

TOWN  
MEETING  
October 14, 2021  
8:00 PM

**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Consent Agenda\***
  - A. Minutes (September 9 Town Meeting, September 29 Worksession, and September 29 Closed Session Summary)
  - B. Mt. Hope Commission grant request.
5. **Resident Input** - Public comment period. All comments are limited to 3 minutes. Residents are asked to please state name and ward.
6. **Committee Reports**
  - a. Recreation Council
  - b. Green Infrastructure Committee
  - c. Cheverly Day Committee
  - d. Planning Board
7. **DC Circulator** – Attorney Matthew Gordon and the representatives from the District of Columbia will provide an update and answer questions regarding the DC Circulator project at 201 Claybrick Road.
8. **Review of Traffic Study for Claybrick Road Project** – Traffic Engineer Jack Goode will give an update.
9. **Town Administrator Report** – Administrator Galloway will provide a report to the Mayor and Council regarding the status of Town operations as well as a summary of actions taken under the COVID-19 state of emergency.
10. **Police Report** – Acting Chief Kvech will give monthly report.
11. **Public Works Report** – Director Brayman will give monthly report.

12. **Charter Amendment Ward Boundary Update**– Mayor Munyeneh will provide a timeline of the process. The Public Hearing is scheduled for October 29 at 6:00 pm.
13. **Budget Priorities** – Mayor and Council will discuss the County Council’s Budget and priorities from the Town.
14. **Outdoor Facility Usage** – Staff will provide an update and ask Mayor and Council to adopt the new fee schedule.
15. **American Rescue Plan Funds (ARP)** – Administrator Galloway will provide and update to Mayor and Council.
16. **Prologis** – An update will be provided on the status of the Prologis building.
17. **Update on Evictions and the Water Task Force** – Mayor Munyeneh will provide an update.
18. **Review of October Worksession agenda and future requests** – The Mayor and Town Administrator will offer a forecast of the October Mayor and Council Worksession agenda.
19. **Mayor and Council Announcements** – Opportunity for Council to share community happenings and events. The mayor will afford each elected official up to five minutes to speak. Unused time may not be transferred, and formal council business will not be conducted.
20. **Adjourn**

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

*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.*

**You are invited to a Zoom webinar.**

*When:* October 14, 2021, 08:00 PM Eastern Time (US and Canada)  
*Topic:* Cheverly Town Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84025983118?pwd=cEh5bmU2aEs5MGViaGJnVVh6c1h6UT09>

**Webinar ID: 840 2598 3118**

**Passcode: 213079**

Or iPhone one-tap : US: +13017158592,,84025983118# or +13126266799,,84025983118#

Or Telephone: US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 669 900  
9128 or +1 253 215 8782 or +1 346 248 7799

Town of Cheverly  
**Town Meeting Minutes**  
September 9, 2021

Meeting called to order at 8:00 pm via Zoom.

Call to Order: Mayor Munyeneh, Council Members Nettles, Watson, McCann, Dalaker, and Fry.  
Staff: Town Administrator – Dylan O. Galloway, Chief of Police – Jarod J. Towers, Director of Public Works - Steve Brayman, and Town Clerk – TC Hegeman.

**Motion to Excuse CM Garces:** CM McCann, seconded by CM Watson. Approved unanimously.

**Motion to Approve Amended Agenda:** CM Nettles, seconded by CM Dalaker. Approved unanimously.

**Motion to Approve Consent Agenda:** CM Nettles, seconded by CM McCann. Approved unanimously.

*Items on the Consent Agenda include:*

- A. Minutes (August 12, 2021 – Town Meeting)
  
- B. Grant Requests - Cheverly African American Community Organization (CAACO) and Cheverly Parent Resource Center (CPRC)

**Committee Reports**

Green Infrastructure *Shelia Salo* spoke about Home Grown National Park, a grass-roots call to action which encourages the planting of native plants and removal of evasive plants.

Cheverly Day *Nick D'Angelo* discussed Cheverly Day's 90<sup>th</sup> Anniversary on October 2, 2021, and Covid-19 concerns as well as following the guidance provided by the county. He also spoke about the parade and people social distancing. Cheverly Day needs volunteers, please contact us at cheverlyday.org if you would like to volunteer.

**Town Administrators Report** Administrator Galloway gave his bi-weekly Covid-19 report and discussed the reopening of Town Hall for administrative services only. He also spoke about hybrid meetings, the audio-visual upgrade presentation, and finance. Mike Lightfield, the part-time Town Treasurer discussed preparing for the audit. Jeff Schneider with Diversified discussed the proposed audio-visual upgrade. Administrator Galloway then asked for the authority to move forward with the contract.

**Motion to give Mr. Galloway the Authority to move forward with the Contract with Diversified for the Audio-Visual Upgrades that are Outlined in the Proposal not to Exceed \$65,000.00 and after it's been Legally Vetted by the Town Attorney:** CM Watson, seconded by CM Fry. Approved unanimously.



**Employee Reclassification** Administrator Galloway discussed reclassifying the full-time Office Aide position to a part-time position and creating a Communications Specialist position.

**Motion to Allow Mr. Galloway to Reclassify the Office Aide Position and Hire the Communications Specialist:** CM Nettles, seconded by CM Fry. Approved by CM Nettles, CM Watson, CM Dalaker and CM Fry. CM McCann opposed.

Administrator Galloway also spoke about a teleworking policy being sent to mayor and council as well as the new Assistant to the Town Administrator/Treasurer.

**Swearing-in of Officers** Chief Towers swore-in six officers: Master Corporal McCullough, Zachary Baker, Franklin Braxton, Alex Hur, Ryan Palithcka, and William Wallace.

**Police Report** Chief Towers spoke about job openings and Public Safety Day being rescheduled because it fell on Yom Kipper. He also expressed his gratitude for being able to work with Cheverly and its residents as well as the numerous relationships that he has developed through his work. His last day is October 2, 2021; he will be the new Chief of Police in the City of Hyattsville.

**Motion for Chief Towers to Assist with Finding his Replacement:** CM McCann.  
*Motion withdrawn* as Chief Towers has already agreed to help.

**Public Works Report** Director Brayman discussed the finalized scope study for the new Public Works building, Woodworth Park redesign process starting next week, fall tree planting, supporting Public Safety Day, and speed humps.

**Motion to Support Mr. Brayman's Request for up to \$15,000.00 for Speed Humps:** CM Fry, seconded by CM McCann. Approved unanimously.

**Charter Amendment Update** John LeGloahec spoke about the Board of Elections administrative meetings, updating the election binder and process election file. He also talked about the creation of an exhibit on the history of Cheverly elections for Cheverly Day. The upcoming charter amendment was discussed by both John LeGloahec and Jason DeLoach, the Town Attorney.

**Strategic Plan Update** Administrator Galloway gave an update and discussed the attached proposal from Saving Solutions LLC.

**Motion to Execute the Contract for Strategic Plan because it is over the Procurement Amount:** CM: Nettles, seconded by CM Fry. Approved unanimously.

### **Review of September Worksession**

*Mayor Munyeneh* Water Task Force, youth development and youth council, update on annexations including hospital hill.

*CM McCann* Hospital Hill, ARP Funds, charter amendment and Code cleanup.

*CM Nettles* Building Usage Policy / Outdoor Facility Usage.

*CM Watson* Booms and Smells meeting organization

*Administrator Galloway* Claybrick Road update

**Mayor and Council Announcements**

*CM Fry* Unity Rally tomorrow at 2:30 pm at the Seabrook 7<sup>th</sup> Adventist Church.

*CM Watson* Saturday, September 11 is the 20<sup>th</sup> Anniversary commemoration at Legion Park at 9:15 am. There is a Special Closed Meeting on Tuesday.

*CM McCann* St. Ambrose Men's Club golf event is at the end of September.

*CM Dalaker* Ward 4<sup>th</sup> Civic Association meeting the 3<sup>rd</sup> Monday of every month at 7:00 pm.

*Mayor Munyeneh* Boundary discussion meeting on Monday regarding the Cheverly Sector Plan.

**Motion to Adjourn:** CM Nettles, seconded by CM McCann. Approved unanimously.  
10:43 pm

Town of Cheverly  
**Worksession**  
Minutes  
September 29, 2021

**Call to order:**

Meeting called to order at 7:30 pm via Zoom.

In attendance: Mayor Muniyeh, Council Members Nettles, Watson, Garces, and Fry. CM McCann joined the meeting at 7:28 pm. CM Dalaker not present. Town Attorneys- Jason DeLoach and Todd Pounds  
Staff: Town Administrator – Dylan Galloway, Town Clerk -TC Hegeman, and Office Aide – Tonya Jones.

**Pledge of Allegiance**

**Town Administrator Report** – Administrator Galloway gave his biweekly COVID-19 report and briefly discussed town operations. He also spoke about the blood drive, executing the contract for the strategic planner, the first round of ARP funds received, Leadership Retreat for Mayor and Council on November 12 and 13, and the fall MML Conference on October 10-12.

**Annexation** – Attorney Pounds discussed potential annexations of 63<sup>rd</sup> Avenue, 63<sup>rd</sup> Place, Cheverly West’s request to be annexed, Prologis, North Englewood, and Hospital Hill. The annexation process will take approximately six months. Attorney DeLoach told Mayor and Council that annexation details should be discussed in a Closed Session. CM Watson, CM McCann, and CM Nettles asked for a detailed revenue and expenses report before moving forward with annexation.

**1201 Claybrick Road** – Attorney Pounds gave an update on the process and briefly discussed County Councilmember Ivey’s email stating that there isn’t anything the town can do about the project. It is zoned properly; the town can try to establish conditions such as routes, only electric vehicles, and enhanced/increased buffering. CM McCann would like the town to draft a letter for the record that we do not support this and states the conditions if they move forward. CM Watson and Attorney’s Pounds and DeLoach are on a subcommittee working on a letter with demands/conditions.

**Board of Elections Charter Amendment Update** – gave an interactive map presentation to show where the issues are with the current ward boundary map based on the existing Charter description. They discussed the proposed charter amendment.

**Motion for the Ward 6 boundary to Change the wording where it ends with the corner of 6517 and would go north to the northwest corner of 6505 going east along the 6505 back north to the eastern border then that would include that into Ward 6 and that motion will also have to include making the amendment for the Ward 5 boundary so that it would also**

**follow similar language and that from 6517 it would go north to the northeast corner east and then to the northern boundary. Then we would also need to make the amendment to change in the Ward 6 boundary from Inwood to 63<sup>rd</sup> Avenue, were 63<sup>rd</sup> Avenue going north were 63<sup>rd</sup> Avenue turns into 62<sup>nd</sup> Place so making sure that it's 63<sup>rd</sup> Avenue not 63<sup>rd</sup> Place in the language right there. Also, to include that bifurcation for both the Ward 6 and the Ward 4 boundaries to take out where it stops at 6424 and does not come down to 6422 from 6424 up to 2803 Hillside and continue on so we're removing that language where it bifurcates that area, but it would have to be for both 4 and 6. To keep what is in the original charter where it keeps it in Ward 4. So, the boundaries for Ward 4 from the corner of Forest at 6562 and then continue west across Cheverly Avenue to Belleview at the corner of Belleview and Forest Road then going southeast back to Cheverly Avenue and then going south.** CM Fry, seconded by CM Watson.

*CM Dalaker* the language for Ward 5 going south from Route 202 approximately a half a block along the boundary of the town; I thought I heard Mr. LeGloahec read west but it's actually east.

Mr. LeGloahec read the section again and it said west but it should say east.

**CM Fry asked to amend her motion to include the correction. CM Watson maintained the seconded. Approved unanimously.**

Notification to the town about the proposed Charter Amendment was discussed.

**Motion to make the Communications Town-wide for the Movement of the Boundaries via Electronic and the Newsletter:** CM McCann, seconded by CM Fry.

Mayor Munyeneh inquired about a town-wide mailer.

Attorney DeLoach recommends giving heightened notice as this is a big deal.

**CM McCann amended his motion to include a Town-wide Mailer.** CM Fry expressed concern about resources.

CM Nettles did not think there should be a mailer as the election is not next month and the town has time to get the information out without incurring the additional cost.

CM McCann offered to amend motion.

**CM Fry removed her second to the motion.** CM Fry agreed that the expense is unnecessary as there is enough time before the election to notify residents.

**CM McCann amended Motion to not have a Town-wide Mailer.** CM Fry maintained her second to the amended motion. Approved unanimously.

Attorney DeLoach asked that it be read at every meeting if there isn't going to be a mailer.

Administrator described a previous town-wide flyer that the Public Works Department had delivered to each residence and suggested doing the same with this.

**Communication/Translations Discussion** – *Mayor Munyeneh* topic truncated due to time constraints. The possibility and cost of the newsletter being printed in Spanish and English was discussed. Administrator Galloway gave a price breakdown and Ms. Jones elaborated on the cost for mailing the additional newsletter. The cost would double to take it from the current 20 pages to 40 pages for a Spanish version. Mayor Munyeneh proposed a survey to see how many residents want a Spanish version.

**Grant Request** – Liz Tuckermanty discussed the Mt. Hope Commission grant request.

**Outdoor Facility Usage** – Tonya Jones gave a presentation and detailed the park reservation process, the courts, alcohol consumption, and the proposed fee schedule.

**Booms Meeting** – Administrator Galloway discussed the Booms report from the University of Maryland and coordinating a future meeting with Mr. Aburn and the county.

**Water Task Force** – Mayor Munyeneh gave an update on the task force. They have applied for two million in grants to address our water woes.

**Website Update** – Ms. Jones detailed the work that she has done on the website and presented the design thus far. She also explained options available for changes to the site.

### **Review of October Town Meeting**

*Administrator Galloway* Review of the traffic study for Claybrick Road and Halloween update.

*Mayor Munyeneh* Fee schedule for the courts, ARP funds discussion, DC Circulator Committee update, Prologis update about potential grants from CM McCann, and an update on evictions and the Water Task Force.

Mayor Munyeneh read the Closing Statement

### **Motion to Move to Closed Session to Obtain Legal Advice and Discuss Personnel Matters:**

CM Fry, seconded by CM Nettles. Approved unanimously.

10:50 pm

Town of Cheverly  
**Closed Session**  
Summary  
September 29, 2021

Mayor and Council met in closed session with the Town Attorney and the Town Administrator to discuss personnel and legal issues pertaining to the transition period for the Chief of Police position, and potential candidates for the position.

**Cheverly**

Grant :# \_\_\_\_\_

**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.

**Name:** Liz Tuckermanty **Phone:** 301-807-4256

**Address:** 1 Cheverly Circle  
Cheverly, MD 20785

**Organization:** Mount Hope Commission

- 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<sup>th</sup>.
- 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.

**Date:** 9/20/2021

DocuSigned by:  
Liz Tuckermanty  
0317B0B07CE04D6...  
**Signature of Grant Recipient**

**PLEASE ATTACH THE FOLLOWING:**

- ❖ *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 OVERALL BENEFIT TO THE COMMUNITY.*



**Grant Request:**

The purpose of this grant program is to provide marketing and promotions assistance for events, services, programs or activities that address equity in the Town of Cheverly and contribute to the development and improvement of community relations.

**Background:** The Mount Hope Commission was established in June 2020 when Cheverly’s Mayor and Town Council made history, with a unanimous vote for the immediate removal of the Cheverly Town seal. The seal, dating from the Town’s incorporation in 1931, featured Mount Hope, a former slave plantation. Our current Mayor Kayce Munyeneh, then Councilmember for Ward 4, along with former Councilmember Dana Hallman, led the community call for the seal’s removal, with the full support and testimony of the home’s current owners and longtime Cheverly residents, Liz Tuckermanty and Dale Manty.

The three determined that Mount Hope should have a different meaning for the future, contrary to its previous symbolism of hate and white supremacy.

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 Commissions through projects under its pillar committees.

**History Committee** – This Committee will engage in a deep and wide exploration about the history of Mount Hope and Cheverly, the land where the town resides and its residents. The History Committee will compile, and be the keepers of, the known and discovered history.

**Genealogy Committee** – This Committee will discover the genealogy of the people enslaved at Mount Hope, as well as the native peoples displaced from the land, with the goal of locating living descendants. The Genealogy Committee will compile, and be the keepers of, the known and discovered genealogy of the enslaved and native peoples.

**Truth and Reconciliation Committee** – This committee will facilitate truth telling, reconciliation and a process for healing.

**Community Education and Outreach Committee**—This committee will share the Commission’s work and findings through the development and delivery of educational materials and programs, communications via a variety of media, workshops, events and special programming.

The Mount Hope Commission has started their strategic planning process and seeks to have the following impacts.

- 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 the creation of our website, purchase of promotional materials to provide in the upcoming Cheverly Day Parade and cover the costs for speakers that will begin offering presentations to the community.



# Department of General Services

1201 Claybrick Road

May 4, 2021

Town of Cheverly | DMV & DDOT Facility

Presented by: District of Columbia Department of General Services



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# Introduction – Project Team

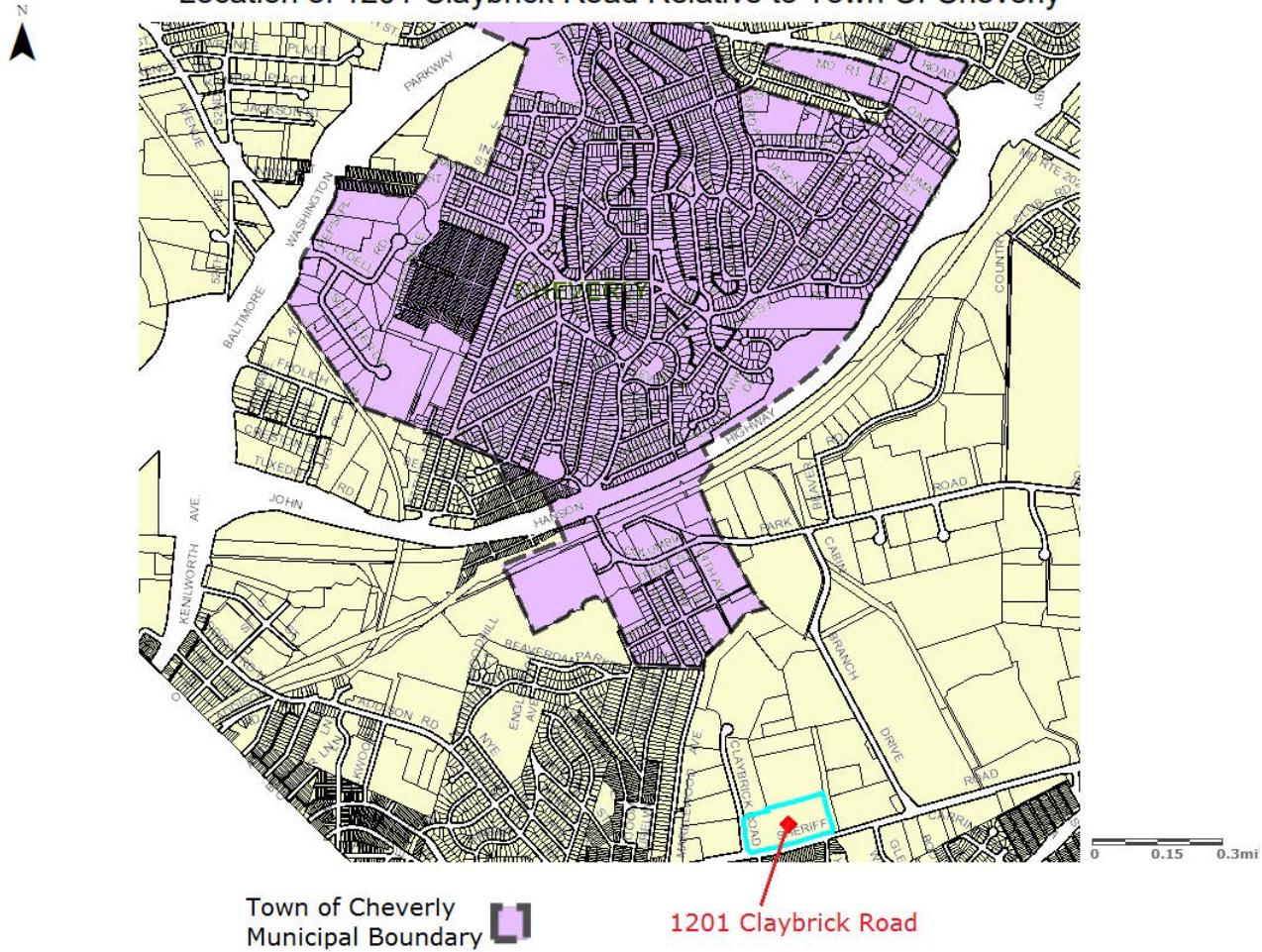


- Contract Buyer – Tiwana Hicks
  - District of Columbia Department of General Services
- Architect – Garret Pressick
  - Bell Architects
- Civil Engineer – David O’Dell, Joseph DiMarco, Eric McWilliams
  - Bohler
- Traffic Engineer – Katie Wagner
  - Grove Slade

# Location of 1201 Claybrick Rd.



Location of 1201 Claybrick Road Relative to Town Of Cheverly



Data provided by Prince George's County Planning Department

# Project Overview



- The District of Columbia intends to purchase and develop the Property to accommodate:
  - District Department of Transportation's (DDOT) Circulator Fleet Maintenance Facility
  - Department of Motor Vehicles (DMV) Commercial Driver License (CDL) Testing Facility
- The District plans to develop the DMV facility as Phase 1, and subsequently develop the DDOT facility as Phase 2.



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# Project Overview



- The Site will consist of:
  - A principal building with approximately 33,600 square feet of gross floor area and a building height of approximately 60 feet.
  - An accessory structure for washing the DC Circulator fleet with approximately 5,500 square feet of gross floor area and a building height of approximately 35 feet.
  - An accessory structure (canopy) for fueling the DC Circulator fleet with approximately 3,000 square feet of gross floor area and a building height of approximately 35 feet.



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# Project Overview



- The DC Circulator Electric Bus Program
  - DDOT is required by the Clean Energy DC Omnibus Amendment Act of 2018, to transition its remaining 58 diesel and hybrid diesel fleet to 100% BEB by 2045.
  - The purpose of the site is to accommodate the DC Circulator storage, maintenance and charging infrastructure in a state-of-the-art green facility that will support the region's goals for reducing air pollutants.
  - Currently the DC Circulator has 14 electric buses, and plans to purchase 14 additional electric buses in FY21 for expansion of the fleet.



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**BUILD**  
**MAINTAIN**  
**SUSTAIN**



GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**



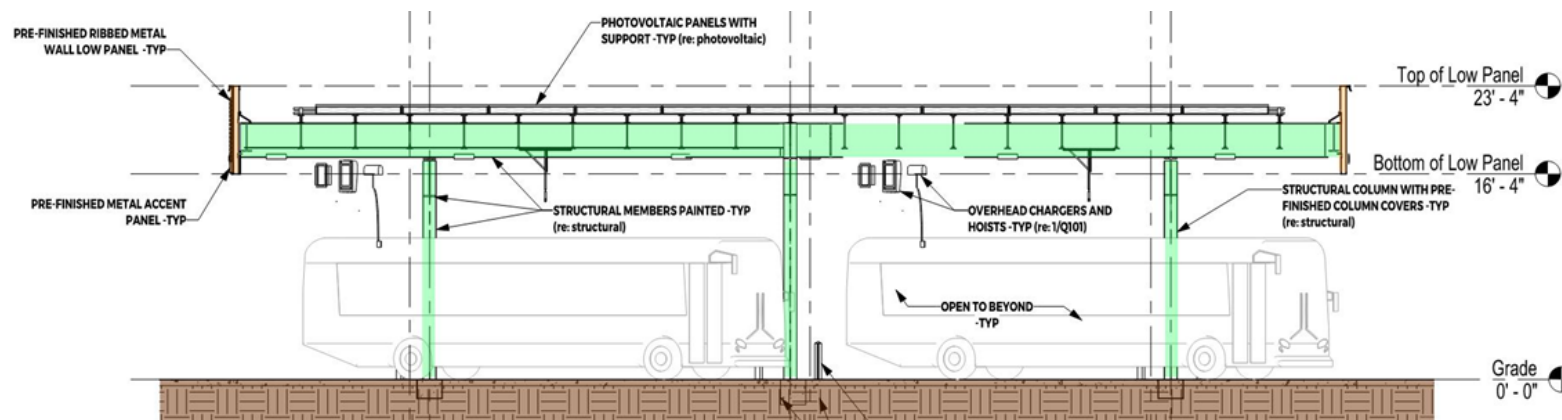
# Project Overview



Rendering Sample View under Charging Canopy



Example – Rendering of Similar Bus Ops Facility with Solar Canopy supporting BEB Charging



Section of Solar Canopy / Charge Dispenser Supporting Overhead Frame



# DDOT Circulator Fleet Maintenance & Operations Facility



- Approximately 121 passenger vehicle parking spaces and approximately 121 bus parking spaces for the DC Circulator fleet are proposed on the Property.
- A total of 14 bus maintenance bays for the DC Circulator fleet are presently contemplated.
- DDOT plans to have transition more than half its fleet to electric vehicles by 2026.

# Project Overview



- DDOT will be conducting a **National Environmental Policy Act (NEPA)**. The National Environmental Policy Act (NEPA) process provides a framework for environmental planning and decision making by federal agencies. NEPA requires federal agencies to consider the environmental consequences of proposed actions and provide this information to the public. It considers a broad range of impacts related to social, economic, and environmental activities of a proposed action and includes consultation with other federal, state, and local agencies as well as public involvement.

Essential elements of the NEPA process include:

- Purpose and Need;
- Alternatives;
- Impacts;
- Mitigation;
- Public Involvement;
- Interagency Coordination; and
- Documentation



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GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**

# DMV CDL Testing Center Operations



- The DMV CDL Testing Center will administer a course design and testing scheme necessary to strictly adhere to the Federal Motor Carrier Safety Administration (FMCSA) regulations, which establish the specific guidelines for testing and safety for the issuance of CDLs.
- Hours of operation will be Tuesday through Saturday, 7am to 5pm.
- Testing duration is 2 hours and estimated testing volume is approximately 8 tests per day within the standard hours of operation.
- Occasional testing may be conducted on Mondays.

# Mandatory Referral Process



- The State Law (Maryland Annotated Code, Land Use article) identifies the Mandatory Referral review process for public bodies desiring to locate, construct, or authorize a public building or structure in Prince George's County.
- The Mandatory Referral process is separate and distinct from the development review processes required for private development projects.
- In accordance with the State Law, M-NCPPC has exclusive jurisdiction to review.



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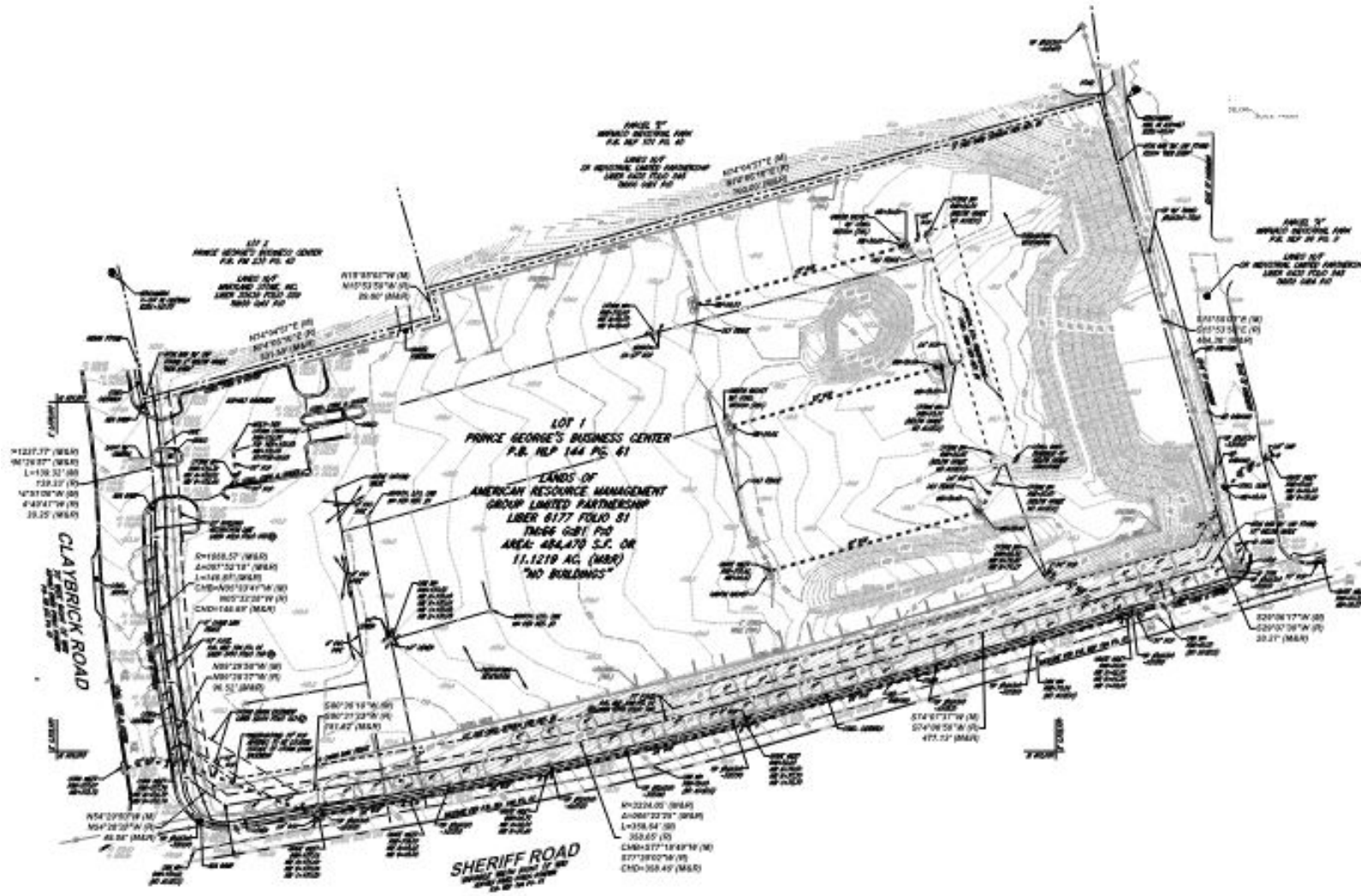


# Mandatory Referral Process



- M-NCPPC will review the District of Columbia's Mandatory Referral application in accordance with its adopted Uniform Standards for Mandatory Referral review, which can be viewed here:  
<http://www.pgplanning.org/DocumentCenter/View/762/Adopted-Uniform-Standards-PDF?bidId=>
- Based on the staff report, public comments and input (including comments from the Town of Cheverly), the applicant's rationale, and the findings and considerations, the Planning Board will render a decision on the Mandatory Referral application.

# Existing Conditions



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# Proposed Conditions



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# Proposed Elevations





# Circulation Plan

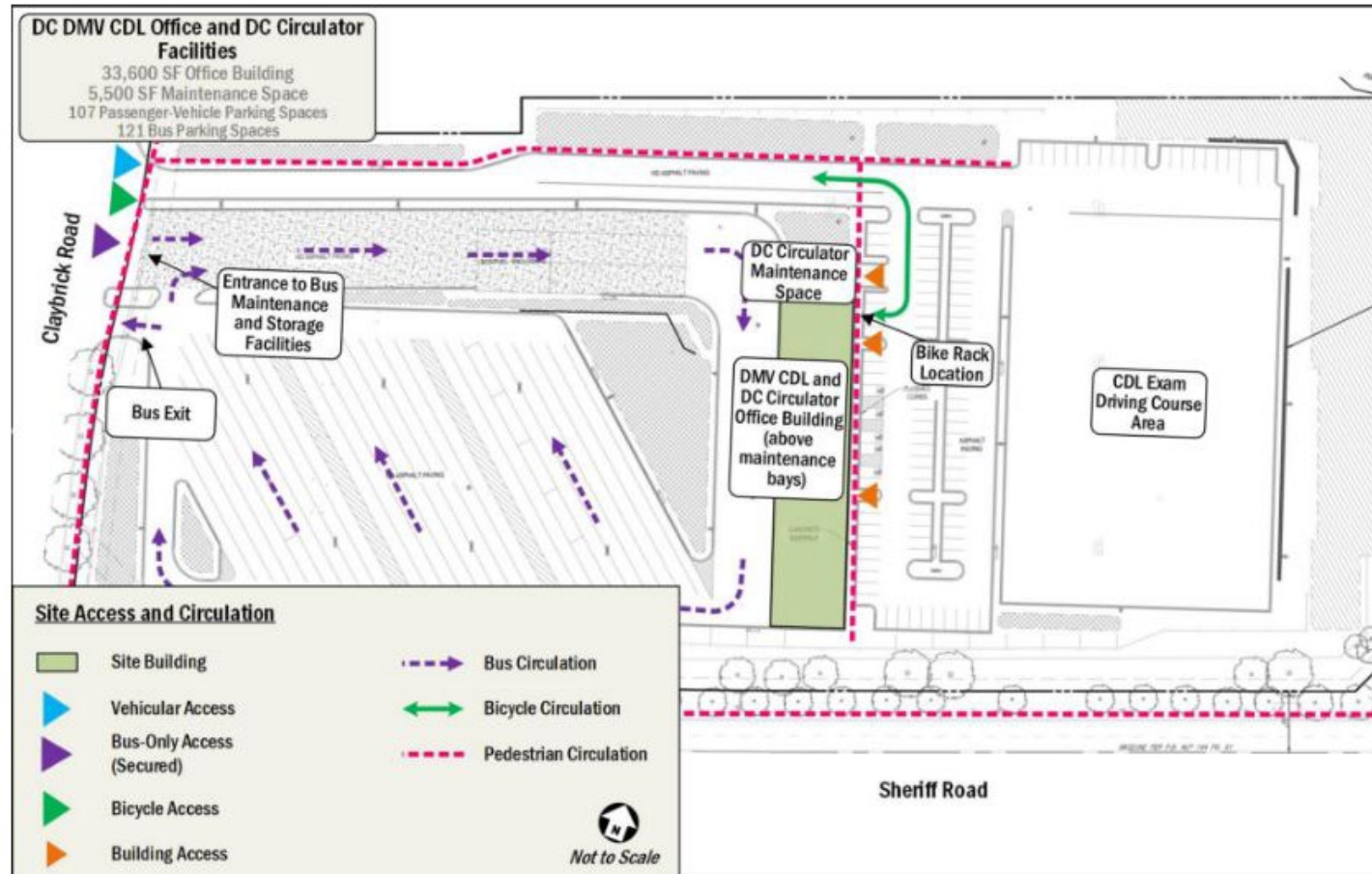


Figure 5: Site Access and Bus Circulation



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Thank you!  
Questions?



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GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR



# Connect with DGS!



Contact: [DGS@dc.gov](mailto:DGS@dc.gov)



Facebook: [www.facebook.com/dcdgs](http://www.facebook.com/dcdgs)



Twitter: [www.twitter.com/dcdgs](http://www.twitter.com/dcdgs)



Instagram: [www.instagram.com/dcdgs](http://www.instagram.com/dcdgs)



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**1201 Claybrick Road**  
**District of Columbia DDOT/DMV Facility**  
**Draft Conditions**

1. National Environmental Policy Act (NEPA) Process: The District of Columbia will be evaluating a number of traffic and environmental impacts as part of a subsequent NEPA process. The District of Columbia agrees that it will provide the Town of Cheverly with copies of its NEPA submission for review and comment. The District of Columbia will meet with the Town to review its comments relating to the NEPA submission and make good faith efforts to address the Town's comments to the NEPA submission prior to occupying the property for its intended use.
2. Installation of Infrastructure for Electric Vehicles (EV): The District of Columbia will construct the facility with the necessary EV infrastructure to accommodate a fully electric fleet.
3. Impervious cover: While the Zoning Ordinance permits up to 90% impervious cover, the District of Columbia will limit the development to a maximum of 70% impervious cover to provide for greater environmental site design.
4. Green space: While the minimum required green space is 10% under the Zoning Ordinance, the project will provide a minimum of 30% of green space to enhance the environmental site design of the proposed development.
5. Landscape improvements: The District of Columbia will design the project to meet or exceed all applicable standards in the Prince George's County Landscape Manual.
6. Routing of DDOT Circulator Busses: The District of Columbia will restrict the routing of its Circulator busses from accessing the property through the nearby internal single-family residential neighborhood streets.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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**1. Please provide more details on the NEPA review process.**

The National Environmental Policy Act (NEPA) process provides a framework for environmental planning and decision making by federal agencies. NEPA requires federal agencies to consider the environmental consequences of proposed actions and provide this information to the public. It considers a broad range of impacts related to social, economic, and environmental activities of a proposed action and includes consultation with other federal, state, and local agencies as well as public involvement. Some examples of the activities reviewed under NEPA, include review of traffic, and pollution (air, noise, environmental). The NEPA document must be approved by the federal lead agency for the project, in this case the Federal Transit Administration, prior to development of the DC Circulator facility. For more information on the NEPA process: <https://www.transit.dot.gov/regulations-and-programs/environmental-programs/environmental-review-process>

**2. What is the anticipated routing of circulator buses to and from the site?**

DDOT has yet to determine the routing of the Circulator and will develop this during the NEPA process. The process will assess traffic impacts along with a wide range of social and environmental considerations. The traffic assessment through NEPA will include the timing and volume of movements entering and exiting the site by employees and Circulator vehicles, flows along Sherriff Road, other roadway improvements, and a comparison of existing traffic to future traffic as a result of the proposed development. As part of the NEPA process, the District intends to provide a copy of its report for review and comment by the Town of Cheverly.

The DC Circulator operates their facilities 24 hours a day. Most of the bus circulation to and from the garage happen during off peak periods of traffic in the mornings and at night. Normally buses leave the facility in the mornings between 5:00am-7:30am and return in the evening period and stagger between 9:30pm and midnight.

**3. Timing and plans for constructing infrastructure on-site that will allow for conversion to an electric fleet.**

The initial 30 percent design of the facility is scheduled to begin fall of 2021 in conjunction with the NEPA planning process, pending the purchase of the site. The facility will be designed to accommodate DDOT'S conversion to EV fleet, including electric bus infrastructures and photovoltaic system. A canopy/overhead charger support frame will be built over the bus parking area that will support solar panels and

charging dispensers for the battery electric buses. The electric buses will be charged overnight underneath the canopy.

Additionally, January 18, 2019 DC Mayor Muriel Bowser signed the Clean Energy DC Omnibus Amendment Act of 2018, supported by DC Council, which requires that all public buses be transitioned to 100% zero emissions by 2045. The District's goals align with Prince George's county's Climate action plan initiatives. Prince George's County has goal of reducing 50% of GHG emission by 2030. The District intends to be fully aligned with this vision and as a result will construct the facility so that it will have the infrastructure in place to accommodate a fully electric fleet. DDOT will be working with their counterparts at Prince George's County to look at opportunities where collaboration can continue to be created as both regional governments look towards the electrification of their fleets.

**4. What size of fuel tank will be maintained on-site to accommodate conventional fueled buses?**

The current DC Circulator fleet is comprised of electric vehicles, clean diesel vehicles, and hybrid diesel-electric vehicles. Please note hybrid diesel-electric and clean diesel vehicles operate more efficiently than standard diesel buses, consume less fuel, and emit fewer emissions including particulate matter and greenhouse gasses. The current diesel fuel used by DDOT for Circulator operations is ultra-low sulfur diesel (ULSD) clear which reduces harmful tailpipe and evaporative emissions.

The actual size of the fuel tanks needed to accommodate the remaining clean diesel and hybrid diesel-electric fleet is still being determined and will be dependent on how many electric vehicles will be operation on the site at the time the facility is delivered. However, the storage tank will be no bigger than a 10-thousand-gallon tank. In preparation for the District's transition to a full electric fleet, any liquid fuel tanks and dispensers will be above ground and the tank will be surface mounted. This will allow for ease of removal once the clean diesel and hybrid diesel-electric buses are replaced with electric vehicles.

The District is also committed to continue to ensure compliance with all safety regulations and adhere to all local and federal laws. The District government mandates the implementation of Hazards Communication Standards (HazCom) procedures, a program created by Occupational Safety and Health Administration (OSHA) to improve workplace safety in areas where dangerous chemicals are used. The District also mandates the Storm Water Prevention Plan (SWPP), a site-specific, written document that identifies all of the activities and conditions at their site that could cause water pollution, and details the steps the facility will take to prevent the discharge of any unpermitted pollution. Finally, The Department of Energy and the Environment conducts annual and (unscheduled) inspections to ensure the District

adheres to all federal and local environmental laws and to ensure the District is following their SWPP.

Finally, the District of Columbia is committed to electric bus transition. Currently, the DC Department of Transportation is conducting a DC Circulator Sustainability Plan that will discuss the timing and possibility of advancing the electric bus transition. This plan will help the agency determine how many electric vehicles will transition to the Claybrick site. The Claybrick facility will advance the District's fleet electrification goals since it will have a facility with the infrastructure to storage, charge, and maintenance of the vehicles.

**5. How many employees will be Prince George's County residents and are there ways to prioritize future hires from the Town and/or County. Can any employment positions be set aside for Cheverly residents?**

One hundred and thirty-four (134) DC Circulator employees are Maryland residents approximately fifty percent (50%) of the DC Circulators employees. Of those, eleven percent (11 %) are Cheverly residents. The District is committed to working with the Town of Cheverly's and Prince George's County to look at ways in which further training and employment opportunities for individuals in the area.

For reference, please find attached the following:

- Exhibit A, summarizing the place of residence of DC Circulator staff based on zip code data.

**6. Will the District pay property taxes?**

No, the District is exempt from property taxes as a government entity.

**7. How will the Town benefit from the DC project? What are the direct benefits to the Cheverly community with this development?**

Cheverly will benefit from the DDOT facility investment through various direct benefits including:

- Ongoing operation of the facility will provide direct, indirect and induced employment and expenditures including restaurant and food purchases, retail sales, and other services
- Promote employment opportunities available with as part of the DC Circulator team
- Opportunity to partner with the community on educational and potential direct training on sustainable investments including electric vehicles, photovoltaic power generation, electrical grid resiliency, and battery storage
- The NEPA planning process will document some of the desired public improvements in the area (such as improvements in bike lanes and bike connectivity) that can then be shared with elected and government officials.

- DDOT will continue to collaborate with Prince George’s County on the overall regional transportation goals to reduce air pollutant and achieve climate regional goals

In addition, the District will partner with the Cheverly community and have an open line of communication on all aspects of this development. Unlike a private developer, the District will have many entities that will ensure our development is compliant with national standards. DDOT is currently coordinating The Bus (Prince George County) team who is also in the process of electrifying its fleet and trying to find ways in which we can find ways to support each other through this transition. Currently, there are several positions opened within the DC Circulator and we are happy to work with the local government employment services to spread the word of these opportunities.

**8. Are there any bikeway improvements that will be constructed as part of the project?**

The District’s initial design includes frontage improvements around the property along both Sheriff Road and Claybrick Road that will benefit both pedestrians and bikers. During NEPA, we will work with the community, Prince George's County and the Town of Cheverly on potential additional non-motorized connections that can then be shared with the local transportation department.

**9. What can the District do to encourage the office employees to use metro to commute to the site? Can there be a shuttle bus or other transit benefits provided to employees?**

Yes, the District can work to encourage RATP DEV, the DC Circulator contractor, to provide transportation benefits to their employees. The District is willing to work with the contractor to add accommodations regarding commuting to the site, such as providing a shuttle to the metro station or additional incentives to carpool and bike to the site.

**10. What percentage of impervious cover is proposed versus what is allowed?**

Landscaping, screening, and buffering of development in the I-1 Zone shall be provided in accordance with the provisions of the Landscape Manual. In addition, the following applies:(1) At least ten percent (10%) of the net lot area shall be maintained as green area Maximum impervious area allowed is 90%. The proposed development is 11.12 acres and of that 7.07 acres (65.5%) will be impervious cover and 4.05 acres (34.4%) will be pervious cover.

**11. Have you coordinated with Amazon to review their traffic study to see what can be done to mitigate impacts by operations from both projects?**

The approved Amazon Study was reviewed, and all intersections were found to operate



within County standards under future conditions. These intersections are anticipated to continue operating within County standards with the proposed DDOT-DMV Facility based on the limited peak hour trip generation associated with the proposed DDOT-DMV Facility.

With respect to future operations along Claybrick Road, improvements that include signalization of the Claybrick Road and Sheriff Road intersection and the installation of a 150' eastbound left-turn lane are currently under design. The Amazon Operational Study found that with these improvements the intersection will operate well within County standards. Similarly, the intersection is anticipated to operate well within County Standards with the additional trips generated by the proposed DDOT-DMV Facility.

Please see table below summarizing peak hour trip generation of each project.

Project	AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
	In	Out	Total	In	Out	Total
<b>DDOT and DMV Facility</b>	<b>26</b>	<b>7</b>	<b>33</b>	<b>7</b>	<b>30</b>	<b>37</b>
<b>Amazon DSP Parking Facility</b>	<b>128</b>	<b>128</b>	<b>256</b>	<b>128</b>	<b>128</b>	<b>256</b>

The DDOT-DMV Facility is projected to generate minimal peak hour traffic without significant impact to conditions in the surrounding area and mitigation is not triggered.

For reference, please find attached the following:

- Exhibit B, showing the likely inbound peak hour trips and routes based on residence zip code; and
- Exhibit C, showing the likely outbound peak hour trips and routes based on residence zip code.

**12. How is the current diesel fleet going to impact surrounding community from an environmental perspective?**

The current Circulator fleet is comprised of electric vehicles, clean diesel vehicles, and hybrid diesel-electric vehicles. When the facility is completed, less than half of the DC Circulator buses will be clean diesel vehicles and hybrid diesel-electric vehicles. Please note hybrid diesel-electric and clean diesel vehicles operate more efficiently than standard diesel buses, consume less fuel, and emit fewer emissions including particulate matter and greenhouse gasses. For further compliance and to better understand the impacts on the environment, the NEPA process will review air quality impacts for the area. Last, a summary of the environmental benefits associated with the clean diesel, hybrid diesel, and electric busses is copied below.

VEHICLE PROPULSION	MANUFACTURE	MODEL	ENVIRONMENTAL BENEFITS
ELECTRIC	PROTERRA	E2 Catalyst	<ul style="list-style-type: none"> <li>• 100% battery electric propulsion; Zero emissions; Displaces 88.9K gallons of diesel annually; Eliminates more than 244K lbs of CO2 emissions annually</li> <li>• Provides cost savings of more than \$6 million during a 12-year lifetime; Reduces noise pollution</li> </ul>
HYBRID DIESEL	NEW FLYER	Xcelsior Hybrid	<ul style="list-style-type: none"> <li>• Fueled by mix of clean diesel and electricity; Better fuel economy than conventional buses; Reduced emissions; Advanced technology for smooth &amp; quick acceleration; All electric power capabilities; Decreased noise pollution</li> </ul>
CLEAN DIESEL	NEW FLYER	Xcelsior	<ul style="list-style-type: none"> <li>• Reduce commuter trips made by car or taxi to 25 percent; Eliminate “unhealthy” air quality index days, including “unhealthy for sensitive groups” days.</li> </ul>

**13. Was the DMV Vehicle Road test included in the Traffic Impact Study?**

Yes, DMV road test was included in the traffic impact study. The trip generation projections have been revised to include the road tests. The revised trip generation is presented in table below. Please note the revision reflects the conservative assumption that the first two (2) tests of the day coincide with the morning peak hour. The daily trip generation revision also includes the 8 additional vehicles from the road tests on the surrounding network. As peak hour trip generation does not meet the 50 peak hour trips threshold a full traffic analysis is not required under County guidelines.

Please see table below with proposed trip generation.

Proposed Trip Generation									
Land Use	Trip Generation Source	Quantity	AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)			Weekday Total (veh)
			In	Out	Total	In	Out	Total	
Office Building <sup>1</sup>	ITE LUC: 710	44 employees	22	5	27	7	28	35	254
Bus Storage <sup>2</sup>	Fleet Size & Hours of Operation	200 bus operators	0	0	0	0	0	0	800
CDL Test Takers <sup>3</sup>	Test Appointments	8 tests per day	2	0	2	0	2	2	16
CDL Road Tests <sup>4</sup>	Road Tests	8 tests per day	2	2	4	0	0	0	16
Maintenance Operations <sup>5</sup>	Staff and Hours	10 Technicians	0	0	0	0	0	0	60
<b>Total</b>			<b>26</b>	<b>7</b>	<b>33</b>	<b>7</b>	<b>30</b>	<b>37</b>	<b>1,146</b>

**Notes:**  
 1- Assumes the site building serves as daytime (hours of operation 7AM- 4 PM) office space for the DC Circulator administrative, maintenance, and operations office (40 staff members), and the DDOT CDL testing administration office (4 staff members). Trip generation calculated based on number of employees.  
 2- Assumes bus operators arrive and depart the site outside commuter peak hours and similarly that buses travel to and from the storage facility outside commuter peak hours. As a conservative estimate, the weekday total assumed to include all 200 bus operators storing their personal vehicles on site throughout the day.  
 3- Assumes 2 arrivals and 2 departures between test slots coincide with the morning peak hour and 2 departures coincide with the afternoon peak hour. Weekday total assumes 8 total tests in a day.

**14. What is the potential route of DMV Vehicle Road Test?**

**CDL TEST ROUTE #1**

Exit CDL Testing Site, LEFT onto Claybrick Rd; RIGHT onto Sherriff Rd; LEFT onto Addison Rd; LEFT onto 704N MLK Jr Hwy; RIGHT exit ramp for 202N Cheverly; continue on 202N to LEFT exit ramp for 50E (Annapolis); continue on 50E to Exit 8 (704S MLK Jr Hwy – exit Glenarden); LEFT onto 704S MLK Jr Hwy; RIGHT onto Sherriff Rd, RIGHT onto Claybrick Rd; RIGHT into CDL Testing Site

**CDL TEST ROUTE #2**

Exit CDL Testing Site, LEFT onto Claybrick Rd; LEFT onto Sherriff Rd; LEFT onto Cabin Branch Rd; LEFT onto Columbia Park Rd; RIGHT onto 50E (Annapolis); to Exit 3B (202S Landover Rd); continue on 202S then bare RIGHT onto 704S (Seat Pleasant); RIGHT onto Columbia Park Rd; LEFT onto Cabin Branch Rd; RIGHT onto Sheriff Rd; RIGHT onto Claybrick Rd; RIGHT into CDL Testing Site.

**CDL TEST ROUTE #3**

Exit CDL Testing Site, LEFT onto Claybrick Rd; LEFT onto Sherriff Rd; LEFT onto 704E MLK Jr Hwy; RIGHT exit ramp for 202S Upper Marlboro; continue on 202S to 214W Central Ave; RIGHT onto Hill Rd; RIGHT onto 704N MLK Jr Hwy; LEFT onto Sherriff Rd; RIGHT onto Claybrick Rd; RIGHT into CDL Testing Site.

For reference, please find attached the following:

- Exhibit D, showing the CDL routes

# **EXHIBIT A**

**DC Circulator Staff Residence Information:**

35% DC  
60% MD (45% Prince George's County)  
5% VA

**Origins of Driving Commuters**

● Project Site    □ Prince George's County Boundaries

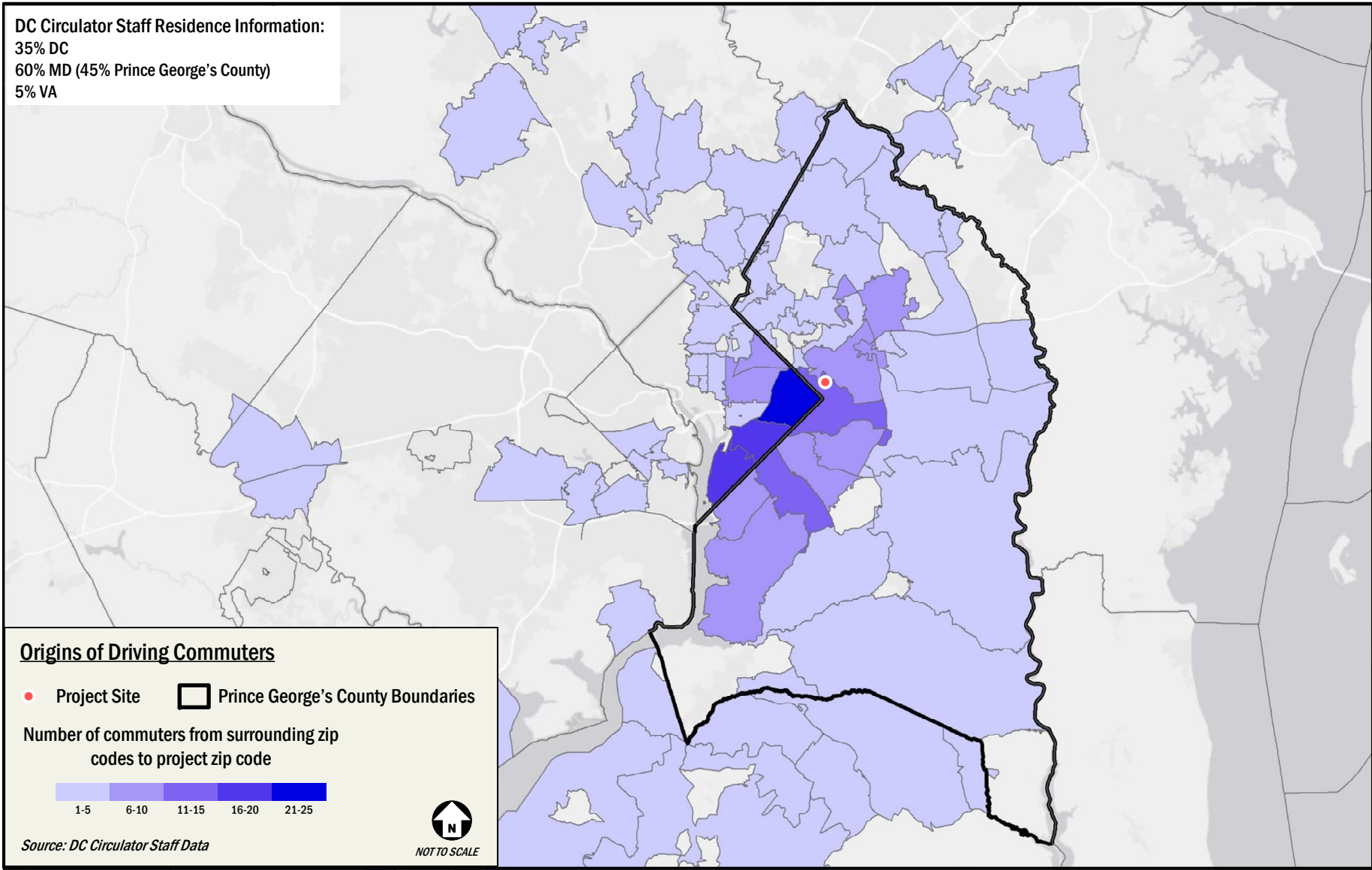
Number of commuters from surrounding zip codes to project zip code



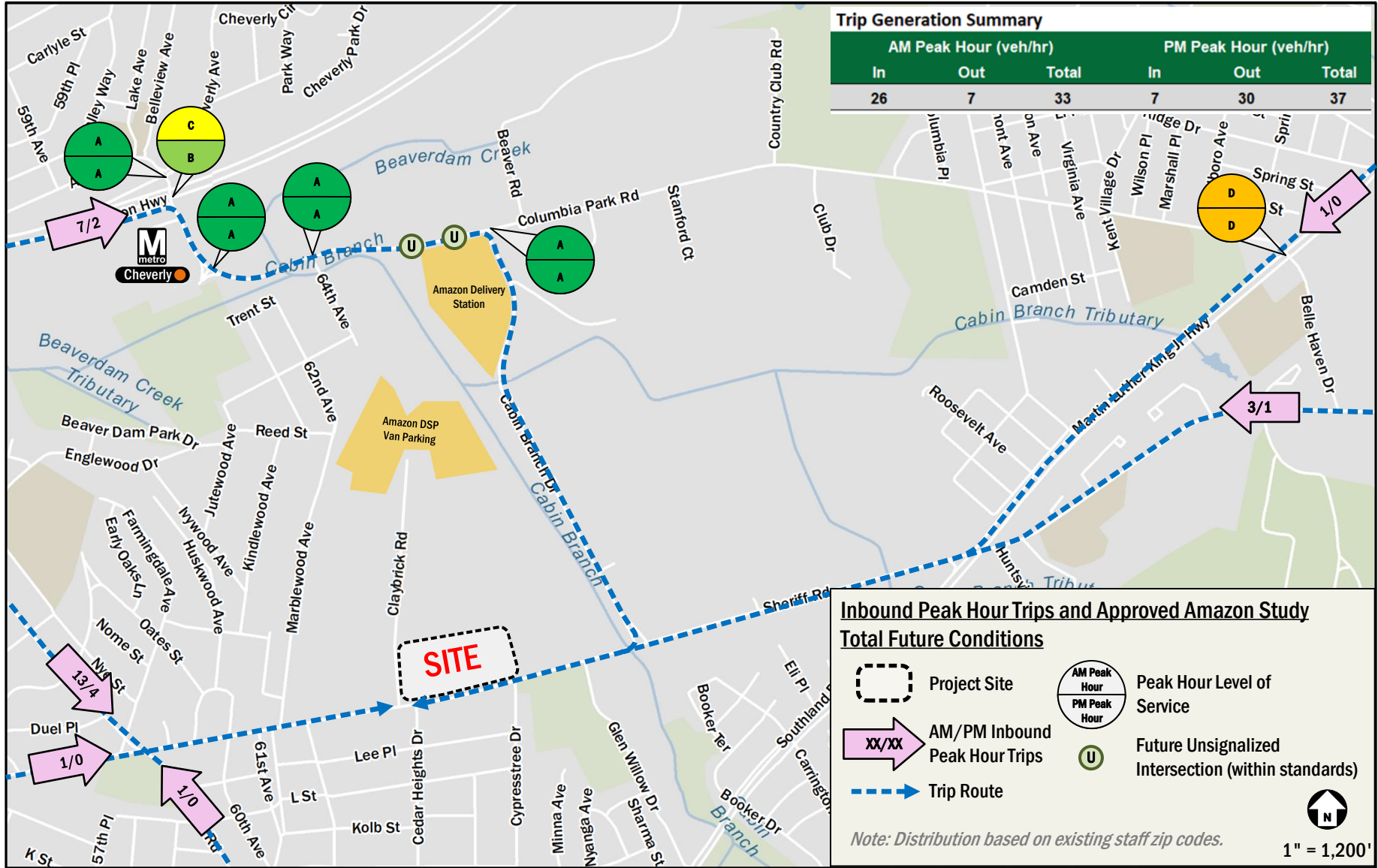
Source: DC Circulator Staff Data



NOT TO SCALE



# **EXHIBIT B**



**Trip Generation Summary**

AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
In	Out	Total	In	Out	Total
26	7	33	7	30	37

**Inbound Peak Hour Trips and Approved Amazon Study**

**Total Future Conditions**

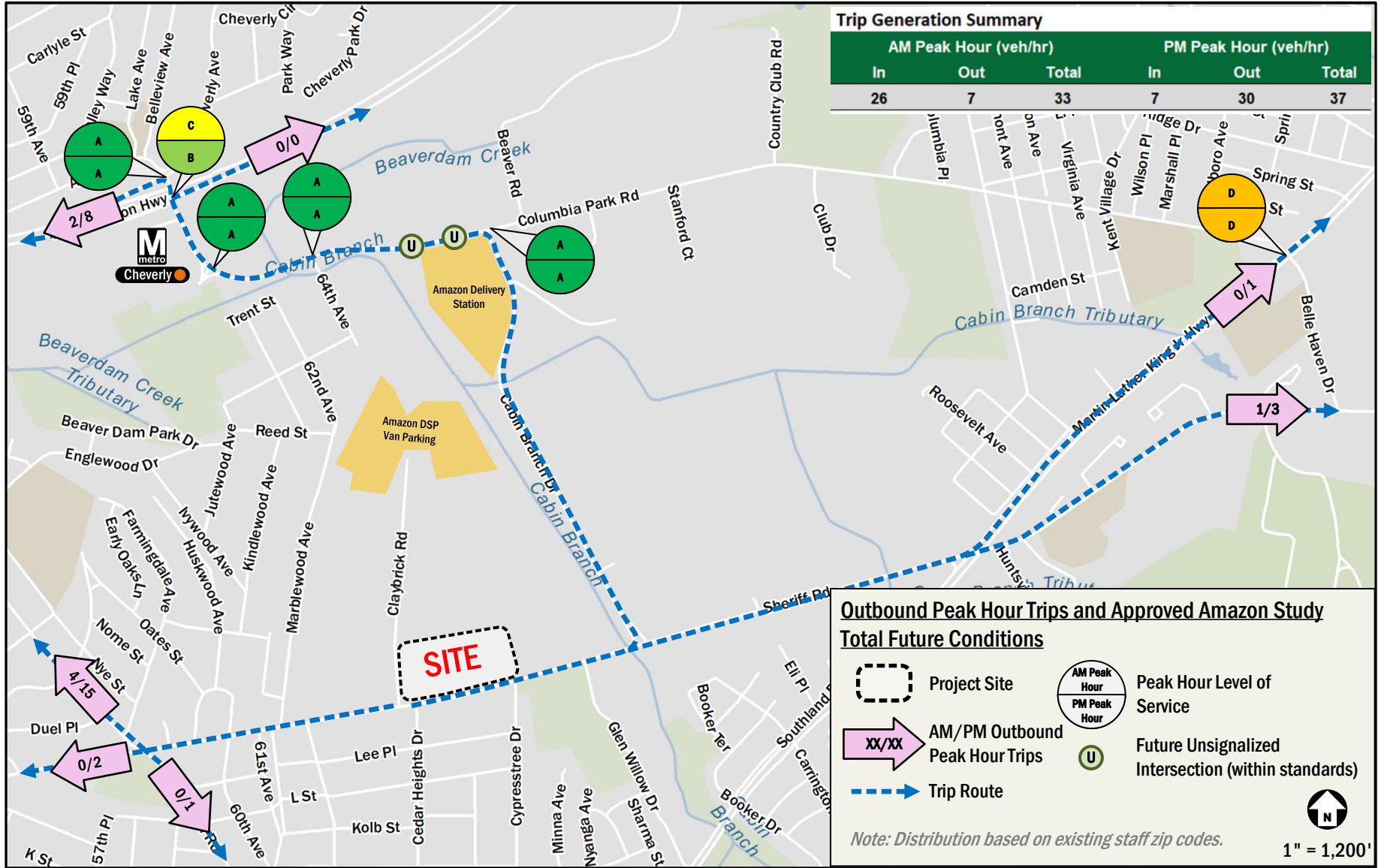
- Project Site
- AM/PM Inbound Peak Hour Trips
- Trip Route
- Peak Hour Level of Service
- Future Unsignalized Intersection (within standards)

*Note: Distribution based on existing staff zip codes.*

1" = 1,200'



# **EXHIBIT C**



**Trip Generation Summary**

AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
In	Out	Total	In	Out	Total
26	7	33	7	30	37

**Outbound Peak Hour Trips and Approved Amazon Study**

**Total Future Conditions**

- Project Site
- AM/PM Outbound Peak Hour Trips
- Trip Route
- Peak Hour Level of Service
- Future Unsignalized Intersection (within standards)

*Note: Distribution based on existing staff zip codes.*

1" = 1,200'




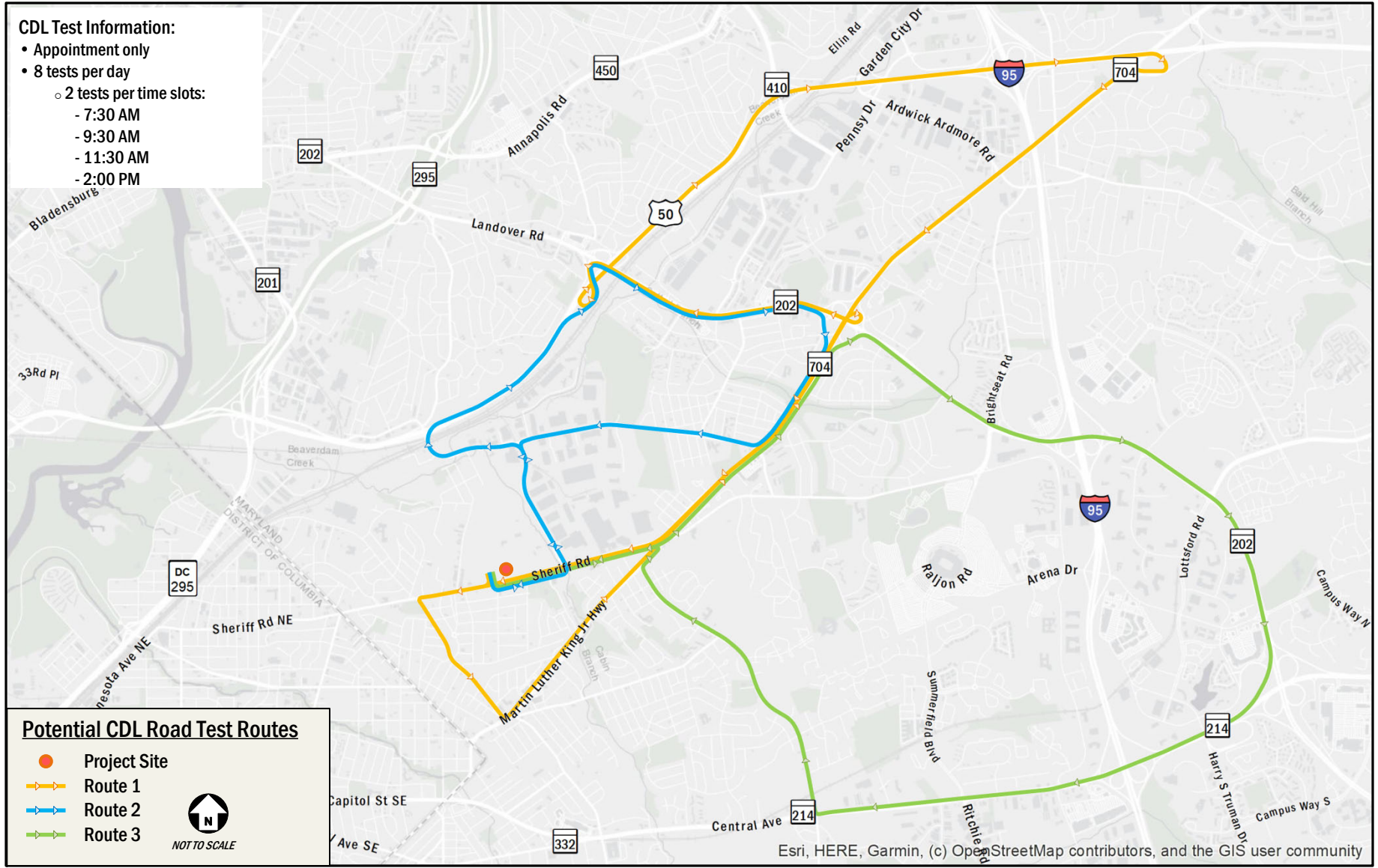
# **EXHIBIT D**

**CDL Test Information:**

- Appointment only
- 8 tests per day
  - 2 tests per time slots:
    - 7:30 AM
    - 9:30 AM
    - 11:30 AM
    - 2:00 PM

**Potential CDL Road Test Routes**

- Project Site
  - Route 1
  - Route 2
  - Route 3
-   
NOT TO SCALE



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community



# Memorandum

TO: Mr. Dylan Galloway, Town of Cheverly (TOC)  
Mr. Todd Pounds, TOC

FROM: Jack A. Goode, II, P.E., PTOE, A. Morton Thomas and Associates, Inc.

RE: DDOT/DMV Facility Traffic Analysis

DATE: September 30, 2021

## Introduction:

This memorandum documents the findings of the traffic analyses performed by Gorove Slade for the proposed DDOT/DMV facility located at the intersection of Claybrick Road and Sheriff Road (See Figure 1). The project is expected to generate less than 50 new trips during the AM and PM weekday peak hours, thus a traffic study was not required per the Maryland-National Capital Park and Planning Commission (M-NCPPC) Transportation Review Guidelines. However, a traffic impact statement was required for review and approval by M-NCPPC as part of the Mandatory Referral process.

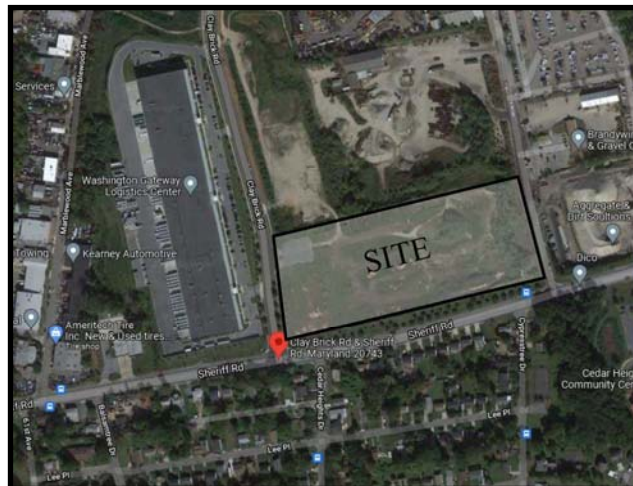


Figure 1: Project Site (Source: Google Maps)

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**Findings:**

Gorove Slade performed a future conditions analysis of the traffic volumes at the study intersections including Claybrick Road and Sheriff Road. The future conditions analysis included traffic volumes from existing + background + traffic generated from the Amazon facility + traffic generated from the DDOT/DMV facility. Gorove Slade noted that the traffic generated from the Amazon facility was **7 times greater** than the traffic generated from the DDOT/DMV facility.

Gorove Slade concluded that the new DDOT/DMV facility would have little or no impact on the surrounding intersections. The proposed traffic signal at the intersection of Claybrick Road and Sheriff Road with an eastbound left turn lane would operate at a level of service/LOS 'A'. Exhibit A contains a summary letter from the TOC's August 12<sup>th</sup>, 2021 meeting with supporting traffic analysis tables and graphics.

**Recommendations:**

Upon reviewing the summary letter and traffic analysis provided by Mr. Matthew Gordon, Esquire of Selzer Gurvitch Attorneys at Law, AMT offers the following recommendations:

- 1) Request to review a copy of Gorove Slade's traffic impact statement to determine the size of the proposed DDOT/DMV facility and the AM and PM trip generation rates utilized that produced the new AM and PM site trips.
- 2) A critical lane volume analysis (CLV) is the only methodology required to determine the levels of service at an intersection under M-NCPPC's Transportation Review Guidelines. CLV does not factor in signal timings, vehicle delays, driver behavior, etc. as a Synchro/Simtraffic analysis would in determining an intersection's levels of service. Request that a Synchro/Simtraffic analysis be performed and reviewed for each intersection during the AM and PM peak hours.
- 3) Determine the measures required to prohibit buses from utilizing TOC streets to access the DDOT/DMV facility. Sheriff Road should be their sole mainline access plus a portion of Claybrick Road.
- 4) Request that the proposed traffic signal at Claybrick Road and Sheriff Road be tied to the construction of the proposed DDOT/DMV facility. If the traffic signal does not meet the necessary warrants for the installation, then the facility cannot be built.



## EXHIBIT A





**Matthew M. Gordon, Esquire**  
mgordon@sgrwlaw.com  
Direct Dial: (301) 634-3150

August 23, 2021

**Via Email - Mayor@Cheverly-Md.Gov**

Town of Cheverly  
Mayor Kayce Munyeneh and Councilmembers  
6401 Forest Road  
Cheverly, Maryland 20785

Re: District of Columbia's Mandatory Referral Application No. 2028F for a co-located DDOT/DMV Facility (the "Project") at 1201 Claybrick Road (the "Property") – Responses to Questions and Comments Raised at the Mayor and Council's August 12<sup>th</sup> meeting

Dear Mayor Munyeneh and Councilmembers:

On behalf of the District of Columbia Department of General Services (the "District of Columbia"), please accept this letter as its responses to questions and comments raised during the Town of Cheverly's August 12, 2021 meeting. The District of Columbia has appreciated the opportunity to provide information and responses to questions raised by the Town of Cheverly on numerous occasions since its initial outreach to the Town on March 26, 2021. Consistent with the District of Columbia's efforts to work with the Town over the past five (5) months, it is committed to continuing to listen to comments and concerns from the Town and other interested stakeholders through the remaining portion of the Mandatory Referral process and beyond. In order to be responsive to the concerns raised by the Town on August 12, 2021, please find the District of Columbia's responses to four (4) comments highlighted below.

**Town of Cheverly Question/Comment:** Can the District of Columbia increase the amount of employment opportunities by relocating to the Property?

**Response:** We are clarifying the extent of existing DC Circulator employees from Prince George's County and the zip codes that coincide with the Town of Cheverly to correct discrepancies from the Town's August 12<sup>th</sup> meeting. The DC Circulator currently employs 12 individuals that reside in zip codes within the vicinity of the Town of Cheverly (e.g., 20781, 20784 and 20785). Moreover, **47% of the total DC Circulator employees are Prince George's County residents.** Therefore, a significant portion of the DC Circulator employees reside in Prince George's County. To the extent that additional employment opportunities become available in the future at the Property, the District of Columbia will make good faith efforts to notify the Town of Cheverly of those vacancies to ensure that its residents have an opportunity to apply for employment opportunities at the Property.

**Town of Cheverly Question/Comment:** How will the Town of Cheverly benefit from the District of

**Selzer Gurvitch Rabin Wertheimer & Polott, P.C.**

4416 East West Highway ■ Fourth Floor ■ Bethesda, MD 20814-4568  
Phone: (301) 986-9600 ■ Fax: (301) 986-1301 ■ Toll Free: (888) 986-9600

[www.selzergurvitch.com](http://www.selzergurvitch.com)

Mayor Kayce Munyeneh and Councilmembers

August 23, 2021

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Columbia's relocation to the Property?

**Response:** In addition to providing public infrastructure improvements along the Property's frontage and increased landscape materials on the Property to enhance the site's environmental features, the District of Columbia will increase the Prince George's County's commercial tax base when it relocates to the Property because it will not be exempt from real property taxes. This was communicated to the Town of Cheverly by email on July 23, 2021. The District of Columbia will continue to evaluate additional opportunities to participate in programs that create additional benefits for the adjacent community as part of its relocation to the Property.

**Town of Cheverly Question/Comment:** What level of traffic study will be prepared in connection with the District of Columbia's proposed use of the Property?

**Response:** On June 25, 2021, the District of Columbia provided information to the Town by email detailing the scope and extent of traffic analyses performed for the project. A copy of the June 25, 2021, email is attached hereto. Since the District of Columbia's project generates less than 50 trips during the weekday peak-hours (morning and evenings), it is only required to provide a traffic impact statement to the Maryland-National Capital Park and Planning Commission ("M-NCPPC") as part of the Mandatory Referral process. Notwithstanding the fact that a full traffic study is not required as part of the Mandatory Referral process, the District of Columbia engaged its traffic consultant (Gorove Slade) to perform additional traffic studies to be responsive to the Town's requests.

More specifically, Gorove Slade evaluated future roadway capacity and operations based on projected future volumes of traffic generated from the District of Columbia's project and the recently approved Washington Gateway development (Prologis Warehouse). This operational analysis was conducted to quantify the impact of the proposed DDOT-DMV facility along Columbia Park Road as well as along the Claybrick Road and Sheriff Road intersection. The operational analysis is based on the future roadway conditions presented in the Washington Gateway (Prologis Warehouse) Traffic Impact Study. It is important to note that the Prologis Warehouse peak hour trip generation is approximately **7 times greater** than the proposed DDOT-DMV Facility's trip generation. Notwithstanding the foregoing, Gorove Slade concluded that, with the installation of the new signal and eastbound left-turn lane at the Claybrick Road and Sheriff Road intersection, the intersection is projected to operate at a level of service/LOS "A" with average delays that do not exceed 10 seconds. Significantly, the proposed DDOT-DMV facility's minimal peak hour trip generation will have an imperceptible impact at the Claybrick Road and Sheriff Road intersection because the DDOT-DMV Facility will only add approximately 1 trip every 2 minutes to this intersection during the morning and afternoon peak hours.

In conclusion, the District of Columbia has performed additional traffic analyses beyond what is required for the Mandatory Referral process and such studies demonstrate that the District of Columbia's project will have little to no impact on the nearby intersections studied.

**Town of Cheverly Question/Comment:** Will the District of Columbia consider providing electric vehicle charging stations that are publicly accessible?

**Response:** The District of Columbia is committed to studying the feasibility of installing an electric vehicle charging station along the perimeter of the Property. Due to security and safety concerns

Mayor Kayce Munyeneh and Councilmembers

August 23, 2021

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associated with the District of Columbia's future operations at the Property (e.g., there will be DDOT Circulator busses travelling internally through the Property and access must be restricted for safety purposes), it is not realistic to provide publicly accessible electric vehicle charging stations internal to the DDOT/DMV facility. However, the District of Columbia will explore the potential to provide an electric vehicle charging station along the Property's Sheriff Road or Claybrick Road frontages that would be publicly accessible.

In closing, the District of Columbia reiterates its strong interest to continue working with the Town to address its questions and comments as it continues to progress its plans to develop its DDOT/DMV facility at the Property in the next several years. As previously communicated to the Town, the District anticipates that it will close on the Property in the next few months, concurrent with the ongoing Mandatory Referral process. Please let us know if you have any additional questions or comments.

Very truly yours,

**Selzer Gurvitch Rabin Wertheimer  
& Polott, P.C.**

*Matthew M. Gordon*

By:

\_\_\_\_\_  
Matthew M. Gordon

cc: Tiwana Hicks, District of Columbia's Department of General Services  
Dylan Galloway, Administrator, Town of Cheverly  
Todd K. Pounds, Esq., Counsel to Town of Cheverly

**From:** [Matthew Gordon](#)  
**To:** [Todd Pounds](#); [Dylan Galloway](#)  
**Cc:** [Hicks, Tiwana \(DGS\)](#)  
**Subject:** 1201 Claybrick Road (Mandatory Referral Application) - Follow-up on traffic questions from the June 10th Mayor and Council Meeting  
**Date:** Friday, June 25, 2021 7:26:00 AM  
**Attachments:** [image001.png](#)  
[DDOT-DMV Facility Peak Hour Trips on the Network.pdf](#)

Todd and Dylan,

On behalf of the District of Columbia, we are providing additional information in response to several questions raised at the June 10<sup>th</sup> meeting relating to scope and extent of traffic analyses performed by the District of Columbia. We asked the traffic consultant (Gorove Slade) to prepare clarifying information for the Town's consideration. Please see a more detailed response below. We are requesting that you share this information with the Mayor and Council. We look forward to continuing to work with the Town to address its comments and questions. Thanks, Matt

In response to the Town of Cheverly's request for additional information on the proposed DDOT-DMV Facility's impact, we evaluated future roadway capacity and operations based on projected future volumes. This operational analysis was conducted to quantify the impact the proposed DDOT-DMV Facility along Columbia Park Road and the Claybrick Road and Sheriff Road intersection. The operational analysis is based on the future roadway conditions presented in the Washington Gateway (Prologis/Amazon) Traffic Impact Study. Our review of the Washington Gateway (Prologis/Amazon) Traffic Impact Study and analysis methodology are outlined below.

The Washington Gateway (Prologis/Amazon) Traffic Impact Study was prepared in accordance with Prince George's County traffic impact analysis guidelines. We reviewed the roadway capacity results presented in the Study and focused on the "Total Future" findings as these reflect future roadway conditions and include volumes generated by the Amazon Distribution Center. In order to quantify the DDOT-DMV Facility's impact at these intersections, we forecasted the number of peak hour trips generated by the DDOT-DMV Facility assigned to each of these intersections, shown in figures attached and based on existing staff data, and recalculated roadway capacity at signalized intersections. The recalculated roadway capacity is presented in Table 1 below and is based on future conditions with peak hour volumes generated by both the Amazon Facilities and the proposed DDOT-DMV Facility.

**Table 1: Summary of LOS Results with Amazon Distribution Center and with DDOT-DMV Facility**

Study Intersections	Amazon Study Total Future Conditions (Future + Amazon Facilities Volumes)				Total Future Conditions with DDOT-DMV Facility (Future + Amazon Facilities Volumes + DDOT-DMV Facility Volumes)			
	AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour	
	CLV	LOS	CLV	LOS	CLV	LOS	CLV	LOS
<b>Signalized Intersections</b>								
MD 459 @ Cheverly Avenue/US 50 WB On-Ramp	927	A	982	A	929	A	990	A
MD 459/Columbia Park Road @ US 50 EB Ramps	1250	C	1022	B	1259	C	1032	B
Columbia Park Road @ Cheverly Metro Entrance	603	A	945	A	604	A	839	A
Columbia Park Road @ 64th Avenue	615	A	601	A	622	A	515	A
Columbia Park Road @ Cabin Branch Drive	803	A	932	A	804	A	938	A
MD 704 @ Columbia Park Road/Belle Haven Road	1420	D	1315	D	1421	D	1316	D

As Table 1 above shows, the DDOT-DMV Facility will have minimal impact at these intersections with no change in level of service.

With the installation of the new signal and eastbound left-turn lane at the Claybrick Road and Sheriff Road intersection, the intersection is projected to operate at a level of service/LOS "A" with average delays that do not exceed 10 seconds. The proposed DDOT-DMV Facility's minimal peak hour trip generation will have an imperceptible impact at the Claybrick Road and Sheriff Road intersection because the DDOT-DMV Facility will only add approximately 1 trip every 2 minutes to this intersection during the morning and afternoon peak hours. As shown in Table 2 below, the Amazon DSP Parking Facility's peak hour trip generation is approximately **7 times greater than** the proposed DDOT-DMV Facility's trip generation.

**Table 2: DDOT-DMV Facility and Amazon DSP Parking Facility Peak Hour Trip Generation Summary**

Project	AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
	In	Out	Total	In	Out	Total
<b>DDOT and DMV Facility</b>	<b>26</b>	<b>7</b>	<b>33</b>	<b>7</b>	<b>30</b>	<b>37</b>
<b>Amazon DSP Parking Facility</b>	<b>128</b>	<b>128</b>	<b>256</b>	<b>128</b>	<b>128</b>	<b>256</b>

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**Trip Generation Summary**

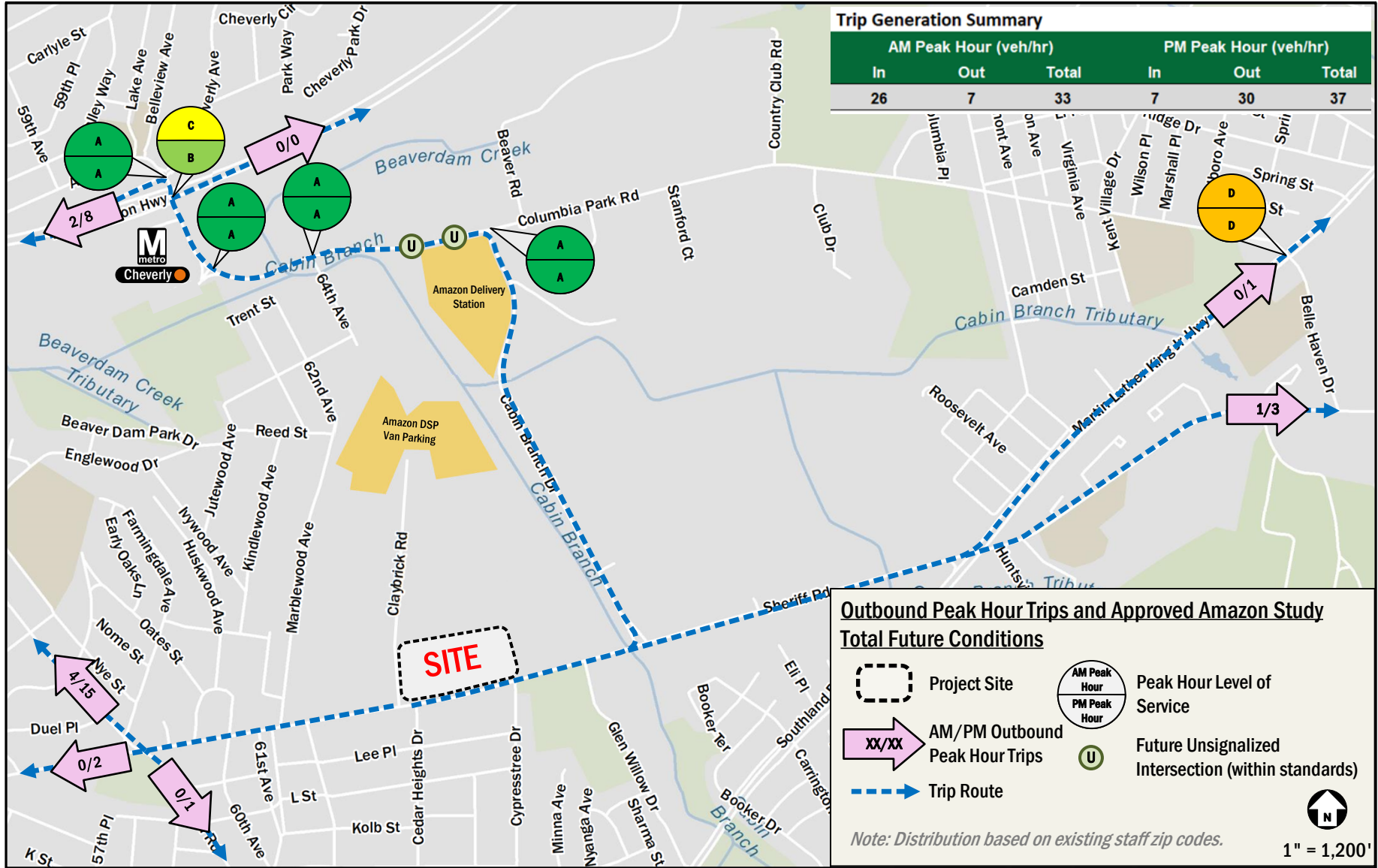
AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
In	Out	Total	In	Out	Total
26	7	33	7	30	37

**Inbound Peak Hour Trips and Approved Amazon Study Total Future Conditions**

- Project Site
- AM/PM Inbound Peak Hour Trips
- Trip Route
- Peak Hour Level of Service
- Future Unsignalized Intersection (within standards)

*Note: Distribution based on existing staff zip codes.*

1" = 1,200'



**Trip Generation Summary**

AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
In	Out	Total	In	Out	Total
26	7	33	7	30	37

**Outbound Peak Hour Trips and Approved Amazon Study**

**Total Future Conditions**

- Project Site
- AM/PM Outbound Peak Hour Trips
- Trip Route
- Peak Hour Level of Service
- Future Unsignalized Intersection (within standards)

*Note: Distribution based on existing staff zip codes.*

1" = 1,200'





# *TOWN OF CHEVERLY PARKS, COURTS, AND FIELDS PROPOSED STRUCTURE AND RECOMMENDATIONS*

## • **RECOMMENDATIONS**

- Keep full day park reservation schedule
- Continue to keep use of town parks/pavilions to town residents and town organization
- Add signage/placard permits to park/pavilion for reserved pavilions
- Town will put up notices that alcohol is prohibited in the parks, courts, and fields
- Implement a special events permits
- Create a multipurpose half court in Boyd Park
- Color-code reservation signage to indicate alcohol permits
- Increase park/pavilions fees
- Increase park fees to include additional fees to reserve courts and fields
- Add a fee for alcohol use during reservations

## • **RESERVATION FEES**

- Park-Pavilion - increase fee to \$50 effective January 1, 2022
- Courts
  - Half court fee \$50 per usage/4 hours or \$600 seasonally (4 hours) (no consecutive seasonal rental)/liability insurance
  - Full court fee \$100 per usage/4 hours or \$1,200 seasonally (4 hours) (no consecutive seasonal rental)/liability insurance
- Fields – implement for town organizations and residents only \$30/hour/liability insurance required
- Alcohol permit fees for pavilion only - \$25 permit fee





<b>FEE SCHEDULE</b>
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**Commodities:**

Clear Bags	\$ 5.00 /50 bags
Authorized Signs for posting events	\$ 1.00 /2signs

**Park Pavilions/Courts/Fields:**

Park Pavilions - Reservation Fee:	\$ 50.00
Alcohol – Permit	\$ 25.00
Town Fields – Reservation Fee:	\$ 30.00 hour/liability insurance required
Town Courts -Reservation Fee:	
• Half court	\$ 50.00 per usage/4 hours or \$600 seasonally (4 hours) (no consecutive seasonal rental)/liability insurance
• Full court	\$ 100.00 per usage/4 hours or \$1,200 seasonally (4 hours) (no consecutive seasonal rental)/liability insurance

**Misc. Fees for Public Works services:**

Mulch Delivery Fee	\$ 25.00
Appliance recycling fee	\$ 20.00 + \$10 for additional appliances per pickup
Non-conforming Bulk Trash / times	\$ ? P.W. determines by weight
Social Event/Entertainment	\$ 20.00 per event

**Building Permits:**

Minimum Permit Fee	\$ 10.00
Projects over \$1,000 - add	\$ 3.00 per \$1,000 est. cost of construction
<b>Driveway Apron (special permit)</b>	<b>\$ 25.00</b>
<b>Business Licenses - Residential (annual)</b>	<b>\$ 20.00</b>

<b>Vending Permit</b>	\$ 25.00 per day/ or maximum determined by Town Administrator
<b>SolicitorII Permit</b>	\$ 10.00 per day

**Rental Housing Permits: (annual)**

Single Family Dwellings (100)	\$ 100.00
Multi-unit Dwellings (555)	\$ 100.00 per unit

**POLICE FEES:**

Accident Report Copy	\$ 10.00
Vehicle Release	\$ 50.00 No charge for recovered stolen vehicles
Late Payment Fees	\$ 25.00
Incident Report Copy	\$ 5.00 No charge for victims
Red Light Camera Violation	\$ 75.00
Speed Camera Violation	\$ 40.00
Flagging Fees (separate from MVA's fee)	\$ 25.00
Finger Printing Services	\$ 35.00 (State Only) / \$50.00 (Full FBI & State)*
Vehicle Forfeiture	\$ 350.00
Storage Fees	\$ 50.00 Per Day
Returned Check Fee	\$ 35.00

**Residential Zone Parking Permits: (annual)**

Zone Parking Stickers	\$ 5.00
Senior Citizen Stickers	\$ 5.00
Visitors Permit (two max per household)	\$ 2.00

**PARKING TICKETS:**

METRO Parking Lot	\$ 50.00
Residential Zone Parking	\$ 40.00
Fire Lane / Fire Hydrant	\$ 200.00
Handicapped Parking	\$ 200.00
Non-Maryland registered vehicles	\$ 280.00 MD State \$50 Town Code 27-8
Other general parking violations	\$ 50.00 \$40 residential zone

<b>Municipal infraction schedule</b>	<b>Offense</b>	<b>Offense(s)</b>	<b>Offenses</b>
Animal Violations (Chapter 4)	\$ 25.00	50.00	100.00
Housing Code Violations (Chapter 5)	\$ 50.00	50.00	
Dumping, Litter, Garbage (Chapter 10)	\$ 400.00	400.00	
Lot Maintenance (Chapter 18)	\$ 50.00	50.00	
Lot Main!. Abandoned Veh (Chapter 18)	\$ 400.00	500.00	100.00 Admin Fee
Noise Violations (Chapter 19)	\$ 50.00	100.00	
Sign Violations (Chapter 23)	\$ 50.00	100.00	
Industrial Park Covenants Violations	\$ 100.00	200.00	400.00

\*+ \$10.00 For each additional set requested during same visit