/23	-476.15 Mahogany Books	Racial Healing Books for book cl	
12/07/23	-2.64	google space trying for event	
1/26/24	-267 Squarespace	website platform	
04/07/24	-10.59 Google S855-836-3987	Google space	
Juneteenth Activities			
5/20/24	-286.19	projector	
5/20/24	-\$63.56	projector stand	
6/1/24	-\$127.19	projector screen	
06/17/24	-600 Kamu Sadiki	Speaker fee	
06/19/24	-30	print materials	
06/19/24	-60	refreshments	
1/23/2025	-276 Squarespace	website Platform	
2/18/25	-2199.32	total expenditures (plus board donations)	

By-Laws
The Mount Hope Commission
A Not-for-profit Corporation
Adopted:
2020

Article 1. Name

Name of the organization is The Mount Hope Commission

Article 2. Purpose

2.1 Mission

The Mount Hope Commission (MHC) facilitates community healing and reconciliation through uncovering, sharing and discussing the history of the indigenous peoples who first inhabited the land that is now the Town of Cheverly, the story of Mount Hope and the individuals who were enslaved there, and the stories of those impacted by the Town's segregationist history and discriminatory practices. Through addressing past and present pain, reconciliation can begin and the hope of an inclusive community that embraces all Cheverly residents can be realized.

Article 3. Members

Members of the MHC may include:

Board of Directors, Members of the four Pillar Subcommittees and

Interested persons who wish to pay an annual membership fee to support the MHC.

Article 4. Board of Directors

4.1 Duties

The Board of Directors shall conduct all official business of the MHC according to mission and values including:

Interacting with and supporting the Pillar Subcommittees

Adopting an annual budget.

Entering into contracts as needed

Establishing membership fees.

Preparing, implementing and evaluating a strategic plan.

Reviewing and providing proper oversight of all finances.

Hiring staff as needed

Support educational and outreach events.

Performing all other duties and obligations necessary and appropriate for the good standing of the Mount Hope Commission.

4.2 Composition

The MHC will be comprised of a Board of Directors that includes at least 3 to a maximum of 12 members. Chairs of the Pillar Subcommittees will be included on the Board. Membership may be expanded to include persons who fulfill needs of the organization.

4.3 Nominations

Nominations will occur as needed during the September Meeting.

4.4 Officers

The officers of the Board of Directors shall include the Co-Chairs, Vice Chair, Secretary and Treasurer and Pillar Subcommittee Chairs, and other officers as deemed necessary by the Board of Directors. Officers shall perform functions normally expected of the positions. Any member of the Board of Directors in good standing is eligible to serve as an officer.

4.5 Elections

The Board of Directors at the September meeting shall elect its officers by an affirmative vote by the majority of Directors.

4.6 Term

Directors and officers shall serve two-year terms, serving from September to September and may be re-elected to any number of successive terms.

4.7 Removal of Directors and Officers

Any Director and Officer may be removed for cause by a two-thirds vote of the Board of Directors provided proper notice of the meeting at which this action will be taken has been given and that notice has included the cause for the proposed action of removal.

4.8 Vacancies

Any vacancy (Director or officer) shall be filled by nomination by the Board of Directors and election by a majority of the remaining Directors.

Article 5. Committees

5.1 Executive Committee

The Executive Committee shall be comprised of the officers.

5.2 Nominating Committee

A Nominating Committee of three (3) members of the Board of Directors shall be appointed to fill vacancies.

5.3 Other Committees

The Pillar Subcommittees are History, Genealogy, Truth, Reconciliation, and Community Education and Outreach Committees. The Board of Directors, as necessary, may appoint additional committees for specified purposes and these committees may be comprised of directors as well as community members.

Article 6. Meetings

6.1 Membership

Should the Board of Directors vote to create a membership system, there may be an annual membership meeting

6.2 Board

- a. The Board shall meet at least two (2) times each year. A quorum is a majority of the current Board membership.
- b. A special meeting of the Board may be called either by the Chairs or two Directors. Special meetings may be held in person, or through electronic communications.
- c. Each Director in good standing is entitled to one vote, which may be cast in person at a meeting or via electronic communications within 24 hours of a duly called meeting. All decisions are made by majority vote.

6.3 Notice of Meetings

- a. Notice of any meeting shall be provided to by electronic correspondence no later than seven (7) days prior to the meeting.
- b. Notice shall include the date, time, location and tentative agenda and electronic connection information if appropriate.

Article 7 Operations

7.1 Fiscal year

The fiscal year shall be from January 1 through December 31.

7.2 Earnings

No part of the Corporations net earnings will inure to the particular benefit of any individual members, Directors, or other private persons except that the corporation shall pay reasonable compensation to staff for services rendered.

7.3 Political and Legislative Activities

No substantial part of the corporation's activities will consist of carrying on propaganda, or otherwise attempting to influence legislation. The Corporation will not participate in any political campaign on behalf of or in opposition to any candidate for public office.

7.4 Records

The MHC will keep correct and complete records of its finances, activities, official

meetings and contracts.

7.5 Finances

All expenditures shall be paid any amounts over \$500.00 must be approved by two persons authorized by the Board of Directors.

Article 8. Amendment

The Board of Directors may amend these bylaws by a two-thirds majority vote of the Directors. The quorum for a meeting at which an amendment is being considered shall be 75% of the Board membership.

Article 9. Dissolution

MHC may be dissolved upon majority vote of the Board members. Upon dissolution of the Corporation, assets shall be distributed to one of more organizations of similar purpose.

Article 10. Limited Liability of Directors

Director shall not be personally liable for monetary damages as such for any action taken, or any failure to take action, unless the director has breached or failed to perform the duties of his or her office under section 8368 of the Director's Liability Act (relating to standard of care and justifiable reliance). The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provision of this section shall not apply to the responsibility or liability of a director pursuant to any criminal statute; or the liability of a director for the payment of taxes pursuant to local, State or Federal law.

Article 11. Conflict of Interest

No member or Director may uniquely benefit from action or inaction of the Board. Should a conflict of interest arise as a result of a proposal to act or not act on a certain proposal, that Director/member must recues himself from voting on the proposal. However, the Director/member may be heard on the proposal.

TOWN OF CHEVERLY
ORDINANCE No: 2025-02

AN ORDINANCE WHEREBY THE MAYOR AND COUNCIL AMENDS CHAPTER 30, “INCOME BASED TAX CREDIT PROGRAMS” OF THE TOWN CODE TO REVISE THE AMOUNT OF THE HOMEOWNERS’ TAX CREDIT UNDER THE TAX CREDIT PROGRAM

WHEREAS, the Mayor and Town Council of the Town of Cheverly are committed to promoting its values as a welcoming and inclusive Town for all individuals and is a community that seeks to accept everyone, regardless of a person's race, ethnicity, place of origin or immigration status; and

WHEREAS, residents, new and long-time owner-occupants of principal residences, have continued to face the real threat of losing the financial ability to remain in their homes by virtue of the rising market values, inflation, and consequent property tax assessments, which are the hallmarks of the process of neighborhood change; and

WHEREAS, the Town of Cheverly wishes to continue to address displacement and economic hardship caused by the COVID-19 Global Pandemic and consequential inflation; and

WHEREAS, the Town wishes to preserve key aspects of Cheverly's past while looking forward to the future by supporting sustainable growth that protects our natural and historic resources, while preserving our values, qualities, and culture for our new and longtime residents; and

WHEREAS, the Mayor and Council adopted a Strategic Plan in 2022 that lists Growth through economic and business development as a Key Priority for a 5-year plan for the Town’s future; and

WHEREAS, it is the belief of the Mayor and Council that the community is protected by increasing the tax credit under the Town’s Income Based Tax Credit Program to \$150.00; and

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Town of Cheverly, a new Chapter of the Code, Chapter 30 “INCOME BASED TAX CREDIT PROGRAMS” is repealed, amended, and re-enacted as follows:

CHAPTER 30– INCOME BASED TAX CREDIT PROGRAMS

SEC. 30-1 - Income Based Homeowners’ Municipal Tax Credit

- (a) The Town of Cheverly will issue a rebate if a resident has completed the Maryland State Department of Assessments & Taxation Homeowners’ Property Tax Credit Application, has been granted that tax credit, and can present written proof of that granted tax credit.
- (b) The Town of Cheverly will first apply the tax credit to any debts, fines, and/or tickets issued by the Town.

SEC. 30-2. - Eligibility Requirements.

The applicant must meet the following requirements to qualify:

- (a) An applicant’s combined gross household income does not exceed \$60,000.
- (b) An applicant’s net worth must be less than \$200,000, regardless of the amount a resident pays in tax for THE YEAR PRECEDING THE APPLICATION, excluding the value of the property for which the credit application is being made and the cash value of Individual

Retirement Accounts or qualified retirement savings plans as of December 31ST OF THE YEAR PRECEDING THE APPLICATION.

- (c) The applicant must own or have a legal interest in the property. Land installment sales, contract purchases, holders of life estate, and beneficiaries of certain trusts have sufficient legal interest.
- (d) The dwelling for which the application is being made must be the applicant's principal residence. Applicant resides or expects to reside for more than six (6) months of the tax year, including July 1, 2] OF THE YEAR PRECEDING THE APPLICATION, unless unable to do so for reasons of illness, need of special care, or the property was recently purchased. An individual who permits, pursuant to a court order or separation agreement, a spouse, former spouse, or children of that person's family to reside in a dwelling in which the individual has a legal interest has met the residency requirement. A homeowner may claim credit for only one principal residence.

SEC. 30-3.- Application.

- (a) The applicant must be a current resident of the Town of Cheverly.
- (b) Applicants shall provide to the Treasurer of the Town written proof that they were granted a tax credit FOR THE YEAR PRECEDING THE APPLICATION from the Maryland State Department of Assessments & Taxation
- (c) Initial applications shall be presented to the Town between February 1 and May 15.
- (d) If the applicant meets all requirements, including written proof of approval of the Maryland Homeowners' Property Tax Credit FOR THE YEAR PRECEDING THE APPLICATION, the Treasurer will be directed to issue a reimbursement in the amount of ONE-HUNDRED AND fifty dollars (\$150.00) to the taxpayer.

SEC. 30-4.- Review.

- (a) The utility of this ordinance is to be reviewed every year to ensure that its intended purpose is being honored and modifications, if necessary, to the amount rebated to the taxpayer.

SEC. 30-5.- CONSTRUCTION.

- (a) The provisions of this Chapter shall be construed so as to be effective to the extent that they do not conflict with federal law, state law, this Code, or any Court order.

AND BE IT FURTHER ORDAINED that any provisions of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect 30 days from the date of its adoption;

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

INTRODUCED by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on Thursday, February 13, 2025.

ADOPTED by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on _____, 2025.

ADOPTED: _____

Attest: _____
Giselle Richards
Town Clerk

Kaycee Munyeneh
Mayor

Christopher R. Wade
Councilmember

Joseph Dalaker
Councilmember

Micah Watson
Councilmember

Charly Garces
Councilmember

Nicole Bryner
Councilmember

Amy Jean Chung Fry
Councilmember

Asterisks * * * Indicate matter remaining unchanged in existing law but not set forth in Ordinance.

CAPS indicate additions.

Strikethrough-indicate matter deleted from the law.

[Brackets]-indicate matter deleted in the amendment.

Community Organization Policy:

Community Organizations are community-oriented public service organizations. Groups can qualify as a Community Organization provided:

1. The organization's general membership consists of at least 20 members.
2. The organization's general membership consists of at least 55% Cheverly residents.
3. The organization has a lawful purpose that does not pose a threat to public order, to the safety of the public, or the safety of any individual.
4. The organization does not have as its primary purpose marketing products or services or making a profit.
5. The organization abides by the town's non-discrimination policy.

Organizations must maintain by-laws and a list of officers and members. A copy of the by-laws and a current list of officers or a statement of purposes and intent shall be kept on file in the Town Administrative Office. Data on membership shall be provided to the Town annually and upon request whenever such data is pertinent to a proposed use of Community Organization benefits. All parties should be treated with mutual respect in communications and actions.

With limited exceptions, Community Organizations may reserve Town facilities, post in the Town newsletter, and apply for Town grants. Mayor & Council will occasionally revisit these policies to ensure they reflect the needs and expectations of the community.

Grant Guidelines

A. The Mayor and Town Council may give priority consideration for available funds to the following entities:

● ~~Advisory Committees, as defined in that policy including but not limited to:~~

- ~~Recreation Council~~
- ~~Planning Board~~
- ~~Election Board~~
- ~~Tree Commission~~
- ~~Ethics Commission~~

● Recognized Community Organization in good standing (see attached list)*.

B. The Mayor and Town Council shall not consider grants that fund:

- Salaries/Individual Stipends/Individual Income
- Paid Advertising
- Political, partisan, or personal-cause or religious submissions
- Personal fundraising solicitations for events or event sponsoring including, but not limited to sales, auctions, raffles or games of chance involving money
- Activities that are discriminatory, advocate violence or unlawful activity, or pose a threat to public order

Evaluation

A. No grant request shall exceed 20% of the line item budgeted for a Fiscal Year for single organization. The Mayor and Council may approve a reduced amount from any given request.

B. The Mayor and Council must announce possible conflicts of interest regarding any grant requests and ~~re~~excuse oneself from any vote.

C. An application may be strengthened by evidence that the Town contribution can be leveraged by other funding sources.

Newsletter Policy

I. General Procedures for Publications in the Newsletter:

Publications in the Town Newsletter are controlled by the Town Administrator or their designees. With limited exception, only Town Staff, Mayor & Council, Advisory Committees, and Community Organizations are provided opportunities to contribute content to the Town Newsletter.

- A. All submissions (Articles or Notices) to the Newsletter must be provided to the Town staff before the deadline (usually the 15th of the month).
- B. Town Staff has the ability and responsibility to reject community submissions that do not conform to these guidelines, and to make general editorial changes to all submissions and publish them in the most efficient and cost-effective manner.
- C. The Town Administrator has final editorial control of all submissions except for election candidate profiles.
- D. The Newsletter shall not contain:
 - 1. Paid advertising
 - 2. Content that advocates for political/partisan issues, religious beliefs, or personal causes.
 - 3. Personal fundraising solicitations for events or event sponsorship including, but not limited to, sales, auctions, raffles, or games of chance involving money.
 - 4. Language that is offensive or advocates violence or unlawful activity or poses a threat to public order.
 - 5. Any submissions related to a political campaign.

II. Governmental Section of Newsletter

- A. The Governmental Section of the Newsletter will publish content submitted by Town staff and the Mayor and Town Council.
 - 1. Each Town department shall identify one point person for content submissions and communications about changes to the Newsletter.
 - 2. Any council member may enter a submission of 60 words or less. This shall not prohibit the council member from providing a QR code (provided the content it directs to adheres to these policies).
- B. Cheverly Elections Submissions
 - 1. Cheverly Town elections newsletter guidelines will be sent from the Town administration to the Board of Elections. Candidate profile submission dates will be determined by the Board of Elections. Profiles should not exceed 350 words.

III. Community Events and Articles Section of Newsletter

Advisory Committees and Community Organizations may submit either one flyer or one notice per month in order to share information or publicize a specific event.

- A. The Town will attempt to publish all articles and flyers submitted by the deadline. **The number of notices and articles that will be published may be limited based on available space.** Events will not be advertised more than two months before the event.

- B. All notices and articles will be subject to space restrictions, including a limitation on how many times the Town will accept a notice for the same event. Contact information must be included for all events. No notice or article may contain offensive language, advocate violence or unlawful activity, or pose a threat to public order or persons or their reputation.

Submission Guidelines:

- 1. Notices:
 - a. No more than 350 words
 - b. Submit in Word Document, Times New Roman, 12-point font
 - c. No spacing format in the toolbar or preset columns
 - d. Graphics may be eliminated or changed if needed for formatting
- 2. Predesigned images or flyers:
 - a. Flyers must be in a legible and editable format. Acceptable formats are Word, PowerPoint, PDF, or Canva (with editing credentials sent to newsletter@cheverly-md.gov).
 - b. Flyers should be ¼ of a page with a word count of 60 words or less.
 - c. Flyers must be checked for visual accessibility before they are submitted: <https://webaim.org/resources/contrastchecker/> is a useful tool to check color contrast.
 - d. All flyers are subject to edits.

Additional Considerations

Note: Submissions for the Newsletter can be sent before, but no later than, the 15th of the month.

Additionally, Logos, Graphics, Tables, and Bullet Points in submissions MAY BE distorted or excluded at the staff's discretion if a conflict arises for space.

Please submit content to newsletter@cheverly-md.gov with the Subject Line {Organization} – “Month Year Newsletter” Ex. Nov2024 Newsletter

The Newsletter will only communicate and print content received from the two contacts listed on the organization's application. If submitters post for more than one Organization, please send each submission as a separate email.

i.e., Subject Line {Organization 1} – “Month Year Newsletter”
 Subject Line {Organization 2} – “Month Year Newsletter”

Facilities Usage Policy

Last Updated: ~~5.20.24~~ 24.25

I. **Purpose**

To establish reservation procedures and requirements, fees, rules, and guidelines for the use of certain public facilities in accordance with Town policies.

II. **Annual Review**

These regulations will be reviewed by the Town Administrator or their designee on an annual basis.

Community Organizations and Advisory Committees will be provided an opportunity to comment on any proposed modifications. All comments will be submitted to the Town Council for consideration prior to their finalization and adoption.

III. **Applicability**

This regulation governs use of the following public facilities:

Buildings

- Cheverly Community Center (6401 Forest Road)
- William Eley, Jr. Public Works Building (following 2025 opening)

Parks

- Town Park (6401 Forest Road)
 - Robert Tucker Sr. Pavilion
 - Lower Pavilion
- Boyd Park (1801 64th Avenue)

Fields

- Town Park Fields (6401 Forest Road)
- Boyd Park Fields (1801 64th Avenue)

IV. **Programming Priorities**

1. Community Organizations and Advisory Committees must be in good standing and abide by the requirements stated in each respective policy.
2. Requests for the use of public facilities will be processed on a first-come, first-served basis according to the following priorities.

First Tier

1. Official Town Meetings, Town Elections, and Emergency Management Operations
 - Examples include, but are not limited to, Town Council meetings, public hearings, meetings called by the Town Council, and Town elections. During emergencies, use of all public facilities may be redirected to emergency operations at the direction of the Town Administrator.

Second Tier:

- 2a. Council appointed Advisory Committees
 - Examples include, but not limited to, Ethics Commission, Board of Election Supervisors, and other committees under Code Section 1.6.
- 2b. Town Managed/Supported Programming
 - Examples include, but are not limited to, [Cheverly Boys and Girls Club](#) youth recreational sports, annual recreational events organized by the Recreation Council, and events held at the discretion of the Town Administrator or their designee.

Third Tier:

3. Community Organizations in good standing that adhere to the Community Organization Policy.

Fourth Tier:

- 4a. Fee-based Classes/Events
- 4b. Private Rentals (outdoor spaces only, available only to Cheverly Residents)

Exclusions:

The following are prohibited uses of indoor Town Facilities (does not include outdoor spaces):

- Worship services [and religious instruction](#)
- Private social functions
- Partisan or campaign-related activities that advocate for the election or defeat of a candidate or issue (except for a candidate's forum for Town elections, if conducted by a neutral, non-partisan, community-oriented Community Organization)

V. Use of Public Facilities

Hours of Operation:

1. The Cheverly Community Center's established hours of operations are Monday through Friday from 9:00 am – 5:00pm with the exception of National Holidays.

- The Community Center will be closed on the following holidays and holiday weekends: New Year’s Eve, New Year’s Day, Martin Luther King Day Weekend, Presidents Day Weekend, Memorial Day Weekend, Juneteenth, Independence Day, Labor Day weekend, Veterans Day, Thanksgiving Day weekend, Christmas Eve (after 12:30pm) and Christmas Day.
- Any additional building closure or opening will be at the discretion of the Town Administrator or their designee.

Reservation Hours:

2. Gymnasium: 5:00 am - 10:00 pm
3. Town Pavilions: 8:00 am – 8:00 pm
4. Any reservations requesting to exceed these hours require prior approval from the Town Administrator.

Facility Capacity:

5. Capacity limits of each facility cannot be exceeded. The Town reserves the right to change a reservation in the event another facility is determined to be a more appropriate venue. Events that exceed capacity must be approved by the Town Administrator via the Special Events Permit Request Form.
 - Community Center:
 - Gymnasium Capacity: 250
 - Large Conference Room Capacity: 20
 - Parks and Fields
 - Park Shelters
 - Robert Tucker Sr. Pavilion Capacity: 40
 - Town Park Pavilion Capacity: 75
 - Boyd Park Pavilion Capacity: 75
 - Parks and Fields (reviewed on a case-by-case basis)

Use of Gymnasium:

6. Use of the Community Center Gymnasium is limited to Town approved recreational programs, meetings, and Special Events. Misuse of the facility by Town Boards, Committees, and Community Organizations can lead to suspension.

Note: Certain recreational sports are not permitted in the Town’s Indoor Facilities. Recreational Sports will be evaluated following the submission of a Special Events Permit Request Form.

Use of Common Areas and Storage:

7. Use of common areas is not included in the reservation and is not permitted. The reservation does not include overnight, or long-term storage and all materials and supplies of the Permit Holder must be removed from the facility at the end of each reservation period. Any items remaining will be discarded. Long term storage

requests will be reviewed on a case-by-case basis at the discretion of the Town Administrator

VI. Reservation Procedures

Reservation Process:

1. Reservation requests may be submitted online by searching for the “Park Reservation Form,” clicking the link and following the prompts. Reservations may also be submitted in person or by e-mail. Requests will be reviewed and approved by a Town Official. The request will be processed, and a space reserved for the date and time upon receipt of the payment as applicable. Written confirmation of the reservation will be issued to the individual or entity (the “Permit Holder”), authorizing the use of the facility under the terms and conditions set forth.

Reservation Period:

2. The facility reservation must allow for and include adequate time for set-up and breakdown of the scheduled event. The facility must be vacated within the time indicated on the permit.

Cancellation by Park Permit Holders:

3. Permit holders will not be refunded upon cancellation of a processed park reservation.

Cancellation by the Town:

4. The Town reserves the right to cancel or attempt to reschedule all reservations. Every effort will be made to provide as much advance notice as possible in the event the building is closed.

VII. Rental Fees, Security Deposits and Payment

Indoor Facility Rental Fee:

1. First, Second and Third Tier Programming are exempt from rental fees but may be charged a Staffing Fee if applicable. Tier Four Programming should refer to the regular fee schedule.

Additional Fees

2. Staffing Fee: For events and activities held outside of normal business hours, an additional fee may be assessed to cover staffing costs. This fee consists of the designated employees’ hourly rate plus 15 percent.

Note: Staff includes administrative personnel, Public Works personnel and the Police Department. An additional processing fee may be assessed for all credit card payments.

VIII. Admission Fees, Donations and Sale of Merchandise

1. Any event that intends to charge admission fees collect donations or sell merchandise or food requires an approved Special Events Permit.
2. The Town assumes no responsibility for the collection or safeguarding of admission fees, donations, or sales proceeds. Unauthorized operation of concessions (sales of merchandise, food, or alcohol) is PROHIBITED. Any applicant that requests authorization MUST obtain a temporary business license as outlined in Chapter 9-5 of the town code. Proof of compliance with all State and County regulations must be submitted with this request.

IX. Food and Beverages

1. All food and beverages, containers and utensils must be removed from the facility at the end of the reservation period with all debris bagged and deposited in the dumpsters located on the building grounds. Recyclable materials must be sorted and deposited in the appropriate containers.

X. Alcoholic Beverages

1. The sale or consumption of alcoholic beverages is not permitted in any facility without an approved Special Events Permit.
2. The Permit Holder must secure the proper permits and documentation from Prince Georges' County.
3. The Town assumes no legal or financial responsibility or liability for the storage, sale or distribution of any food or beverages offered by the Permit Holder.

XI. Key Fob Holder Responsibilities

1. Town Boards, Organizations, Boards and Committees may receive up to two key fobs per organization. Exceptions may be made via a Special Events Permit Request Form.
2. The key fob holder must sign the Key Fob Acquisition Agreement stating the following:
 - a. The Key Fob Recipient must agree to not load or duplicate the key fob provided to them by the Town of Cheverly for access to the Cheverly Community Center.
 - b. The Key Fob Recipient assumes full responsibility for opening and closing the building for the designated group's scheduled event, when a Town staff member is not present.
 - c. The Key Fob Recipient understands that they may not use the key fob to access the community center for personal use and understands that violation of this agreement will result in deactivation and confiscation of the recipient's key fob.
 - d. The Key Fob Recipient understands that if the designated key fob is lost or stolen, the recipient is fully responsible for reporting it as lost or stolen within 24 hours.

XII. General Responsibilities of the User

1. In addition to being required to comply with the Town's Use of Public Facility Regulations, the Permit Holder is responsible for ensuring that:
 - a. The event does not exceed capacity limits for the reserved facility or extend beyond the reservation period.
 - b. A responsible party is present at all times and all child and youth activities are supervised by an appropriate number of adults. Children 12 and under must be supervised at all times, including while using the Facility Restrooms.
 - c. The Permit Holder assumes full responsibility for opening and closing the building when a staff member is not present.
 - d. All participants comply with the Town of Cheverly Code and policies.
 - e. Required supplies such as paper goods, serving utensils, tablecloths, art supplies, batteries, and ice, have been obtained and transported to the facility as they are not included in the rental fee, nor will they be provided by the Town.
 - f. Furniture is not moved from one room to another unless authorized by the Town. If the use of additional furniture is approved, all furniture must be returned to its original location prior to vacating the facility.
 - g. Noise levels are kept within reasonable standards and do not disturb the peaceful enjoyment of the facility by others.
 - h. No illegal drugs or unauthorized alcohol are used or consumed in the facility or the grounds.
 - i. Smoking of any kind is not permitted in any public facility.
 - j. All posters, decorations and directional signage are removed from the facility and the grounds. No nails, tacks, screws, glue, or similar means of securing any material or signage to any surface in the facility or the building may be used to display materials.
 - k. The facility is left in a clean and neat condition, all items brought to the facility are removed and all foodstuff, trash, and debris are recycled or discarded in the appropriate containers.
 - l. The activities of the Permit Holder do not create a hazardous environment as determined by the Town or other governmental agency. Prohibited activities include, but are not limited to, open flame, blocked hallways, and hazardous chemicals or other materials.
 - m. All posted park rules and regulations are followed.
 - n. Only sports and game equipment authorized by the Town are used during the scheduled activity or event. No pony rides, petting zoos, moon bounces or similar equipment is permitted. The Town reserves the right make exceptions to this rule upon the approval of a Special Events Permit. In the event of an exception to this rule, liability insurance and waivers are required, and the Town reserves the right to issue a \$250 fee for any remaining animal waste.
 - o. Attendees must park in designated parking areas and not block driveways or the roadway. Double parking is not permitted under any condition.

XIII. Authorized Representative

1. The Permit Holder is assumed to be the authorized representative of the organization or entity reserving the facility. As the authorized representative, the Permit Holder is responsible for ensuring that the organization or group complies with the terms and conditions set forth in the rental agreement and in this regulation.

XIV. Liability

1. The Permit Holder assumes all liability for activity related to the use of the facility. A Certificate of Insurance naming the Town as a Certificate Holder and additionally insured may be required for specific rentals involving physical activity such as sports, recreation and Special Events. The Certificate of Liability Insurance must list The Town of Cheverly as the Certificate Holder. At the discretion of the Town Administrator, appropriate written waivers may be required.
2. The Town reserves the right to waive any of these requirements upon the approval of a Special Events Permit.

XV. Indemnification

1. Permit Holder shall indemnify, defend, and hold harmless the Town and its officers, employees, and agents, from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs, and expenses (including without limitation attorneys' fees and costs) which arise out of, relate to, or result from any act or omission by Permit Holder by its use of the facilities.

XVI. Governing Law

1. Any legal disputes shall be governed by and construed in accordance with the laws of the State of Maryland, without regards to conflicts of laws principles. Permit Holder hereby irrevocably consents to the jurisdiction of the state and federal courts located in Prince George's County, Maryland, in any action arising out of or relating to its use of the facility and waives any other venue to which either party may be entitled by domicile or otherwise.

Advisory Committee Rules and Guidelines

Advisory Committees do extremely important work in the Town of Cheverly and serve as resources for the Mayor and Council. The Groups identified as Advisory Committees—some of which are currently dormant—include the Board of Election Supervisors, Building Usage Committee, Cheverly Day, Economic Development Committee, Ethics Commission, Property Maintenance Review Board, Recreation Council, Planning Board, Cheverly Green Infrastructure Committee, Redistricting Commission, and Tree Commission are all advisory committees that serve as resources for the Mayor and Council. Advisory Committees differ from other town-community organizations; their creation and maintenance is guided by legal documents and actions, including under the authority of Section 1-6 of the Town Code, and they are expected to be accountable to the town as outlined below.

Failure to follow these policies in good faith will be communicated by staff to Mayor and Council, will be addressed in written communication, and could result in corrective action, including official changes in leadership. All parties should be treated with mutual respect in communications and actions.

Membership:

Given the importance of these advisory committees, members should be selected based on their skills, expertise, leadership acumen, and relationship-building ability. All advisory committee members are subject to approval and formal appointment by the Mayor and Council at a regularly scheduled public meeting. Candidates for membership should be submitted to their respective Council Member or to the Council Liaison for the committee. Council Members shall from time to time recommend members of each committee and will work to recruit representatives from each ward. The size of each standing committee shall be mandated in the committee's bylaws.

Committee Boards:

Each committee shall elect from its appointed membership a chair, to serve for a term of one year, as well as a vice chair. Committees shall elect additional board members as outlined in their bylaws. Board members shall be Cheverly residents and registered voters in the town of Cheverly. Board members cannot hold political office in the town of Cheverly.

Council Liaisons:

At the May or June work session following town elections, Council Liaisons will be appointed for advisory committees, with the exception of the Ethics Commission and Board of Elections Supervisors. Council Liaisons are not voting members of advisory committees; their role is to facilitate communication between Mayor/Council and the committee. Council Liaisons should make every effort to attend the meetings of their advisory committee and may be asked to report on the work of the committee during town meetings.

Representation, Transparency, and Open Meetings:

State law requires that council-appointed advisory committees must comply with the Maryland Open Meetings Act (OMA). At least two members of each advisory committee must complete OMA training.

Chairs and members serve in an advisory capacity to the Mayor and Council and do not formally represent the town on official business. Advisory committee members should always be clear in any communication, oral or written, that the views, opinions, and decisions of the individual or committee are not representative of the Town itself. Committee members should not make directives to town staff or external stakeholders. Any communication with external stakeholders should copy the Town Administrator, Mayor, and Council Liaison. Appropriate disclaimers supplied by the town must be included in all written and oral communications. Engagement with new external stakeholders should be coordinated in conjunction with town staff.

All advisory committees are required to submit updated bylaws annually to the Town Clerk. They must also submit meeting information and agendas no less than five days prior to their meetings. Advisory committees must record hybrid and virtual meetings and submit zoom recordings and minutes within two weeks following their meetings. Committee leadership should ensure the town website has updated information for the leadership, contact information, and upcoming events for each advisory committee.

Bylaws:

Bylaws for each committee should include how often a committee meets, financial procedures, membership, and officers. Each committee should annually submit final financial statements and insurance claims and documentation to the Town Clerk. Bylaws should conform to the policies, code, and charter of the Town, and the rules provided by the Town Clerk for bylaw drafts and submissions. All other rules and bylaws effective for advisory committees remain the same as delineated in their initiating and revised resolutions.

Committee Reports during Regular Town Meetings:

Town Advisory Committees such as the Planning Board, Green Infrastructure Committee, Recreation Council, Cheverly Day, and Board of Election Supervisors shall provide monthly updates to the Mayor & Council at the Regular town meetings. Reports should be provided by the chair or committee designee. Written reports should be submitted at least five days in advance of a meeting to be included in the meeting agenda packet and read into the record by the Town Clerk if no one is able to attend the meeting. Reports should include updates, announcements, meeting information, contact information and should not exceed five minutes. If the committee is providing an update that requires Mayor & Council discussion, approval, vote, or feedback, the Committee can request that an agenda item be added at the discretion of the Mayor and Town Administrator at least ten days in advance of the meeting.

Scope of Advisory Committees:

The Mayor and Council will set aside time annually during a work session to discuss advisory committee priorities and objectives for the year (aligned with the Strategic Plan). The council may ask committees to follow up and make recommendations on development projects, provide proposals or options for addressing town issues, and/or convene smaller working groups to explore specific emergent topics. This guidance is intended to provide direction for the work of the committee and does not preclude additional work of the advisory committee.

Requests for formal recommendations from committees can be made in meetings and in writing and will be made to allow for sufficient time for committees to prepare their report (no less than one month). Recommendations from advisory committees can be adopted in full, in part, or not be included in the final determinations of the Mayor and Council in their entirety. The Town will share final determinations with the relevant advisory committees as soon as is practicable.

Kilmer Park ADA Access Outline

- Public Works has requested the County to review the following and provide feedback as soon as possible:
 - DPW&T to be the permittee to save on permit fees and hopefully expedite issuance.
 - DPW&T provide light engineering review and collaboration with Bengal Engineering who the Town will fund for design plans.
 - DPW&T provide project management and coordinate using their contractor NZI to construct the ADA accessible ramp.
 - DPW&T provide assistance refining the cost estimates provided by Bengal Engineering and NZI.
 - Initial Rough Order of Magnitude Costs are:
 - ADA Ramp including retaining walls – approximately \$300K
 - SWM and Erosion Control plans and construction – approximately \$100K
 - Lighting and electrical plans and construction – approximately \$50K
 - Contingency – approximately \$50K
 - Rough estimated cost – \$500K +/-
 - Town FY25 and FY26 Program Open Space Money estimated to be approximately \$300K
- If the County agrees to all or some of the above, the Town will have to execute an MOU with the County.
- The Town would need to cover the costs for this project, except potentially some in-kind County staff contributions to successfully completing this project.

Landover Road & 62nd Place Sidewalk Access

- DPW&T to take the lead with designing and constructing this project.
- Most efficient sidewalk route is within the Right-of-Way (ROW) on the side of 6209 Landover Road. The ROW appears to allow a public entity a right to build within the ROW on this side. Exact ROW parameters would need to be surveyed. The County understands that this residence outside of the Town does not support this option.
- A potential alternative option is to put the new sidewalk behind the fire hydrant and electronic MDOT crosswalk sign to reduce conflict with this infrastructure. This would require a larger retaining wall cut out of the side yard of 6202 Monroe Street. This may be able to be contained within the existing ROW. The residence at 6202 Monroe Street previously expressed support for a sidewalk in this area. Any easement needed from the resident at 6202 Monroe Street would need to be

secured by the Town and cover any language required by the County and/or the State.

- The alternative option is costlier, but no cost estimate has been developed at this time.
- Public Works has asked DPW&T to consider doing all engineering and construction for this sidewalk extension using County funds. If DPW&T cannot fund fully, the Town would need to cover costs not borne by DPW&T.
- DPW&T to determine if this would require a permit or would it be considered maintenance, which could reduce time and some expenses. If a permit is required, Public Works requested DPW&T to be the permittee to reduce permit fees.
- Public Works requested DPW&T to provide project management and utilize their contractor NZI for this work as well.

These points are currently under review by DPW&T.

Boyd Park Flooring

Following discussion in the December Town meeting the Public Works department has received the updated pricing for the 3-flooring options the Mayor and Council indicated interest in for Boyd Park, listed below.

Woodcarpet/Woodchips: \$8,608.00



Rubber: \$90,632.00



Corkeen: \$146,777.00



At this time, we have ~ \$22,000 remaining from the CPP Grant allocated to the Boyd Park Playground Equipment. Both the rubber and corkeen necessitate the Town provide additional funding; the rubber requires an additional ~ \$69,000 and the corkeen requires an additional ~ \$ 125,000.



PLAYGROUND SPECIALISTS, INC.
 29 Apples Church Road
 Thurmont, MD 21788
 8003850075
 www.playspec.com

ADDRESS

TOWN OF CHEVERLY
 ATTN: STEVE BRAYMAN
 6401 FOREST ROAD
 CHEVERLY, MD 20785

SHIP TO

BOYD PARK
 OPTION #3 - PLAYSPEC
 RAINBOW RUBBER
 C/O PLAYGROUND
 SPECIALISTS

Proposal 33179B

DATE 02/21/2025

SALES REP

DAVE SMITH

TYPE	QTY	RATE	AMOUNT
NOTE HGAC CONTRACT #PR11-20			
PLAYSPEC RAINBOW INSTALL 3,743 SQ FT 2" PLAYSPEC RAINBOW BONDED RUBBER PLUS 1.5" PAD	3,743	19.00	71,117.00
STONE COMPACTED # 57 STONE 4" FOR RUBBER BASE	1	19,515.00	19,515.00
RUBBER NOTE CONTRACTOR NOT RESPONSIBLE FOR SECURITY AND VANDALISM DURING RUBBER INSTALLATION AND CURING TIME			
NOTE DEMO, GRADING, EQUIPMENT, INSTALLATION, TIMBERS, AND FREIGHT ALL QUOTED SEPARATELY			

- *Net 30 w/ PO
- *3% service charge for all credit card payments.
- *Pricing only guaranteed for 30 days unless specified above.
- *Absolutely no engineering, permits, permit fees, bonding, drainage, wage rates, or additional insurance included in above pricing unless specified on line item.
- *Additional mobilization, poor soils, limited access, or utility issues may result in change orders.
- *Standard lead times always apply. Contact sales agent for details.
- **Sign and return when approved. Thank you!

SUBTOTAL	90,632.00
TAX (0%)	0.00

TOTAL \$90,632.00

Accepted By

Accepted Date



PLAYGROUND SPECIALISTS, INC.
 29 Apples Church Road
 Thurmont, MD 21788
 8003850075
 www.playspec.com

ADDRESS

TOWN OF CHEVERLY
 ATTN: STEVE BRAYMAN
 6401 FOREST ROAD
 CHEVERLY, MD 20785

SHIP TO

BOYD PARK
 CORKEEN OPTION
 C/O PLAYGROUND
 SPECIALISTS

Proposal 33499A

DATE 02/21/2025

SALES REP

DAVE SMITH

TYPE	QTY	RATE	AMOUNT
NOTE HGAC CONTRACT #PR11-20			
CORKEEN INSTALL 3,743 SQ FT CORKEEN SYSTEM 5" THICKNESS	3,743	34.00	127,262.00
STONE COMPACTED # 57 STONE 4" FOR CORKEEN BASE	1	19,515.00	19,515.00
NOTE CONTRACTOR NOT RESPONSIBLE FOR SECURITY AND VANDALISM DURING CORKEEN INSTALLATION AND CURING TIME			
NOTE DEMO, GRADING, EQUIPMENT, INSTALLATION, TIMBERS, AND FREIGHT ALL QUOTED SEPARATELY			

*Net 30 w/ PO
 *3% service charge for all credit card payments.
 *Pricing only guaranteed for 30 days unless specified above.
 *Absolutely no engineering, permits, permit fees, bonding, drainage, wage rates, or additional insurance included in above pricing unless specified on line item.
 *Additional mobilization, poor soils, limited access, or utility issues may result in change orders.
 *Standard lead times always apply. Contact sales agent for details.
 **Sign and return when approved. Thank you!

SUBTOTAL 146,777.00
 TAX (0%) 0.00

TOTAL \$146,777.00

Accepted By

Accepted Date



PLAYGROUND SPECIALISTS, INC.
 29 Apples Church Road
 Thurmont, MD 21788
 8003850075
 www.playspec.com

ADDRESS

TOWN OF CHEVERLY
 ATTN: STEVE BRAYMAN
 6401 FOREST ROAD
 CHEVERLY, MD 20785

SHIP TO

BOYD PARK
 WOODCARPET EWF OPTION
 C/O PLAYGROUND
 SPECIALISTS

Proposal 33500A

DATE 02/21/2025

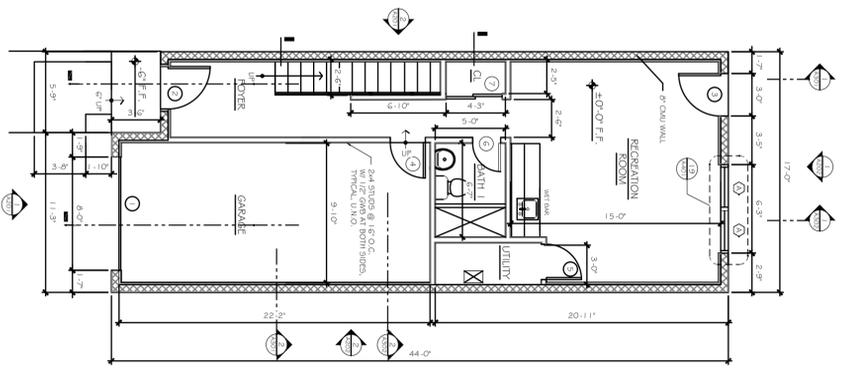
SALES REP

DAVE SMITH

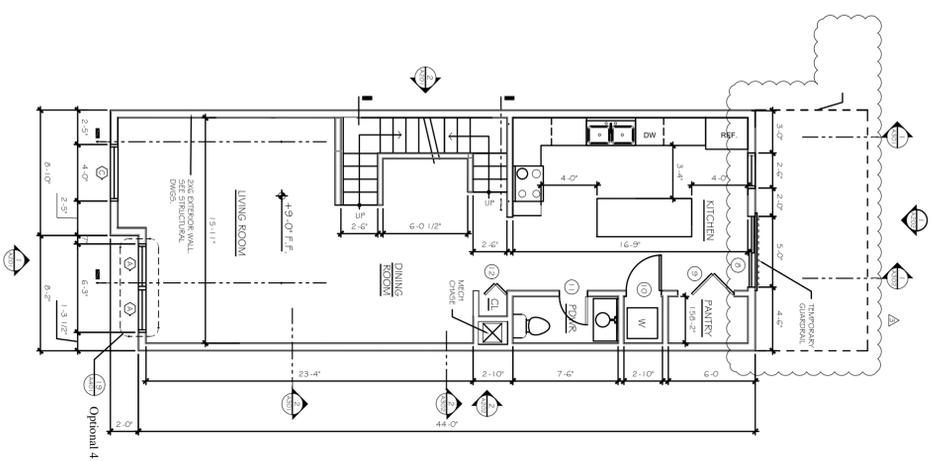
TYPE	QTY	RATE	AMOUNT
NOTE HGAC CONTRACT #PR11-20			
WOODCARPET PROVIDE AND SPREAD 146 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	146	48.00	7,008.00
NOTE DEMO, GRADING, EQUIPMENT, INSTALLATION, TIMBERS, AND FREIGHT ALL QUOTED SEPARATELY			
*Net 30 w/ PO	SUBTOTAL		7,008.00
*3% service charge for all credit card payments.	TAX (0%)		0.00
*Pricing only guaranteed for 30 days unless specified above.	SHIPPING		1,600.00
*Absolutely no engineering, permits, permit fees, bonding, drainage, wage rates, or additional insurance included in above pricing unless specified on line item.			
*Additional mobilization, poor soils, limited access, or utility issues may result in change orders.			
*Standard lead times always apply. Contact sales agent for details.			
**Sign and return when approved. Thank you!			
		TOTAL	\$8,608.00

Accepted By

Accepted Date



1 FIRST FLOOR PLAN
SCALE: 1/8"=1'-0"



2 SECOND FLOOR PLAN
SCALE: 1/8"=1'-0"

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. The reviewer is not responsible for the preparation and content of this document. The applicant must provide a record copy of these documents with their original seal, signature and date.
Case Name: SCHNEIDER NEWY SFH
Case Number (Permit #): 2017-2022-1
Case Type: S01
Issuance Date: 07/05/22
Address: 4401-4403-4405-4407-4409-4411-4413-4415-4417-4419-4421-4423-4425-4427-4429-4431-4433-4435-4437-4439-4441-4443-4445-4447-4449-4451-4453-4455-4457-4459-4461-4463-4465-4467-4469-4471-4473-4475-4477-4479-4481-4483-4485-4487-4489-4491-4493-4495-4497-4499-4501-4503-4505-4507-4509-4511-4513-4515-4517-4519-4521-4523-4525-4527-4529-4531-4533-4535-4537-4539-4541-4543-4545-4547-4549-4551-4553-4555-4557-4559-4561-4563-4565-4567-4569-4571-4573-4575-4577-4579-4581-4583-4585-4587-4589-4591-4593-4595-4597-4599-4601-4603-4605-4607-4609-4611-4613-4615-4617-4619-4621-4623-4625-4627-4629-4631-4633-4635-4637-4639-4641-4643-4645-4647-4649-4651-4653-4655-4657-4659-4661-4663-4665-4667-4669-4671-4673-4675-4677-4679-4681-4683-4685-4687-4689-4691-4693-4695-4697-4699-4701-4703-4705-4707-4709-4711-4713-4715-4717-4719-4721-4723-4725-4727-4729-4731-4733-4735-4737-4739-4741-4743-4745-4747-4749-4751-4753-4755-4757-4759-4761-4763-4765-4767-4769-4771-4773-4775-4777-4779-4781-4783-4785-4787-4789-4791-4793-4795-4797-4799-4801-4803-4805-4807-4809-4811-4813-4815-4817-4819-4821-4823-4825-4827-4829-4831-4833-4835-4837-4839-4841-4843-4845-4847-4849-4851-4853-4855-4857-4859-4861-4863-4865-4867-4869-4871-4873-4875-4877-4879-4881-4883-4885-4887-4889-4891-4893-4895-4897-4899-4901-4903-4905-4907-4909-4911-4913-4915-4917-4919-4921-4923-4925-4927-4929-4931-4933-4935-4937-4939-4941-4943-4945-4947-4949-4951-4953-4955-4957-4959-4961-4963-4965-4967-4969-4971-4973-4975-4977-4979-4981-4983-4985-4987-4989-4991-4993-4995-4997-4999-5001-5003-5005-5007-5009-5011-5013-5015-5017-5019-5021-5023-5025-5027-5029-5031-5033-5035-5037-5039-5041-5043-5045-5047-5049-5051-5053-5055-5057-5059-5061-5063-5065-5067-5069-5071-5073-5075-5077-5079-5081-5083-5085-5087-5089-5091-5093-5095-5097-5099-5101-5103-5105-5107-5109-5111-5113-5115-5117-5119-5121-5123-5125-5127-5129-5131-5133-5135-5137-5139-5141-5143-5145-5147-5149-5151-5153-5155-5157-5159-5161-5163-5165-5167-5169-5171-5173-5175-5177-5179-5181-5183-5185-5187-5189-5191-5193-5195-5197-5199-5201-5203-5205-5207-5209-5211-5213-5215-5217-5219-5221-5223-5225-5227-5229-5231-5233-5235-5237-5239-5241-5243-5245-5247-5249-5251-5253-5255-5257-5259-5261-5263-5265-5267-5269-5271-5273-5275-5277-5279-5281-5283-5285-5287-5289-5291-5293-5295-5297-5299-5301-5303-5305-5307-5309-5311-5313-5315-5317-5319-5321-5323-5325-5327-5329-5331-5333-5335-5337-5339-5341-5343-5345-5347-5349-5351-5353-5355-5357-5359-5361-5363-5365-5367-5369-5371-5373-5375-5377-5379-5381-5383-5385-5387-5389-5391-5393-5395-5397-5399-5401-5403-5405-5407-5409-5411-5413-5415-5417-5419-5421-5423-5425-5427-5429-5431-5433-5435-5437-5439-5441-5443-5445-5447-5449-5451-5453-5455-5457-5459-5461-5463-5465-5467-5469-5471-5473-5475-5477-5479-5481-5483-5485-5487-5489-5491-5493-5495-5497-5499-5501-5503-5505-5507-5509-5511-5513-5515-5517-5519-5521-5523-5525-5527-5529-5531-5533-5535-5537-5539-5541-5543-5545-5547-5549-5551-5553-5555-5557-5559-5561-5563-5565-5567-5569-5571-5573-5575-5577-5579-5581-5583-5585-5587-5589-5591-5593-5595-5597-5599-5601-5603-5605-5607-5609-5611-5613-5615-5617-5619-5621-5623-5625-5627-5629-5631-5633-5635-5637-5639-5641-5643-5645-5647-5649-5651-5653-5655-5657-5659-5661-5663-5665-5667-5669-5671-5673-5675-5677-5679-5681-5683-5685-5687-5689-5691-5693-5695-5697-5699-5701-5703-5705-5707-5709-5711-5713-5715-5717-5719-5721-5723-5725-5727-5729-5731-5733-5735-5737-5739-5741-5743-5745-5747-5749-5751-5753-5755-5757-5759-5761-5763-5765-5767-5769-5771-5773-5775-5777-5779-5781-5783-5785-5787-5789-5791-5793-5795-5797-5799-5801-5803-5805-5807-5809-5811-5813-5815-5817-5819-5821-5823-5825-5827-5829-5831-5833-5835-5837-5839-5841-5843-5845-5847-5849-5851-5853-5855-5857-5859-5861-5863-5865-5867-5869-5871-5873-5875-5877-5879-5881-5883-5885-5887-5889-5891-5893-5895-5897-5899-5901-5903-5905-5907-5909-5911-5913-5915-5917-5919-5921-5923-5925-5927-5929-5931-5933-5935-5937-5939-5941-5943-5945-5947-5949-5951-5953-5955-5957-5959-5961-5963-5965-5967-5969-5971-5973-5975-5977-5979-5981-5983-5985-5987-5989-5991-5993-5995-5997-5999-6001-6003-6005-6007-6009-6011-6013-6015-6017-6019-6021-6023-6025-6027-6029-6031-6033-6035-6037-6039-6041-6043-6045-6047-6049-6051-6053-6055-6057-6059-6061-6063-6065-6067-6069-6071-6073-6075-6077-6079-6081-6083-6085-6087-6089-6091-6093-6095-6097-6099-6101-6103-6105-6107-6109-6111-6113-6115-6117-6119-6121-6123-6125-6127-6129-6131-6133-6135-6137-6139-6141-6143-6145-6147-6149-6151-6153-6155-6157-6159-6161-6163-6165-6167-6169-6171-6173-6175-6177-6179-6181-6183-6185-6187-6189-6191-6193-6195-6197-6199-6201-6203-6205-6207-6209-6211-6213-6215-6217-6219-6221-6223-6225-6227-6229-6231-6233-6235-6237-6239-6241-6243-6245-6247-6249-6251-6253-6255-6257-6259-6261-6263-6265-6267-6269-6271-6273-6275-6277-6279-6281-6283-6285-6287-6289-6291-6293-6295-6297-6299-6301-6303-6305-6307-6309-6311-6313-6315-6317-6319-6321-6323-6325-6327-6329-6331-6333-6335-6337-6339-6341-6343-6345-6347-6349-6351-6353-6355-6357-6359-6361-6363-6365-6367-6369-6371-6373-6375-6377-6379-6381-6383-6385-6387-6389-6391-6393-6395-6397-6399-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LEGEND	
EXIST. FIRE HYDRANT	
EXIST. UTILITY POLE	
EXIST. GAS VALVE	
SPOT ELEVATION	
EXIST. POWER POLE	
EXIST. PROPERTY LINE	
EXIST. CHAIN LINK FENCE	
EXIST. MAJOR CONTOUR LINE	
EXIST. MINOR CONTOUR LINE	
SETBACKS LINE	
PROP. MAJOR CONTOUR LINE	
PROP. MINOR CONTOUR LINE	
EXIST. SEWER LINE	
EXIST. WATER LINE	
PROP. SEWER HOUSE CONNECTION	
LIMITS OF DISTURBANCE	
OVERHEAD LINES	
PROP. 2-1/2" PIN OAK QUERCUS FALUSTRIS	
PRO. 1-3/4" AMERICAN HOLLY ILEX OPACA	
EXIST. SEWER MANHOLE	

Soil Boundary Type CdB

GENERAL NOTES

- ZONING: RSF-65 (Residential, Single Family-65 Zone)
- TAX ACCOUNT: 0150649
- TAX MAP: 0060, GRID: 00F4, PARCEL: 0000, SUBDIVISION 9400
- PLAT: A-4999
- W.S.S.C GRID: 205 NE 05
-

SITE ANALYSIS

1	GROSS AREA OF SITE	7,615SF OR 0.17 AC.
2	TOT. DISTURBED AREA	2333 SF OR 0.05 AC.
3	HEIGHT OF DWELLING AT ITS PEAK	24'-0"
4	MAX. COVERAGE BY STRUCTURES	35% OF NET LOT AREA
5	TOT. PROP. COVERAGE BY STRUCTURES	16.70 %
	HOUSE	600 SF
	DECK	0 SF
	PORCH	0 SF
	GARAGE	200 SF
	SIDE WALK	0 SF
	CONC. PAD	72 SF
	DRIVEWAY	400 SF
	WALL	0 SF
6	EARTHWORK	
	CUT	2.79 C.Y.
	FILL	82.59 C.Y.
	EXPORT/IMPORT	79.80 C.Y.

MINIMUM SETBACKS FOR PRINCIPAL STRUCTURES

FRONT LOT LINE	25 FT
REAR LOT LINE	20 FT
SIDE LOT LINE	8 FT/16 FT
CORNER SIDE LOT LINE	25 FT
MAX HEIGHT	40 FT

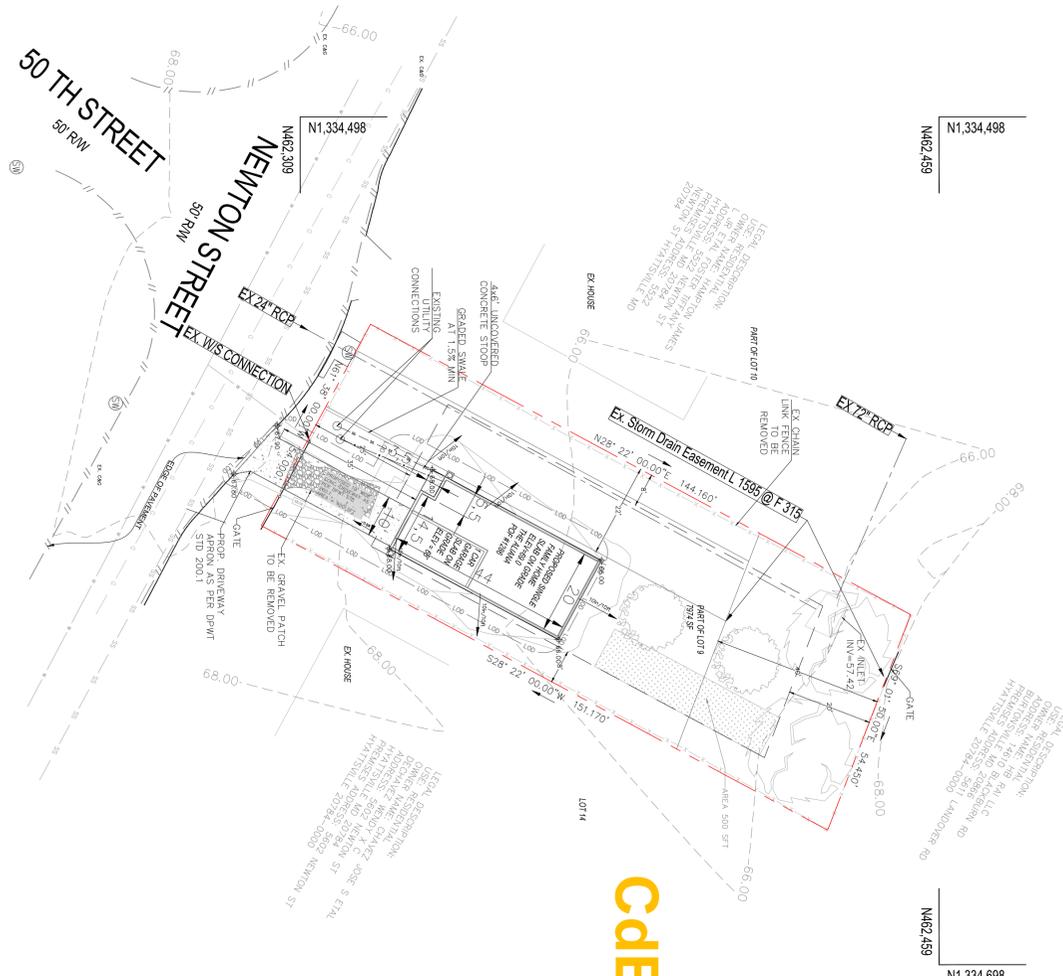
CIVIL ENGINEER

DESIGN

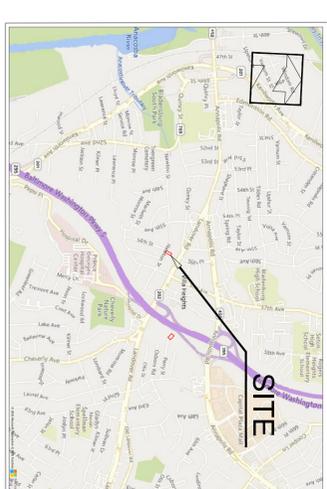
Professional Engineer	Checked By:	Date	License No.	Expiration Date
AS	AS	06/12/2024	22809	10/22/2026



SITE PLAN
 SCALE 1" = 10'



CdB

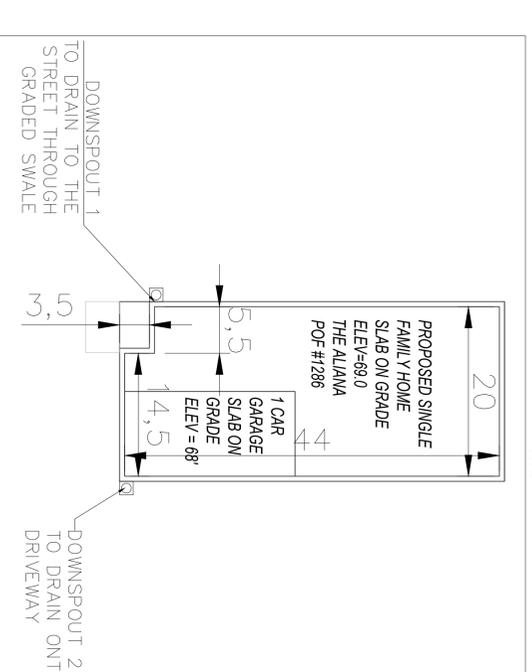


NOTE:

- NGVD29 DATUM USED FOR ELEVATIONS
- MAD 83 DATUM USED AS HORIZONTAL DATUM
- NO POWERLINES ON THE PROPERTY

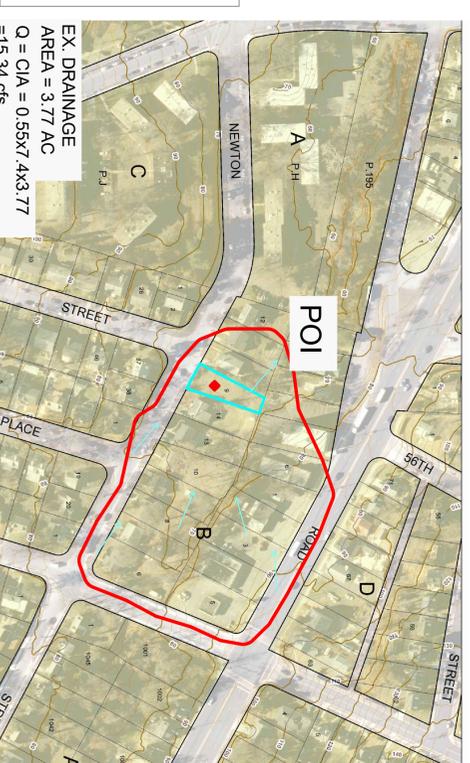


TYPICAL HOUSE TEMPLATE
 NTS



DA MAP - 5600 NEWTON ST.
 SCALE 1" = 150'

- GENERAL NOTES:**
1. Any underground utilities information shown hereon is taken from available records. The contractor must determine the location and elevation of all existing utilities shown on plans and prior to trenching. If a conflict is encountered the site manager is to be notified prior to proceeding with construction.
 2. All in-inverts and cross over elevations must be verified prior to start of work.
 3. Contractor is responsible for removing structures, concrete foundations, and portions of roadways necessary to prepare site for construction of improvements shown hereon. The contractor is to ensure any live utilities are inactive before removal.
 4. The contractor shall be responsible for any work which would normally be required to complete the project shall not relieve the contractor of the responsibility to perform such work.
 5. All work shall comply with applicable provisions of the Maryland Standards and Specifications for Soil Erosion and Sediment Control.



SITE DEVELOPMENT CONCEPT PLAN

5600 NEWTON ST
 HYATTSVILLE 20748
 Prince George's County, Maryland
 Liber: 38654 Folio: 439

ISSUED ON: 06/12/2024

Rev. No.	Date	Description

OWNER/APPLICANT/DEVELOPER

SEPTEMBER PROPERTIES LLC
 12138 Central Ave, Suite 955
 Mitchellville, MD 20721
 (202) 888-3697

PROPRIETARY STATEMENT

THE INCLUDED DESIGN DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF CYBORG MANAGEMENT GROUP INC. INSTALLATION CONTRACTOR IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND CONDITIONS AT JOB SITE, AS WELL AS BUILDING RULES, CODES AND REGULATIONS PRIOR TO CONSTRUCTION. ALL CLEARANCES AND DIMENSIONS SHOULD BE CHECKED WITH THE ENGINEER PRIOR TO FABRICATION OF SAID WORK. INSTALLATION CONTRACTOR IS RESPONSIBLE FOR RESPONSIBILITY FOR COMPLIANCE WITH ALL NOTES, USE OF THESE DESIGN DRAWINGS FOR ANY OTHER PURPOSE IS UNAUTHORIZED.

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland.



TRAFFIC CONTROL PLAN NOTES

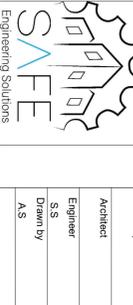
C-1	All proposed lane closures shall occur between the hours of 9 AM and 3 PM, unless otherwise coordinated with the permitting agency.
C-2	Roadway must be fully restored at end of each workday.
C-3	A minimum of 10' lanes must be maintained through the work zone.
C-4	Access to all driveways must be maintained.
C-5	If steel plates are used to temporarily restore the roadway, then steel plate warning signs shall be installed on all approaches.
C-6	During the period between November 1st of each year and March 1st of the following year, steel plates are not permitted except in emergency events. When any steel plate is installed, the permittee shall notify DMV's Registration by phone at (301) 324-2700 and the County Inspector, within the first 4 hours of installation of said plates. When installed, steel plates shall be appropriately identified by permittee for traffic and pedestrian safety. In addition, a minimum of four 4-foot tall wooden survey stakes (painted bright pink) placed behind the back of curb, or in rural areas, placed beyond road shoulder, shall be required to denote beginning and end of steel plates.
C-7	Any conflicting pavement markings shall be covered and temporary pavement markings included as necessary.
C-8	Traffic control devices must be in compliance with the latest edition of the MUTCD and the MD SHA Book of Standards.
C-9	All warning signs not in use shall be fully covered with opaque material.
C-10	Traffic signs shall not be placed where they will impede the path of pedestrians or motorists.
C-11	All excavator which results in a permanent edge drop-off shall be in accordance with MD STD 204, MD 104.06-15 to MD 104.06-19. On County roads, concrete barrier is to be used when the drop-off is greater than 5 inches and the roadways where work is taking place is classified as a collector, major collector or arterial. Water filled or sand filled berms is to be used when the drop-off is greater than 5 inches and the roadways where work is taking place is classified as on industrial, primary residential or secondary residential roadway. Only the berms and the roadways where work is taking place are classified as primary residential or secondary residential roadways AND the work zone is controlled by a fogger.
C-12	This plan, approval is only for County maintained roadways. The road work should be coordinated, reviewed and approved by any other jurisdiction impacted.
C-13	Any physical or operational impacts to a traffic signal must be addressed and coordinated with the County DMV&T Signal Shop.
C-14	If the road work impacts the operation of a traffic signal, the contractor may be required to provide additional detection devices to facilitate the maintenance of traffic operations. This shall be determined by the permitting agency, and/or the County DMV&T Signal Shop.
C-15	Preconstruction facilities must be maintained or a clear, detectable, towable, safe and handicap accessible alternative path must be provided.
C-16	Foggers shall be Maryland State Highway Administration or ATSSA approved/certified foggers. Radio communication shall be required between foggers if the foggers cannot see each other or if the time closure exceeds 200 feet.
C-17	

MAINTENANCE OF TRAFFIC CHECKLIST (104)

Before Construction	See that 1. Locations for temporary construction and detours are correct as shown on the Traffic Control Plan (TCP). 2. Necessary traffic control devices are available and in good condition. 3. Approved TCP is approved and implemented. 4. Contractor must submit and get approved a certified Traffic Manager (TM) for project.
During Construction	See that 1. Temporary structures and roadways are constructed and maintained in accordance with the requirements of the Contract. 2. Detour traffic control devices have been installed properly and meet the TCP requirements. 3. Temporary and permanent roads and structures, as well as those under construction, are maintained in conformance with the Contract Documents. 4. All construction activities are released continuously. 5. The TM implements the TCP, mentions on up to date TCP and provides a copy of any approved changes to the TCP to the Project Engineer. 6. The TM on a regular basis monitors the condition of the route traveled through work areas. Submit daily reports for filing.
After Construction	See that 1. Temporary structures, structures, and roadways are removed and the area is restored to proper condition. 2. Measurements and cross sections are taken as required to document payment for quantities of materials removed (if applicable). 3. Measurements, drawings and computations are made and entered in the sketch book to document quantities of items.

*Stabilization practices on all projects must be in accordance with the requirements of COMAR 26.17.03.06 regarding January 9, 2013. Stabilization practices include, but are not limited to:
1. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
2. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
3. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
4. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
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6. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
7. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
8. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
9. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.
10. Erosion control measures such as mulch, straw, straw wattles, silt fences, sedimentation basins, etc.

CIVIL ENGINEER



DESIGN	
Landscape Architect	Checked By:
Architect	Checked By:
Engineer	Checked By:
SS	Checked By:
Drawn By	Checked By:
AS	Checked By:

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland.

Soil Symbol	Soil Description	Hydrologic Soils Group
C&B	Christiana-Downer-Urbain Land 5-15% slopes	D

PLANT SCHEDULE AND PLANT LIST

SYMBOL OF EACH TREE/SHRUB	# OF EACH TREE/SHRUB	BOTANICAL NAME	COMMON NAME	SIZE OF EACH TREE/SHRUB
	2 TREES	QUERCUS PALUSTRIS	PIN OAK QUERCUS PALUSTRIS	6FT
	2 TREES	TREES PRUNUS SPERULATA	FLOWERING CHERRY PRUNUS SP	1 1/2'
	25 SHRUBS	SEMPERVIRENS	EVERGREEN CURSPERVIRENS SHRUBS	3 FT
	25 SHRUBS	ROSA GALLAGA VAR. OTHONALIS	OLD RED DAMASK ROSE SHRUBS	3 FT

RESIDENTIAL TYPE	MINIMUM NUMBER OF TREES	MINIMUM ORNAMENTAL EVERGREEN TREES	MINIMUM PLANTING AREA OF PERENNIALS, AND/OR GROUND-COVER	COMMON AND GREEN AREA REQUIREMENTS
Single-Family Detached Lots 40,000 sq. ft. or larger	5 per lot	4 per lot	800 S.F.	
Single-Family Detached Lots 20,000-39,999 sq. ft.	4 per lot	3 per lot	800 S.F.	
Single-Family Detached Lots 10,000-19,999 sq. ft.	3 per lot	2 per lot	500 S.F.	1 major Shade Tree and 25 plant units of understory per 1,000 square feet of Common Area per 4.1.c.4.
Single-Family Detached Lots 6,500-9,500 sq. ft.	2 per lot	2 per lot	500 S.F.	
Single-Family Detached Lots 6,500 sq. ft. or smaller	1 per lot	2 per lot	500 S.F.	

Lot size range	Number of lots	Area of common Open Space	# of trees Required	# of trees Provided
6500-9500	One	n/a	2 Trees (Height 12-14 feet)	2 Trees
Existing Shade Tree to remain				
COMMON AREA Shade Trees (1/1000 s.f.) 25 plants units per 2000 s.f.:				
Ornamental Trees				
Evergreen Trees				
Shrubs, Perennials & Groundcover	500 sft	500 sft	1 trees	1 trees
Existing Shade Trees				

SAMPLE SCHEDULE 4.9-1 SUSTAINABLE LANDSCAPING REQUIREMENTS

% OF NATIVE PLANTS	Plants Provided	Total Native	Native % Required	Native % Provided
Shade Trees	2	2	80%	100
Ornamental Trees	2	2	70%	100
Evergreen Trees	2	2	40%	100
Shrubs	50	50	60%	100
MINIMUM # SPECIES REQUIRED	Total # Provided	PIN OAK, QUERCUS PALUSTRIS	# Predominant Species	% Predominant Species
Shade Trees	2			100
Ornamental Trees				
Evergreen Trees	2	FLOWERING CHERRY PRUNUS	2	100
Shrubs	50	50 SHRUBS BOTH DOMINANT: 25 EVERGREEN AND 25 SUMMERSWEET SHRUBS		100

- Are invasive species proposed? Yes No
- Are existing on-site invasive species in area proposed to fulfill the requirements of this manual? Yes No
- If "Yes" is checked in the number 1 or 2 is a note included on the plan requiring removal of invasive species prior to certification in accordance with Section 1.5. Certification of final installation of plant material? Yes No
- Are trees proposed to be planted on slopes greater than 3:1? Yes No

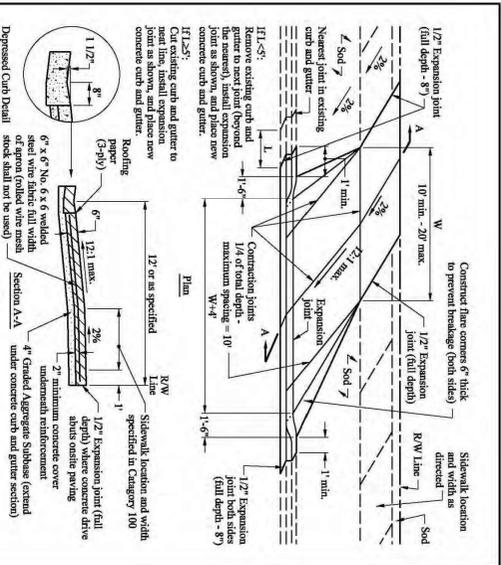


THE INCLUDED DESIGN DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF CIVIL ENGINEER AND ARCHITECT. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. ANY VIOLATION OF THESE TERMS SHALL BE CONSIDERED A BREACH OF CONTRACT. ALL CLEARANCES AND DIMENSIONS SHOULD BE CHECKED WITH THE ENGINEER PRIOR TO FABRICATION OF SAID WORK. INSTALLATION CONTRACTOR IS RESPONSIBLE FOR CORRECTING THE SAME AT HIS OWN EXPENSE. INSTALLATION CONTRACTORS RESPONSIBLE FOR COMPLYING WITH ALL NOTES, USE OF THESE DESIGN DRAWINGS FOR ANY OTHER PURPOSE IS UNAUTHORIZED.

PROPRIETARY STATEMENT

Tree Canopy Coverage Schedule for Sec. 25-128		TC22a:	DRD Case #:	Area (Acres)
Project Name:				
Site Calculations:		Zone 1:	NSF-65	0.17
		Zone 2:		
		Zone 3:		
		Zone 4:		
		Total Acres:		0.17
Total Acres (gross acres)		% of TTC required	TTC Required (Acres)	TTC Required In SF)
0.17		10.0%	0.02	741
A. TOTAL ON-SITE WC PROVIDED (Acres) =		0.02	Acres	788.08
B. TOTAL AREA EXISTING TREES (non-WC acres) =		0.02	Acres	958.32
C. TOTAL SQUARE FOOTAGE IN LANDSCAPE TREES =				470
D. TOTAL TREE CANOPY COVERAGE PROVIDED =				2212
E. TOTAL SQUARE FOOTAGE REQUIRED =				741
		Requirement		Satisfied
Credit Categories for Landscape Trees		TTC Credit per Tree Based on Size at Planting (SF)	Number of Trees	TTC Credit (SF)
Deciduous - columnar shade tree (50' or less height)		2 - 1/2' - 3' = 65	0	0
Deciduous - columnar shade tree (20' or less height)		3 - 1/2' - 7' = 75	0	0
Deciduous - ornamental tree (20' or less height with equal spread). Minimum planting size 7' - 9' in height		1 - 1/2' - 5/4' = 75	0	0
Deciduous - minor shade tree (25-50' height with equal spread or greater). Minimum planting size 7' - 9' in height		2 - 1/2' = 100	2	200
Deciduous - major shade tree (50' and greater ht. with spread equal to or greater than ht) Minimum planting size 12 to 14' in height		2 - 1/2' - 3' = 100	0	0
Deciduous - major shade tree (50' and greater ht. with spread equal to or greater than ht) Minimum planting size 12 to 14' in height		3 - 1/2' - 3' = 225	0	0
Evergreen - columnar tree (less than 30' height with spread less than 15')		3 - 1/2' = 250	0	0
Evergreen - medium tree (40-50' height with spread of 20' or more)		6 - 8' = 40	0	0
Evergreen - large tree (50' height or greater with spread of one 30')		8 - 10' = 50	0	0
Evergreen - medium tree (40-50' height with spread of 20' or more)		10 - 12' = 175	0	0
Evergreen - large tree (50' height or greater with spread of one 30')		6 - 8' = 150	0	0
TOTAL NUMBER OF TREES/TTC CREDIT (SF)		8 - 10' = 200	0	0
(Manually enter information/figures into shaded areas)		10 - 12' = 250	4	470
Sayed Saif Uj Haq		1/15/2025		
Prepared by		Date		
Revised June 2011				

DRAWING STANDARDS FOR DRIVEWAY ENTRANCE



ISSUED ON	02/10/2024
REVISIONS	
Rev. No.	Description
1	Urban Residential Driveway Entrance 200.01
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION Prince George's County, MD	

SITE DEVELOPMENT CONCEPT PLAN
5600 NEWTON ST
HYATTSTVILLE 20748
Prince George's County, Maryland
Libec: 38654 Folio: 439
SCALE AS SHOWN

WSSC Water Long-Form Permit for Abandonment, Service Connection, and Meter Vault Only (External)



Permit Number: **SC-1443367-2023** **(Res) New/Upgrade**

Active Holds on the Permit:

Permit Details:

Permit Type:	Service Connection (Res)	Project Record:	Application Date:	07/27/2023
Work Class:	New/Upgrade	DSG Reviewer ID:	Issue Date:	08/04/2023
Permit Status:	Issued	RSG Reviewer ID:	Expiration Date:	
Description:		Licensee Name:	Last Connection Date:	
		Licensee ID:	Final Date:	
County Building Permit #:				
Building Certification Release Date:	08/04/2023			
Building Certification Release Expiration Date:	08/04/2026			

Property Info:

Service Address (Number & Street Name):	5600 Newton St		
Property Type:	01 - Single-Family Dwelling	EGIS Property Info:	
Subdivision:	WEST CHEVERLY	Subdivision:	940000
Parcel:	n/a	Parcel:	
Lot:	9	Lot:	
Block:	n/a	Block:	
ADC Map Page:	0000	GIS X Coordinate:	1334582.188242240
ADC Map Grid:	C01	GIS Y Coordinate:	462380.999536680
200' Sheet #:	205NE05	200' Sheet #:	205NE05
County:	P		
Election District:	2	Election District:	02
Current Property Tax Account #:	00150649	Current Property Tax Account #:	00150649
Tax Account # (Other):			
Is Parent Tax Account #?:	No	AIS Property Info:	
City:	HYATTSVILLE	County:	
Zip Code:	20784	Election District:	
Building #:		Current Property Tax Account #:	
Building Name:			
Unit or Suite #:			
Parcel Record Info:	P0200150649		

Owner Info:

Name:	FEROZE ZAHID	Street Address:	5105 CORNELIAS PROSPECT DR	City:	BOWIE
State:	MD-Maryland	Zip:	20720	Telephone:	3014595932

WSSC Water Long-Form Permit for Abandonment, Service Connection, and Meter Vault Only (External)



Permit Number: SC-1443367-2023 (Res) New/Upgrade

Proposed Work:

Job/Tenant Name:	Permit Job Detail:
	Structure Condition (New/Exist): New
Water Supply System:	Sewer Disposal System:
Current Water Supply Type:	Current Sewage Disposal Type:
Proposed Water Service Connection Size: 1-1/2"	Proposed Sewer Serv Conn. Size: 4" Gravity
Water Service Category: W-3	Sewer Service Category: S-3
Water Main Location: In the Public Way	Sewer Main Location: In the Public Way
Water: Job Contract #:	Sewer: Job Contract #:
Existing Water Service Connection Size to be Abandoned:	Existing Sewer Service Connection Size to be Abandoned:
Proposed Meter for Outside Meter Vault/Setting:	
Meter Requested from Applicant:	Sewage Pump Info:
WSSC Meter Location Requested: Inside	Please indicate whether any of these apply. N/A
Meter Size Requested: 1"	Grinder Pump Make:
	Grinder Pump Model:
	Grinder Pump Approval Date:
	Grinder Pump Approved By:
Residential:	Non-Residential:
Who will build/abandon the service connection or outside meter vault? WSSC	Does proposed Service Connection serve MORE THAN ONE building?
ONLY property owned in subdivision or development? Yes	Total Residential Units in Building:
Existing Property Details (Health Hazard) N/A	Water Service Connection serves Fire Suppression System:
Length (in feet) of water service to be installed by plumber on property: 30	Water Service Connection for irrigation purposes only:
Existing service connection(s) to be abandoned in County/State Road:	SU or MSU #:
	SU or MSU Project Name:
ALL structure(s) to be served by the requested service connection(s)/outside meter vault/setting OR were served by service connections(s)/outside meter vault/setting to be abandoned:	
<input checked="" type="checkbox"/> Main House (May include attached garage):	1
<input type="checkbox"/> Garage:	0
<input type="checkbox"/> Pool House:	0
<input type="checkbox"/> Guest House:	0
<input type="checkbox"/> Studio:	0
<input type="checkbox"/> Barn:	0
<input type="checkbox"/> Other:	

**WSSC Water Long-Form Permit
for Abandonment, Service Connection, and Meter Vault Only (External)**



Permit Number: SC-1443367-2023 (Res) New/Upgrade

Deferred Payment Plan Option:

Water Service Connection:	Yes
Sewer Service Connection:	Yes

SEP Mainline Extension Work Class:

New Connection or Abandonment for property not owned by the SEP applicant:
Payment Method Indicated:
Previously generated 'Permit Range' SC or AB permit #:
'Permit Range' permit # (SC or AB type) already exists on approved Job/Contract plans
Previously generated 'Permit Range' permit #:
Overwrite existing permit # with the 'Permit Range' permit #?

WSSC Water Long-Form Permit for Abandonment, Service Connection, and Meter Vault Only (External)



Permit Number: **SC-1443367-2023** (Res) New/Upgrade

WSSC Meter/Billing Account Information:

Water Meter Info:			
Water: Proposed Meter Size:	1"	Water: Existing Meter Size:	N/A
Water: Proposed Meter Type:	C - Domestic Main Meter	Water: Existing Meter Type:	N/A
Water: Proposed Meter Location:	Outside	Water: Existing Meter Location:	N/A
WSSC Billing Account Info:			
WSSC Billing Account #:	n/a		
WSSC Meter ID #:	n/a		
Manufacturer:	N/A		

Base Permit Information:

(PPIS) Base Permit #:	0000000	(XREF) SC Base Permit #:	0000000
Meter Base Permit #:		AB Base Permit #:	
Water SC Permit # Serving Property:	0000000	Sewer SC Permit # Serving Property:	0000000
Existing Water Service Connection Size:	N/A	Existing Sewer Service Connection Size:	N/A
Water: Job/Report #:	A15001	Sewer: Job/Report #:	A15001
Availability of Water Main:	Existing	Availability of Sewer Main:	Existing
Water: Main Master Meter Permit #:			
Alternate Billing Account/Meter Service Address:			

Additional Service Connection, Abandonment, and Meter Vault Information:

Water:		Sewer:	
Water Service Connection Contract #:	7368A22	Sewer Service Connection Contract #:	7368A22
Water Service Abandonment Contract #:		Sewer Service Abandonment Contract #:	
Water Outside Meter Vault/Setting Contract #:			
Water Meter Abandonment Contract #:			
Water: Date Permit Assigned to Contract:	11/08/2023	Sewer: Date Permit Assigned to Contract:	11/08/2023
Water: Release for Service Date:	12/01/2023	Sewer: Release for Service Date:	12/01/2023
Water: Substantial Completion Date:		Sewer: Substantial Completion Date:	
Water Abandonment Permit #		Sewer Abandonment Permit #	
Water: AIS Contract # Built From:	1950-0437	Sewer: AIS Contract # Built From:	1951-0364
Water: Built with Mainline Extension?	Improved	Sewer: Built with Mainline Extension?	Improved
Water: Shared Connection?	No	Sewer: Shared Connection?	No
Private System Takeover?	No	Dry Sewer?	No
Water: Ahead of Payment:	No	Sewer: Ahead of Payment:	No

**WSSC Water Long-Form Permit
for Abandonment, Service Connection, and Meter Vault Only (External)**



Permit Number: **SC-1443367-2023** (Res) New/Upgrade

Current Permit Cost Information:

Fee Description	Current Actual Cost	Current Fees Due	Invoice #	Status
Total Permit Fees				

Payment Information:

Payment Transaction #	Invoice #	Payment Amount	Payment Method	Date Paid	Transaction Status
Total Payments					

Required Physical Documents:

Document Name	Required	Received Date

Contacts Associated to this Permit:

NAME	TYPE	PHONE	EMAIL	BILLING CONTACT?