



**TOWN MEETING**  
**September 12, 2024**  
**8:00 PM**

**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda\***
  - **Approval of Minutes:** (Town Meeting - 8/8/24)
5. **Resident Input** – Public comment period for agenda items and other topics. All comments are limited to 3 minutes. Residents are asked to please state their name and ward. There will not be any additional time for resident input.
6. **Committee Reports**
  - Recreation Council
  - Cheverly Day Committee
  - Planning Board
  - Board of Elections
  - Ethics Commission
7. **Proclamations** - Mayor Munyeneh will read the Hispanic/Latino Heritage Month proclamation.
8. **Redistricting Update** – Town Administrator Galloway will provide an update on the redistricting.
9. **Joseph Smith & Sons Update** - Town Administrator Galloway will provide an update.
10. **5701 Landover Rd** – Town Administrator Galloway will provide an update.
11. **Forest Rd Proposal from Ecosite\*** - Director Brayman and Town Administrator will share the proposal for Mayor & Council vote.
12. **Boyd Park Update** – Town Administrator Galloway will provide an update on the park and discuss possible improvements.
13. **Hospital Hill** – Town Administrator Galloway will provide an update on the development.
14. **Police Complaints Board** – Mayor & Council will discuss the board.
15. **Town Administrator Report**—Town Administrator Galloway will provide the Mayor and Council with a report on Town operations and a summary of actions taken.
16. **Police Report** – Chief Morris will give a monthly report.
17. **Public Works Report** – Director Brayman will give an update on the Department of Public Works.



18. **Review the September Work Session agenda and future requests, and Town Administrator Galloway will offer a forecast of the work session agenda.** The mayor will seek Council input on agenda items for consideration for future meetings.
19. **Mayor and Council Announcements** – Opportunity for Mayor and 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.*

*At Town Meetings, resident input is only permitted during the agenda item titled “Resident Input” unless otherwise noted.*

***Please Note: Pursuant to the Annotated Code of Maryland, General Provisions Article, Section 3-305, 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.***

### **Topic: Cheverly Town Meeting**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84025983118?pwd=cEhsbmU2aEs5MGViaGJnWVh6c1h6UT09>

**Webinar ID: 840 2598 3118**

**Passcode: 213079**

Or One tap mobile:

US: +13017158592,84025983118#

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592



**TOWN MEETING**  
**August 8, 2024**  
**8:00 PM**

**Minutes**

Meeting called to order at 8:00 pm

**In attendance: Mayor** Munyeneh, **Council Members** Wade, Watson, Dalaker, Garces

Town Attorney: Jason DeLoach

Motion to excuse CM Fry & CM Bryner made by CM Garces. 2<sup>nd</sup> by CM Dalaker. Approved Unanimously

Staff: Town Administrator Dylan Galloway, Assistant Town Administrator Bryon Whittington, Public Works Director Steve Brayman, Chief David Morris, Deputy Chief Jennifer Krauss

Pledge of Allegiance

Motion to approve the agenda made by CM Watson. 2<sup>nd</sup> by CM Dalaker. Approved unanimously.

**Consent Agenda**

- **Approval of Minutes:** (Town Meeting - 7/11/24, Work Session – 7/25/24, Closed Meeting Summary 7/29/24)
- **Grant Requests**
  - CAACO

Motion to approve consent agenda made by CM Dalaker. 2<sup>nd</sup> by CM Watson. Approved unanimously.

Motion to allow three additional minutes to Diane Beedle during resident input to report on Community Native Planting Project (CNPP) made by CM Dalaker. 2<sup>nd</sup> by CM Garces. Approved unanimously.

**Resident Input-**

- Diane Beedle Ward 4 – Representing CNPP would like to thank CM Wade & Mr. Galloway for supporting the work by CNPP and the Anacostia Watershed Society at 5701 Landover Rd. Provided an update to the Mayor & Council

**Committee Reports**

**Recreation Council** – No report provided.



**Cheverly Day Committee** – CM Watson –

- Cheverly Day 2024 is 9/28/24 - 6 weeks away
- next planning meeting 8/28/24
- Cheverly Day 2025 is 9/27/25
- Seeking sponsorships

**Planning Board** – No report provided

**Board of Elections** – No report provided.

**Ethics Commission** – No report provided.

**Approval of Charles P Johnson Engineering Contract\***– Director Brayman presented the contract for Charles P Johnson (CPJ) Associates, an engineering firm that has been doing work for the town. Recommends that the Mayor & Council authorize the Town Administrator & Public Works Director to execute the CPJ contract as proposed.

Motion to authorize the Town Administrator & Public Works Director with CPJ as proposed made by CM Watson.2<sup>nd</sup> by Cm Dalaker. Approved Unanimously

**Approval of Employment Agreement\*** – The Mayor & Council reviewed the final draft of the employment contract for the Town Administrator.

Move to approve the contract to retain Mr. Galloway as town administrator for another 5 years made by CM Dalaker. 2<sup>nd</sup> by CM Garces. Approved Unanimously

**Town Administrator Report** – Deputy Town Administrator Whittington provided monthly report.

- Staff has been attending Emergency Management meetings with Prince George’s County
  - Updates and plans on Tropical Storm Debbie
  - Sandbag distribution
  - Shelters & cooling stations
- The Mayor and Council are scheduled to attend a tour of the Walter Reed Facility with Home Team 5 and Urban Atlantic 9/15/24 at 9:00 AM
- The mayor and council will attend a team building event facilitated by Janice Taylor on 9/24/24
- Mr. Galloway met with DPIE and Chair Ivey’s office to discuss the current relationship with DPIE and the services that they provide to the town
- Mr. Galloway and the Chief also had a meeting with Verizon a couple of weeks ago to review the service of for cellular and address dead spots throughout the town.

**Police Report** – Chief Morris provided a monthly report.

- National Night Out was successful due to a team effort by all departments.
- 25 applicants in que
- New police clerk and program manager for automated enforcements start on 8-12-24



- Camera on Columbia Park Rd went live 7-29-24 and in the first week had already captured over 2,200 violations highlighting the need for it in that area
- Traffic calming initiative on Crest Ave
- Scheduling community walks with the respective council members
- Planning participation in Cheverly and Public Safety Day will be 10-11-24
- Working with Rene to schedule meeting for Police Chief's Advisory Council

**Public Works Report** – Director Brayman provided a report:

- Pipe on Crestlawn and Parkway has been identified the project is still set to begin on 8/26/24
- Eley Building update: roof is nearing completion and siding is completed. Public works staff is working in trailers. Furniture is being ordered
- Raised crosswalk on Forest Rd has started to take shape
- Sustainable Maryland Application was submitted 8-8-24
- Working with CPJ to finalize a report on WSSC

**Review of September Town Meeting agenda and future requests**

- Redistricting Update
- Joseph Smith & Sons Update
- 5701 Landover Rd
- Boyd Park Update
- Hospital Hill

**Mayor and Council Announcements** –

CM Wade – N/A

CM Watson – Hospital Hill conversation hosted by Ward 1 & 2 council members on Sept 15<sup>th</sup> at Tremont & Greenleaf 3pm-5pm, Valley Way Block party will be 10/19

CM Dalaker – Encourages residents to attend a Ward 4 Civic Association meetings 3<sup>rd</sup> Mondays, Happy National Cat Day

CM Bryner – N/A

CM Fry – N/A

Mayor Munityeh – Move with the Mayor Walk campaign on 8/10 from Boyd Park to the Cheverly Market, Mayor is hosting a block party in 1700 & 1800 block of 61<sup>st</sup> St on 8/18, Encourages residents in wards 3-6 to provide feedback to their council members regarding Hospital Hill development

Motion to adjourn made by CM Garces. 2<sup>nd</sup> by CM Dalaker. Approved unanimously.



Thursday, September 12, 2024

**PROCLAMATION**  
**HISPANIC AND LATINO HERITAGE MONTH**  
**MES DE LA HERENCIA HISPANA Y LATINA**  
**September 15, 2024, to October 15, 2024**

**Recognizing Hispanic and Latino Heritage Month in Cheverly and celebrating the Heritage and culture of Hispanics and Latinos and the immense contributions the Hispanic and Latino Communities have made to enrich the Town of Cheverly.**

**WHEREAS** Hispanic Heritage Month is an official celebration of American citizens whose ancestry can be traced back to Spain, Mexico, Central and South America, and the Caribbean, a recognition that started as a week-long celebration in 1968 by the federal government and is now celebrated across the United States; and

**WHEREAS**, the start of the heritage month, September 15th, is significant as several Latin American countries celebrate their independence from Spain on this day, including Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. Mexico and Chile also celebrate their independence on September 16th and 18th, respectively; and

**WHEREAS**, twenty years later, the celebration was expanded to dedicate a full month recognizing the generations of Hispanic and Latino American men and women who have positively influenced and enriched our society; and

**WHEREAS**, Hispanic Heritage Month uplifts a cultural legacy that shares values deeply rooted in rich traditions that harbor a deep commitment to family and community, an enduring work ethic, and perseverance to succeed and contribute to society; and

**WHEREAS**, the purpose of Hispanic Heritage Month is to create awareness of the contributions of people of Hispanic and Latino Heritage to American culture. Many people of Hispanic and Latino Heritage serve as civil rights leaders, community organizers, politicians, teachers, journalists, first responders, artists, healthcare professionals, athletes, inventors, entertainers, and more; and

**WHEREAS**, in keeping with the national theme, “Todos Somos, Somos Uno: We Are All, We Are One,” we encourage everyone to recognize the unity and contributions of Hispanics to America’s economic, political, and social growth; and

**WHEREAS**, with 29,000,000 Hispanic and Latino Americans currently in the United States workforce, the labor force participation rate of 65.6 percent is among the highest of any race or ethnicity; and

**WHEREAS**, Hispanic and Latino Americans are integrated and dedicated members in all levels of government, including the Supreme Court, Congress, the House of Representatives, state legislatures, county councils, and local elected officials; and



Thursday, September 12, 2024

**WHEREAS**, members of the Hispanic and Latino American Communities have contributed to the Town of Cheverly through diversity and active participation as elected officials, town staff, volunteers, and board members; and

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Cheverly Town Council does hereby proclaim September 15, 2024, through October 15, 2024, as Hispanic and Latino Heritage Month in the Town of Cheverly. We encourage the community to celebrate our collective progress shared with the Hispanic and Latino communities, learn from the strength that derives from their diversity, and honor a shared spirit of self-determination, dignity, and respect for cultural heritage.

Date: Thursday, September 12, 2024

Attest: \_\_\_\_\_

\_\_\_\_\_  
Kayce Munyeneh  
Mayor

\_\_\_\_\_  
Christopher R. Wade  
Councilmember

\_\_\_\_\_  
Joseph Dalaker  
Councilmember

\_\_\_\_\_  
Micah Watson  
Councilmember

\_\_\_\_\_  
Charly Garces  
Councilmember

\_\_\_\_\_  
Nicole Bryner  
Councilmember

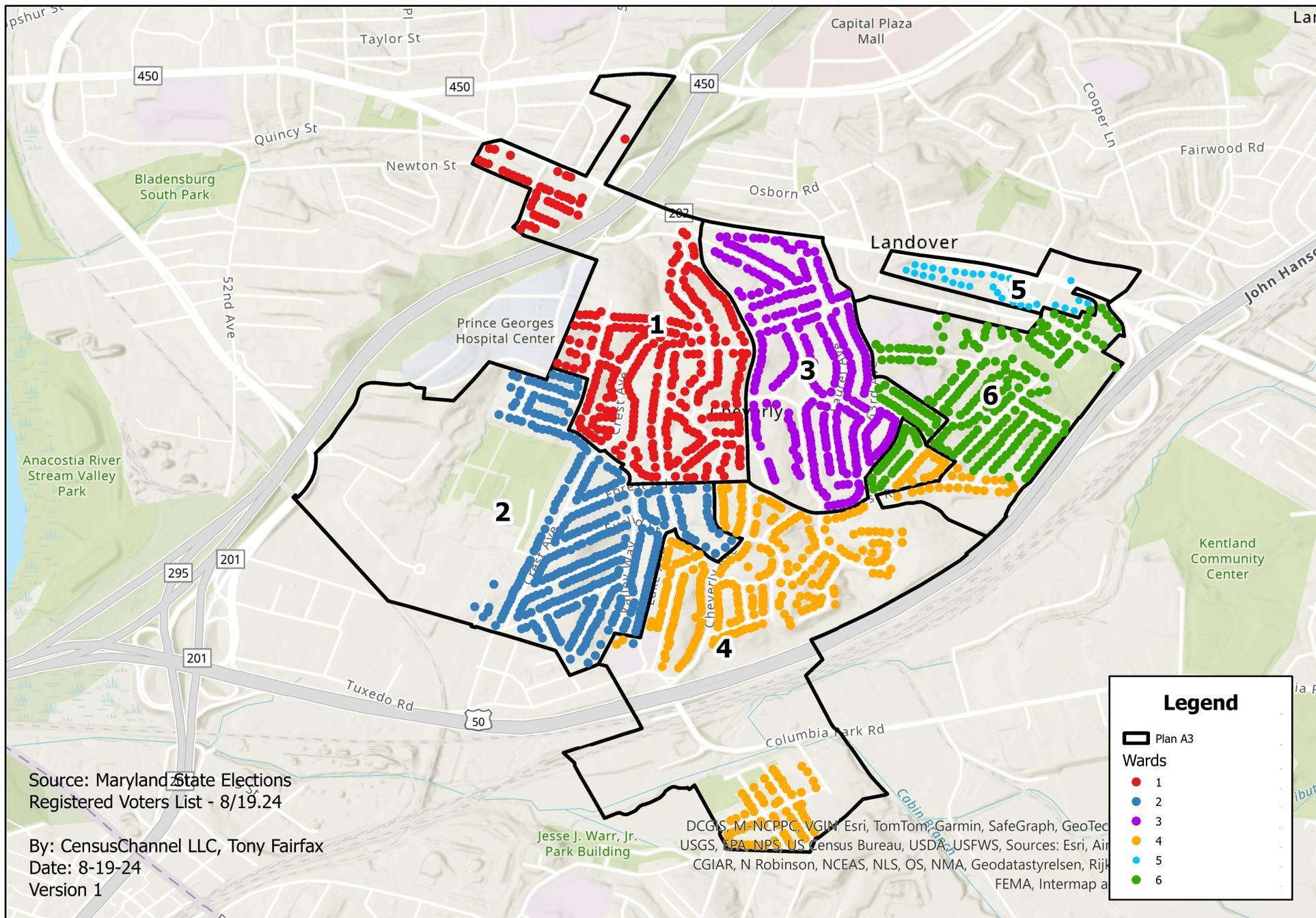
\_\_\_\_\_  
Amy Jean Chung Fry  
Councilmember



## Agenda Item Summary Report

<b>Meeting Date:</b> 9/12/24	<b>Submitted by:</b> Dylan Galloway TA
<b>Item Title:</b> Redistricting Update	
<b>Work Session Item</b> <input type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Yes
<b>Recommended Action:</b>	
No Action necessary	
<b>Item Summary:</b>	
<p>The Town of Cheverly recently completed its redistricting process. Town Administrator Galloway formalized a redistricting plan in collaboration with the Town Attorney and Anthony Fairfax, a redistricting consultant. After the Mayor and Council adopted the new redistricting plan, the Town Administrator worked closely with the consultant to identify the homes that had changed districts. This allowed for proper notification to the state, county, and local boards of elections, as well as to the affected residents.</p> <p>I have attached the Excel document containing all the impacted addresses.</p> <p>All necessary notifications have been made, and the redistricting process is now complete.</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	<b>Continued Date:</b>
<b>Budgeted Amount:</b>	<b>Completed</b>
<b>One-Time Cost:</b> NA	
<b>Ongoing Cost:</b> NA	
<b>Council Priority:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b> 5/9/2024

# Cheverly, MD Enacted Plan A3 Registered Voters by Ward



Source: Maryland State Elections  
Registered Voters List - 8/19.24

By: CensusChannel LLC, Tony Fairfax  
Date: 8-19-24  
Version 1

DCGIS, M-NCPPC, VGIN, Esri, TomTom, Garmin, SafeGraph, GeoTeC  
USGS, EPA, NPS, US Census Bureau, USDA, USFWS, Sources: Esri, Air  
CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyreisen, Rijk  
FEMA, Intermap a

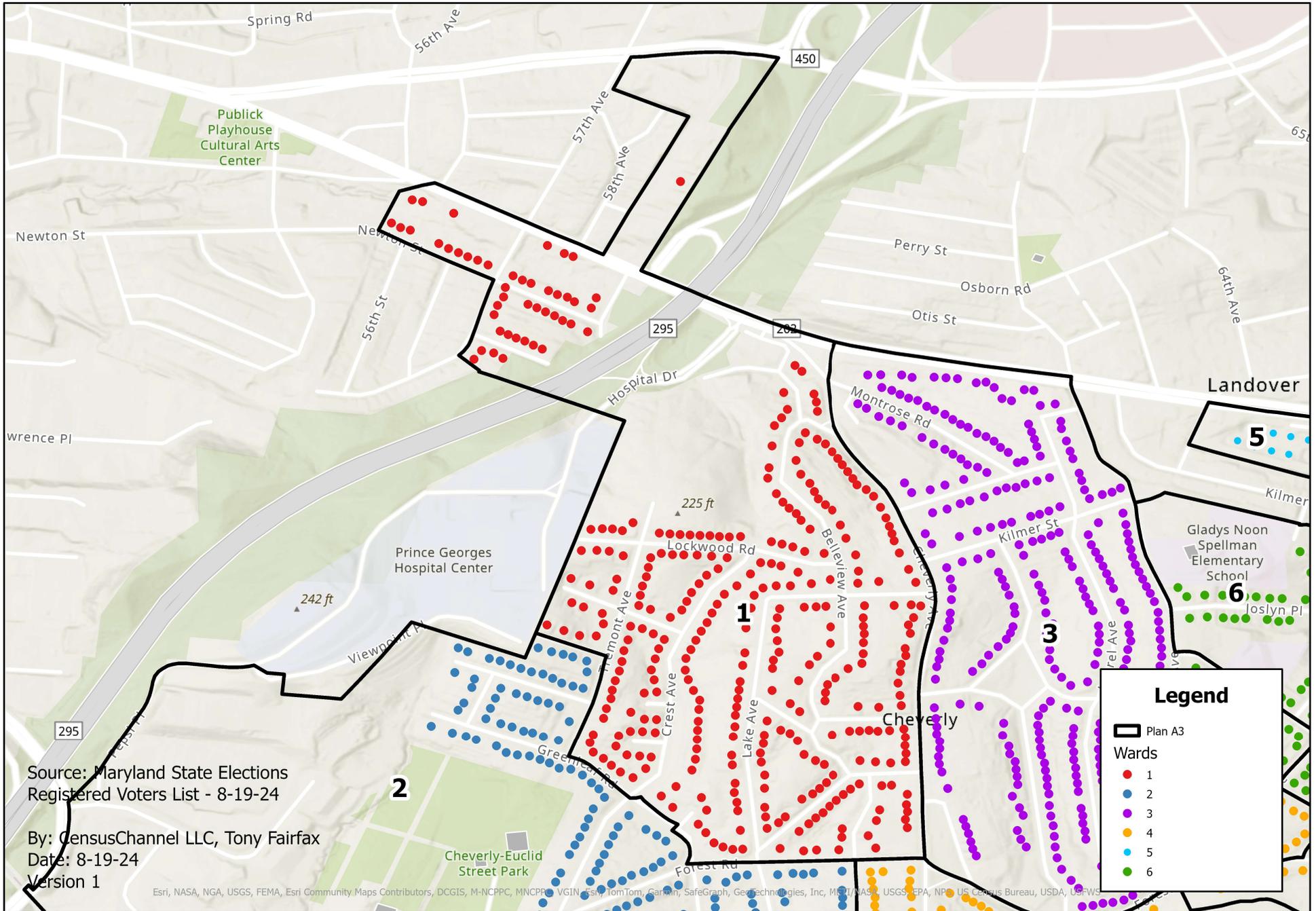
**Legend**

- Plan A3
- Wards**
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6

# Cheverly, MD

## Enacted Plan A3 District 1

### Registered Voters by Ward



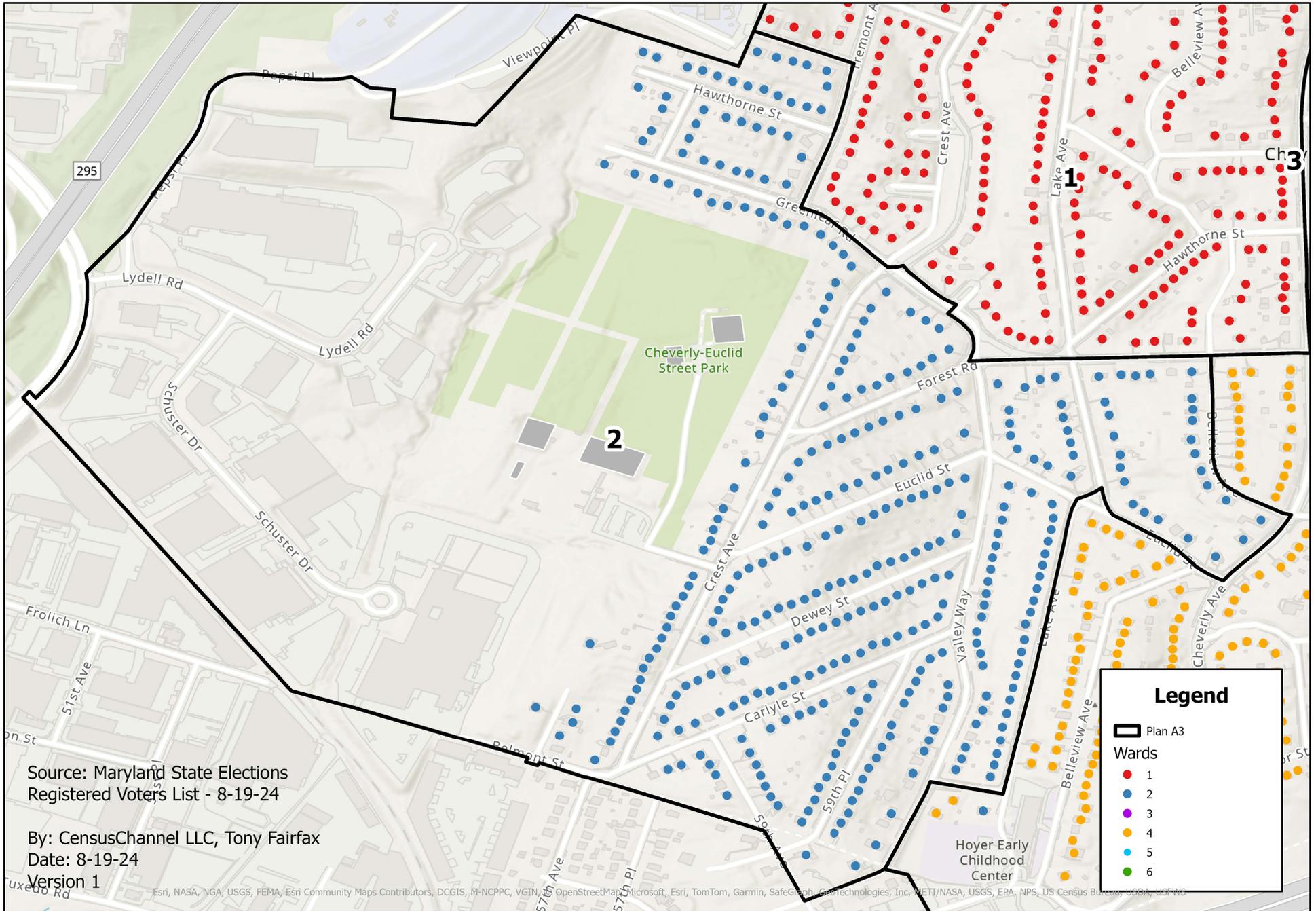
Source: Maryland State Elections  
Registered Voters List - 8-19-24

By: CensusChannel LLC, Tony Fairfax  
Date: 8-19-24  
Version 1

# Cheverly, MD

## Enacted Plan A3 District 2

### Registered Voters by Ward



Source: Maryland State Elections  
Registered Voters List - 8-19-24

By: CensusChannel LLC, Tony Fairfax  
Date: 8-19-24

Version 1

**Legend**

Plan A3

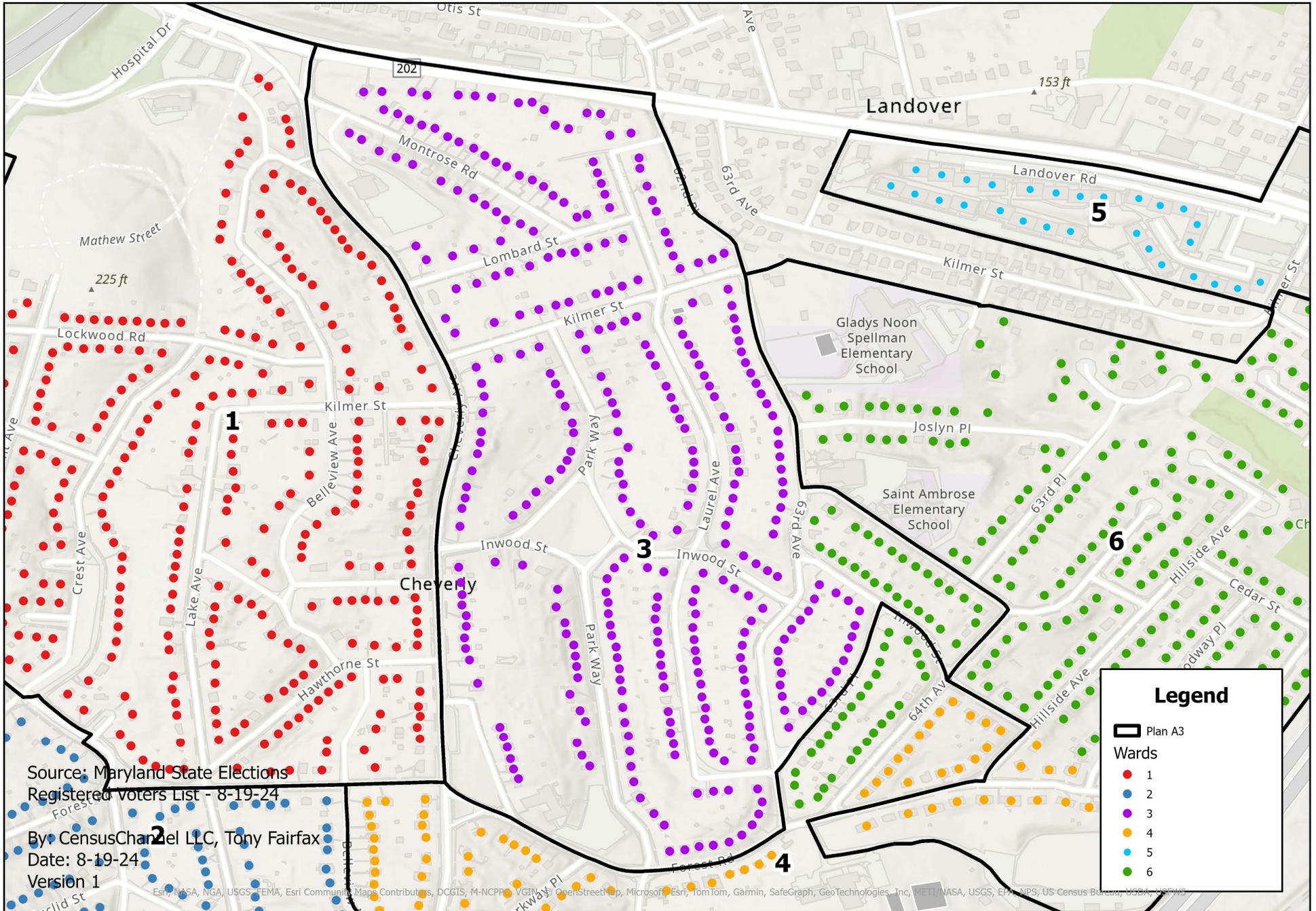
**Wards**

- 1
- 2
- 3
- 4
- 5
- 6

# Cheverly, MD

## Enacted Plan A3 District 3

### Registered Voters by Ward



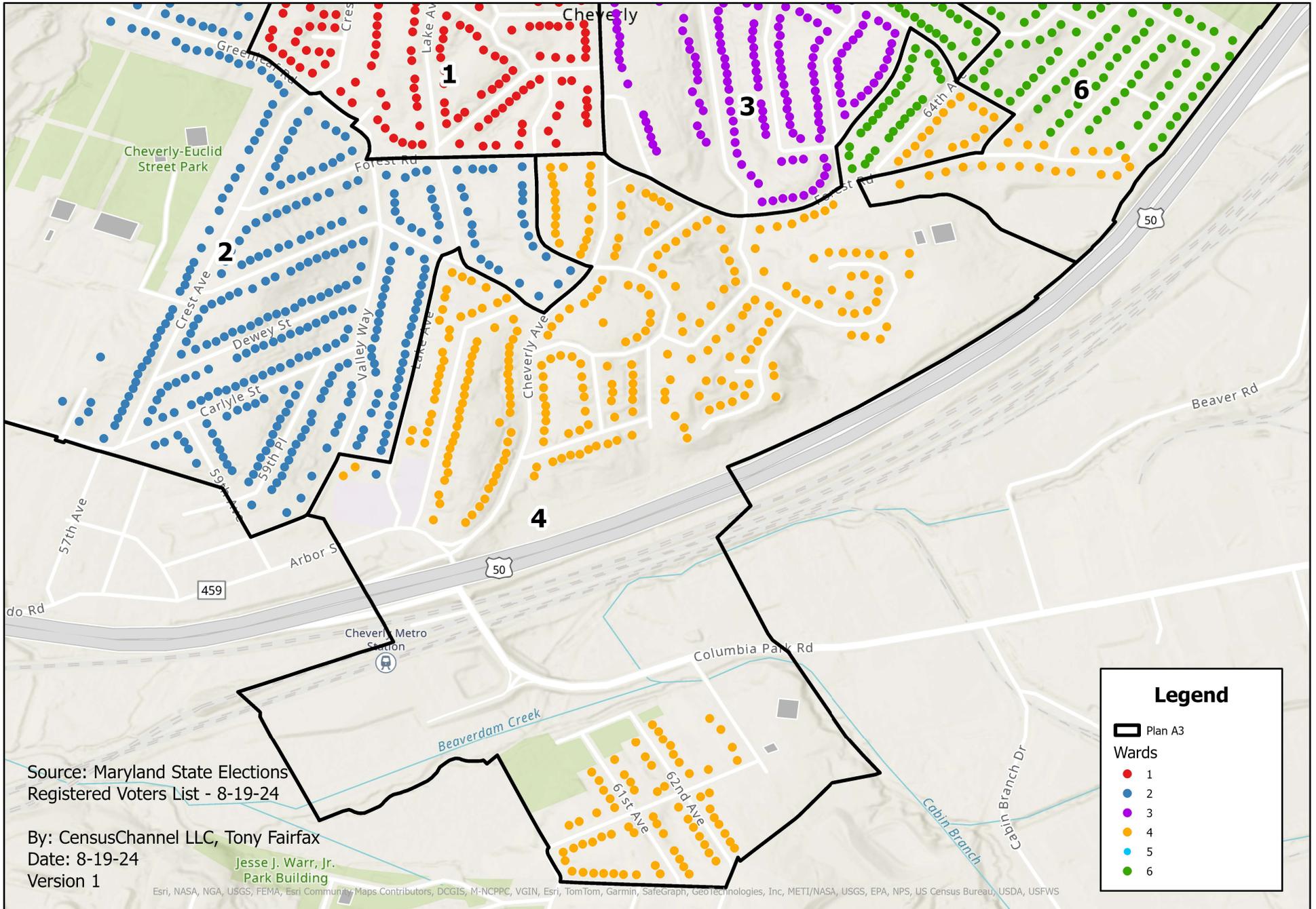
Source: Maryland State Elections  
Registered voters List - 8-19-24

By: CensusChar2el LLC, Tony Fairfax  
Date: 8-19-24  
Version 1

# Cheverly, MD

## Enacted Plan A3 District 4

### Registered Voters by Ward



Source: Maryland State Elections  
Registered Voters List - 8-19-24

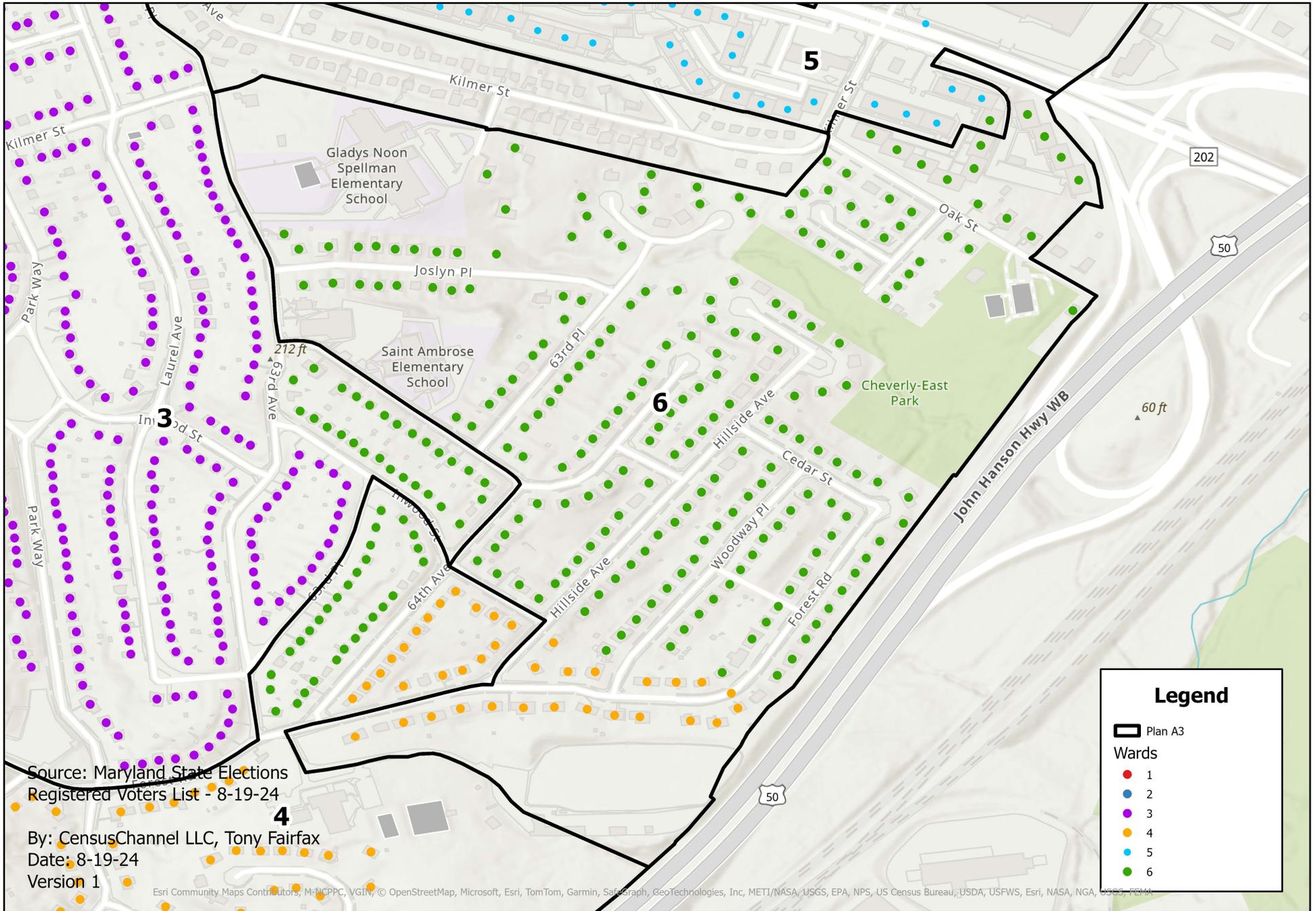
By: CensusChannel LLC, Tony Fairfax  
Date: 8-19-24  
Version 1



# Cheverly, MD

## Enacted Plan A3 District 6

### Registered Voters by Ward



Source: Maryland State Elections  
Registered Voters List - 8-19-24

By: CensusChannel LLC, Tony Fairfax  
Date: 8-19-24  
Version 1

ADDRESS	RESIDENTIALCITY	RESIDENTIALZIP5	OLD WARD	NEW WARD	CHANGED
2805 63RD PL	CHEVERLY	20785	6	4	Changed
6317 INWOOD ST	CHEVERLY	20785	6	4	Changed
2805 63RD PL	CHEVERLY	20785	6	4	Changed
3105 63RD AVE	CHEVERLY	20785	6	3	Changed
2817 63RD PL	CHEVERLY	20785	6	4	Changed
6405 FOREST RD	CHEVERLY	20785	4	6	Changed
6405 FOREST RD	CHEVERLY	20785	4	6	Changed
6317 INWOOD ST	CHEVERLY	20785	6	4	Changed
6423 FOREST RD	CHEVERLY	20785	4	6	Changed
6423 FOREST RD	CHEVERLY	20785	4	6	Changed
6323 JASON ST	CHEVERLY	20785	6	3	Changed
6323 JASON ST	CHEVERLY	20785	6	3	Changed
6413 FOREST RD	CHEVERLY	20785	4	6	Changed
6413 FOREST RD	CHEVERLY	20785	4	6	Changed
3101 63RD AVE	CHEVERLY	20785	6	3	Changed
2820 64TH AVE	CHEVERLY	20785	6	4	Changed
6417 FOREST RD	CHEVERLY	20785	4	6	Changed
6430 FOREST RD	CHEVERLY	20785	4	6	Changed
6430 FOREST RD	CHEVERLY	20785	4	6	Changed
2904 64TH AVE	CHEVERLY	20785	6	3	Changed
6320 INWOOD ST	CHEVERLY	20785	6	3	Changed
2805 63RD AVE	CHEVERLY	20785	6	4	Changed
2805 63RD AVE	CHEVERLY	20785	6	4	Changed
6309 JASON ST	CHEVERLY	20785	6	3	Changed
2801 63RD AVE	CHEVERLY	20785	6	4	Changed
2801 HILLSIDE AVE	CHEVERLY	20785	4	6	Changed
6313 JASON ST	CHEVERLY	20785	6	3	Changed
2804 64TH AVE	CHEVERLY	20785	6	4	Changed
6313 JASON ST	CHEVERLY	20785	6	3	Changed
6433 FOREST RD	CHEVERLY	20785	4	6	Changed
6320 INWOOD ST	CHEVERLY	20785	6	3	Changed
6432 FOREST RD	CHEVERLY	20785	4	6	Changed
6300 INWOOD ST	CHEVERLY	20785	6	3	Changed
6424 FOREST RD	CHEVERLY	20785	4	6	Changed
6424 FOREST RD	CHEVERLY	20785	4	6	Changed
6424 FOREST RD	CHEVERLY	20785	4	6	Changed
6433 FOREST RD	CHEVERLY	20785	4	6	Changed
6305 JASON ST	CHEVERLY	20785	6	3	Changed
6308 INWOOD ST	CHEVERLY	20785	6	3	Changed
6405 FOREST RD	CHEVERLY	20785	4	6	Changed
6405 FOREST RD	CHEVERLY	20785	4	6	Changed
3105 63RD AVE	CHEVERLY	20785	6	3	Changed
2805 63RD PL	CHEVERLY	20785	6	4	Changed
2809 63RD PL	CHEVERLY	20785	6	4	Changed
2809 63RD PL	CHEVERLY	20785	6	4	Changed
6305 JASON ST	CHEVERLY	20785	6	3	Changed

2803 63RD AVE	CHEVERLY	20785	6	4	Changed
2803 63RD AVE	CHEVERLY	20785	6	4	Changed
6311 JASON ST	CHEVERLY	20785	6	3	Changed
6311 JASON ST	CHEVERLY	20785	6	3	Changed
2807 63RD PL	CHEVERLY	20785	6	4	Changed
6307 JASON ST	CHEVERLY	20785	6	3	Changed
6319 JASON ST	CHEVERLY	20785	6	3	Changed
6415 FOREST RD	CHEVERLY	20785	4	6	Changed
6427 FOREST RD	CHEVERLY	20785	4	6	Changed
6419 FOREST RD	CHEVERLY	20785	4	6	Changed
6419 FOREST RD	CHEVERLY	20785	4	6	Changed
2818 64TH AVE	CHEVERLY	20785	6	4	Changed
6411 FOREST RD	CHEVERLY	20785	4	6	Changed
6325 JASON ST	CHEVERLY	20785	6	3	Changed
2810 64TH AVE	CHEVERLY	20785	6	4	Changed
6321 JASON ST	CHEVERLY	20785	6	3	Changed
6411 FOREST RD	CHEVERLY	20785	4	6	Changed
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6428 FOREST RD	CHEVERLY	20785	4	6	Changed
6428 FOREST RD	CHEVERLY	20785	4	6	Changed
2803 HILLSIDE AVE	CHEVERLY	20785	4	6	Changed
2803 HILLSIDE AVE	CHEVERLY	20785	4	6	Changed
2823 63RD PL	CHEVERLY	20785	6	4	Changed
2823 63RD PL	CHEVERLY	20785	6	4	Changed
6311 JASON ST	CHEVERLY	20785	6	3	Changed
6312 INWOOD ST	CHEVERLY	20785	6	3	Changed
6312 INWOOD ST	CHEVERLY	20785	6	3	Changed
6311 INWOOD ST	CHEVERLY	20785	6	4	Changed
6422 FOREST RD	CHEVERLY	20785	4	6	Changed
6302 INWOOD ST	CHEVERLY	20785	6	3	Changed
6424 FOREST RD	CHEVERLY	20785	4	6	Changed
2813 63RD PL	CHEVERLY	20785	6	4	Changed
6313 INWOOD ST	CHEVERLY	20785	6	4	Changed
6321 JASON ST	CHEVERLY	20785	6	3	Changed
6319 JASON ST	CHEVERLY	20785	6	3	Changed
6300 INWOOD ST	CHEVERLY	20785	6	3	Changed
6409 FOREST RD	CHEVERLY	20785	4	6	Changed
6304 INWOOD ST	CHEVERLY	20785	6	3	Changed
2815 63RD PL	CHEVERLY	20785	6	4	Changed
6309 JASON ST	CHEVERLY	20785	6	3	Changed
6317 INWOOD ST	CHEVERLY	20785	6	4	Changed
2803 63RD PL	CHEVERLY	20785	6	4	Changed
6505 LANDOVER RD APT 102	CHEVERLY	20785	6	5	Changed
2805 63RD AVE	CHEVERLY	20785	6	4	Changed
6505 LANDOVER RD APT T4	CHEVERLY	20785	6	5	Changed
6312 INWOOD ST	CHEVERLY	20785	6	3	Changed
2816 64TH AVE	CHEVERLY	20785	6	4	Changed

2811 63RD PL	CHEVERLY	20785	6	4	Changed
6405 FOREST RD	CHEVERLY	20785	4	6	Changed
6433 FOREST RD	CHEVERLY	20785	4	6	Changed
2904 64TH AVE	CHEVERLY	20785	6	3	Changed
6505 LANDOVER RD	CHEVERLY	20785	6	5	Changed
2811 63RD PL	CHEVERLY	20785	6	4	Changed
6405 FOREST RD	CHEVERLY	20785	4	6	Changed
6425 FOREST RD	CHEVERLY	20785	4	6	Changed
6325 JASON ST	CHEVERLY	20785	6	3	Changed
6425 FOREST RD	CHEVERLY	20785	4	6	Changed
6317 JASON ST	CHEVERLY	20785	6	3	Changed
2807 63RD PL	CHEVERLY	20785	6	4	Changed
2807 63RD PL	CHEVERLY	20785	6	4	Changed
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6311 INWOOD ST	CHEVERLY	20785	6	4	Changed
2808 64TH AVE	CHEVERLY	20785	6	4	Changed
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2808 64TH AVE	CHEVERLY	20785	6	4	Changed
6305 JASON ST	CHEVERLY	20785	6	3	Changed
6505 LANDOVER RD APT 104	CHEVERLY	20785	6	5	Changed
2825 63RD PL	CHEVERLY	20785	6	4	Changed
2825 63RD PL	CHEVERLY	20785	6	4	Changed
6320 INWOOD ST	CHEVERLY	20785	6	3	Changed
6309 JASON ST	CHEVERLY	20785	6	3	Changed
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6306 INWOOD ST	CHEVERLY	20785	6	3	Changed
2819 63RD PL	CHEVERLY	20785	6	4	Changed
2820 64TH AVE	CHEVERLY	20785	6	4	Changed
6310 INWOOD ST	CHEVERLY	20785	6	3	Changed
6310 INWOOD ST	CHEVERLY	20785	6	3	Changed
6505 LANDOVER RD APT 203	CHEVERLY	20785	6	5	Changed
6417 FOREST RD	CHEVERLY	20785	4	6	Changed
6411 FOREST RD	CHEVERLY	20785	4	6	Changed
6325 JASON ST	CHEVERLY	20785	6	3	Changed
2821 63RD PL	CHEVERLY	20785	6	4	Changed
2821 63RD PL	CHEVERLY	20785	6	4	Changed
6505 LANDOVER RD APT 102	CHEVERLY	20785	6	5	Changed
6424 FOREST RD	CHEVERLY	20785	4	6	Changed
6405 FOREST RD	CHEVERLY	20785	4	6	Changed
6304 INWOOD ST	CHEVERLY	20785	6	3	Changed
6304 INWOOD ST	CHEVERLY	20785	6	3	Changed
6317 INWOOD ST	CHEVERLY	20785	6	4	Changed
6312 INWOOD ST	CHEVERLY	20785	6	3	Changed
6318 INWOOD ST	CHEVERLY	20785	6	3	Changed

2803 63RD PL	CHEVERLY	20785	6	4	Changed
2803 63RD AVE	CHEVERLY	20785	6	4	Changed
6417 FOREST RD	CHEVERLY	20785	4	6	Changed
2813 63RD PL	CHEVERLY	20785	6	4	Changed
2813 63RD PL	CHEVERLY	20785	6	4	Changed
6300 INWOOD ST	CHEVERLY	20785	6	3	Changed
6316 INWOOD ST	CHEVERLY	20785	6	3	Changed
2823 63RD PL	CHEVERLY	20785	6	4	Changed
2801 63RD AVE	CHEVERLY	20785	6	4	Changed
2802 64TH AVE	CHEVERLY	20785	6	4	Changed
2900 64TH AVE	CHEVERLY	20785	6	3	Changed
2802 64TH AVE	CHEVERLY	20785	6	4	Changed
2803 63RD AVE	CHEVERLY	20785	6	4	Changed
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2900 64TH AVE	CHEVERLY	20785	6	3	Changed
6313 INWOOD ST	CHEVERLY	20785	6	4	Changed
2805 63RD PL	CHEVERLY	20785	6	4	Changed
6301 JASON ST	CHEVERLY	20785	6	3	Changed
2815 63RD PL	CHEVERLY	20785	6	4	Changed
6315 INWOOD ST	CHEVERLY	20785	6	4	Changed
6315 INWOOD ST	CHEVERLY	20785	6	4	Changed
2823 63RD PL	CHEVERLY	20785	6	4	Changed
6411 FOREST RD	CHEVERLY	20785	4	6	Changed
2805 63RD PL	CHEVERLY	20785	6	4	Changed
2800 64TH AVE	CHEVERLY	20785	6	4	Changed
2802 64TH AVE	CHEVERLY	20785	6	4	Changed
6317 JASON ST	CHEVERLY	20785	6	3	Changed
6317 JASON ST	CHEVERLY	20785	6	3	Changed
2814 64TH AVE	CHEVERLY	20785	6	4	Changed
6302 INWOOD ST	CHEVERLY	20785	6	3	Changed
2308 LAKE AVE	CHEVERLY	20785	2	4	Changed
6505 LANDOVER RD APT T3	CHEVERLY	20785	6	5	Changed
6435 FOREST RD	CHEVERLY	20785	4	6	Changed
2814 64TH AVE	CHEVERLY	20785	6	4	Changed
2816 64TH AVE	CHEVERLY	20785	6	4	Changed
6434 FOREST RD	CHEVERLY	20785	4	6	Changed
6505 LANDOVER RD APT 204	CHEVERLY	20785	6	5	Changed
2803 63RD AVE	CHEVERLY	20785	6	4	Changed
2802 64TH AVE	CHEVERLY	20785	6	4	Changed
2816 64TH AVE	CHEVERLY	20785	6	4	Changed
6505 LANDOVER RD APT 203	CHEVERLY	20785	6	5	Changed
6306 INWOOD ST	CHEVERLY	20785	6	3	Changed
6315 JASON ST	CHEVERLY	20785	6	3	Changed
6505 LANDOVER RD APT 204	CHEVERLY	20785	6	5	Changed
6505 LANDOVER RD APT T4	CHEVERLY	20785	6	5	Changed
2812 64TH AVE	CHEVERLY	20785	6	4	Changed
2805 63RD AVE	CHEVERLY	20785	6	4	Changed

2809 63RD PL	CHEVERLY	20785	6	4	Changed
6419 FOREST RD	CHEVERLY	20785	4	6	Changed
6311 JASON ST	CHEVERLY	20785	6	3	Changed
6505 LANDOVER RD APT 104	CHEVERLY	20785	6	5	Changed
6312 INWOOD ST	CHEVERLY	20785	6	3	Changed
3105 63RD AVE	CHEVERLY	20785	6	3	Changed
6320 INWOOD ST	CHEVERLY	20785	6	3	Changed
2816 64TH AVE	CHEVERLY	20785	6	4	Changed
2812 64TH AVE	CHEVERLY	20785	6	4	Changed



## Agenda Item Summary Report

<b>Meeting Date:</b> 9/12/24	<b>Submitted by:</b> Dylan Galloway TA
<b>Item Title:</b> Smith and Sons	
<b>Work Session Item</b> <input type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Yes
<b>Recommended Action:</b>	
No Action necessary	
<p><b>Item Summary:</b></p> <p>The U.S. Environmental Protection Agency (EPA) Region 3 issued a Notice of Violation and Opportunity to Confer (NOVOC) to Smith Industries, Inc. for violations at its metal scrap shredding facility in Capitol Heights, MD. The violations are related to the Clean Air Act (CAA) and the Maryland State Implementation Plan (SIP), specifically under Title V and COMAR regulations. The EPA invites Smith Industries to provide additional information or discuss the violations within 30 days.</p> <p>At the upcoming work session, Mr. Tad Aburn will be available to answer any questions related to this matter.</p> <p>See the attached document</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>



**REGION 3**

PHILADELPHIA, PA 19103

**VIA ELECTRONIC MAIL**  
**RETURN RECEIPT REQUESTED**

Dan Donovan, Manager  
Smith Industries, Inc.  
2001 Kenilworth Avenue  
Capitol Heights, MD 20743  
[ddonovan@jsmith-sons.com](mailto:ddonovan@jsmith-sons.com)

**Re: Notice of Violation and Opportunity to Confer  
Clean Air Act, Section 113(a)**

Dear Mr. Donovan:

The U.S. Environmental Protection Agency ("EPA"), Region 3 is issuing the enclosed Notice of Violation and Opportunity to Confer ("NOVOC") to Smith Industries, Inc. regarding its metal scrap shredding facility located at 2001 Kenilworth Avenue, Capitol Heights, MD 20743. The EPA is issuing this NOVOC under Section 113(a) of the Clean Air Act ("CAA" or "Act"), 42 U.S.C. § 7413(a). Based on information currently available, the EPA finds that Smith Industries, Inc. is in violation of: (1) the relevant provisions of the applicable Maryland State Implementation Plan which incorporates provisions in the Code of Maryland Regulations ("COMAR"), and (2) Title V of the CAA and COMAR 26.11.03. Under Section 113(a) of the Act, the EPA has several enforcement options to resolve these violations.

By this letter, the EPA is extending to you an opportunity to advise the EPA, via a meeting or in writing, of any further information the EPA should consider with respect to the alleged violations.

Please contact Stafford Stewart at (215) 814-5352 or [Stewart.Stafford@epa.gov](mailto:Stewart.Stafford@epa.gov) within thirty (30) days following receipt of this NOVOC if Smith Industries, Inc. would like to schedule a meeting. If you are represented by counsel, they may contact Hannah Leone, Assistant Regional Counsel at (215) 814-2673 or at [leone.hannah@epa.gov](mailto:leone.hannah@epa.gov).

Sincerely,

Karen Melvin, Director  
Environmental & Compliance Assurance Division

Enclosure (1)

*In the Matter of: Smith Industries, Inc.*

cc: Hannah Leone, EPA ([leone.hannah@epa.gov](mailto:leone.hannah@epa.gov))  
Stafford Stewart, EPA ([stewart.stafford@epa.gov](mailto:stewart.stafford@epa.gov))  
Pars Ramnarian, MDE ([ramnarian.pars@epa.gov](mailto:ramnarian.pars@epa.gov))

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 3  
Philadelphia, PA 19103**

<b>In the Matter of:</b>	:
	:
<b>Smith Industries, Inc.</b>	: <b>NOTICE OF VIOLATION AND OPPORTUNITY TO</b>
<b>2001 Kenilworth Avenue</b>	: <b>CONFER</b>
<b>Capital Heights, MD 20743</b>	:
	: <b>U.S. EPA Docket No. CAA-003-2024-2002</b>
	: <b>Pursuant to Section 113(a) of the Clean Air Act,</b>
<b>Respondent.</b>	: <b>42 U.S.C. § 7413(a)</b>
	:

**NOTICE OF VIOLATION**

This Notice of Violation and Opportunity to Confer (“NOVOC”) serves as the finding and notice required under Section 113(a) of the Clean Air Act (“CAA” or the “Act”), 42 U.S.C. § 7413(a). The EPA alleges that Smith Industries, Inc. (“Respondent”) has violated Title V of the CAA, 42 U.S.C. § 7661 *et seq.* and relevant portions of the Maryland State Implementation Plan (“MD SIP”), including COMAR 26.11.06.06B(1)(a) at its metal scrap shredding facility located in Prince George’s County, Maryland. The authority to issue this NOVOC has been delegated to the EPA Region 3’s Director of the Enforcement and Compliance Assurance Division.

**I. STATUTORY AND REGULATORY BACKGROUND**

1. The CAA, 42 U.S.C. §§ 7401, *et seq.*, establishes a comprehensive program to “protect and enhance the quality of the Nation’s air resources so as to promote the welfare and productive capacity of its population.” 42 U.S.C. § 7401(b)(1).

**National Ambient Air Quality Standards**

2. Section 108(a) of the CAA, 42 U.S.C. § 7408(a), requires the Administrator of the EPA to identify and prepare air quality criteria for each air pollutant, emissions of which may endanger public health or welfare, and the presence of which results from numerous or diverse mobile or stationary sources. These pollutants are known as “criteria pollutants.” 42 U.S.C. § 7408.
3. Section 109 of the CAA, 42 U.S.C. § 7409, requires the EPA to promulgate regulations establishing primary and secondary national ambient air quality standards (“NAAQS”) for each criteria pollutant. The primary NAAQS shall be sufficient to protect the public health, allowing an adequate margin of safety, and the secondary NAAQS shall be sufficient to protect the public welfare from any known or anticipated effects associated with the presence of the air pollutants in the air.
4. Pursuant to Section 108 and 109 of the CAA, 42 U.S.C. §§ 7408 and 7409, the EPA has identified ground-level ozone, among others, as a criteria pollutant, and has promulgated NAAQS for this pollutant.

5. Certain precursors to ozone formation, such as volatile organic compounds (“VOC”) and nitrogen oxides (“NO<sub>x</sub>”), are regulated as part of the air quality standards for ozone itself. 40 C.F.R. §§ 50.6-50.11. Ozone is not emitted directly from sources of air pollution. Ozone is a photochemical oxidant formed when VOC and NO<sub>x</sub> react in the presence of sunlight. VOC and NO<sub>x</sub> are called “ozone precursors.” Sources that emit ozone precursors are regulated to reduce ground-level ozone. 62 Fed. Reg. 38,856 (July 18, 1997).
6. Under Section 107(d) of the CAA, 42 U.S.C. § 7407(d), each state is required to designate those areas within its boundaries where the air quality either meets or does not meet the NAAQS for each criteria pollutant, or where the air quality cannot be classified due to insufficient data. An area that meets the NAAQS for a particular criteria pollutant is termed an “attainment area” with respect to such pollutant. An area that does not meet the NAAQS for a particular criteria pollutant is termed a “nonattainment area” with respect to such pollutant.
7. Pursuant to Section 181 of the CAA, 42 U.S.C. § Section 7511, each area designated nonattainment for ozone shall be classified at the time of such designation as a marginal, moderate, serious, severe, or extreme area.
8. Prince George County, Maryland is, and at all times relevant to this NOVOC, was an area that does not meet the NAAQS for ozone, a criteria pollutant. Prince George County, Maryland is included within the Baltimore Nonattainment Area for the 1-hour ozone standard which was classified by the EPA as severe nonattainment area for the 1-hour ozone standard. 40 C.F.R. § 81.321.
9. Section 110(a) of the CAA, 42 U.S.C. § 7410, requires each state to adopt and submit to the Administrator of the EPA for approval a State Implementation Plan (“SIP”) that provides for the implementation, maintenance, and enforcement of such NAAQS. Once approved by the EPA, these SIPs are federally enforceable. 42 U.S.C. § 7410(a)(5)(A)(i).
10. Each SIP must include enforceable emission limitations, other control measures, and a program to provide for regulation of the modification and construction of any stationary source within the areas covered by the SIP as necessary to meet the applicable requirements of the CAA. 42 U.S.C. § 7410(a)(2)(A) and (C).
11. Upon the EPA’s approval, SIP requirements are federally enforceable under Section 113 of the CAA. 42 U.S.C. § 7413(a) and (b). *See also* 40 C.F.R. § 52.23.

### **The Maryland State Implementation Plan**

12. Pursuant to Section 110 of the CAA, 42 U.S.C. § 7410, and 40 C.F.R. Part 51, the State of Maryland adopted regulations which the EPA approved as part of the MD SIP. The MD SIP regulations as presently approved by the EPA are set forth in 40 C.F.R. § 52.1070.
13. The MD SIP regulations governing permitting for stationary source operations are currently codified at Title 26, Subtitle 11, and relevant portions of Chapters 1, 2, and 17 were included in the MD SIP

approved by the EPA on November 3, 1992. 57 Fed. Reg. 49,651 (November 3, 1992); 40 C.F.R. § 52.1070.

### **General Emission Standards, Prohibitions, and Restrictions**

14. The Maryland regulations governing General Emission Standards, Prohibitions and Restrictions for VOCs are codified at Title 26 of the Code of Maryland Regulations, Subtitle 11 on Air Quality, Chapter 06 General Emission Standards, Prohibitions, and Standards. In 2001, the EPA approved a revision to the Maryland SIP that incorporated into the SIP the General Emissions Standards, Prohibitions, and Standards relevant to this NOVOC. 66 Fed. Reg. 22,924 (May 7, 2001).
15. The Maryland SIP, at all times relevant herein, provides that for facilities in Prince George's County, unless an exemption under COMAR 26.11.06.06E applies, a person may not cause or permit the discharge of VOC with a vapor pressure greater than 0.002 pounds per square inch absolute from any installation constructed before May 12, 1972, in excess of 200 pounds per day unless the discharge is reduced by 85 percent or more overall. COMAR 26.11.06.06B(1)(a); *see also* COMAR 26.11.06.06A(2).
16. The Maryland SIP, at all times relevant herein, defines "installation", for the purpose of Regulation .06 of Chapter 6, as "an installation as defined in COMAR 26.11.01.01 that can operate independently and that causes VOC emissions to the atmosphere. If equipment at a premise does not operate independently but operates as part of a process line, the process line is considered to be the installation." COMAR 26.11.06.06B(1).

### **Maryland Part 70 Title V Permitting Program**

17. Section 502(a) of the Act, 42 U.S.C. § 7661a(a), provides that no major source may operate without a Title V permit after the effective date of any permit program approved or promulgated under Title V of the Act. The EPA first promulgated regulations governing state operating permit programs on July 21, 1992. *See* 57 Fed. Reg. 32295; 40 C.F.R. Part 70. Major source is defined in Section 501(2) of the Act, 42 U.S.C. § 7661(2) to include a major stationary source as defined in part D of Title 1 of the Act *inter alia*. *See also* COMAR 26.11.03.01.
18. The EPA approved Maryland's Part 70 Title V Permit Program on July 3, 1996 (effective August 2, 1996). Maryland's Part 70 Permit Program regulations are found at COMAR 26.11.03.
19. The term "Part 70 permit" (as defined under COMAR § 26.11.02.01), means an individual Title V permit, or group of Title V permits, covering a Part 70 source, that is issued, renewed, or revised pursuant to COMAR 26.11.03.
20. The term "Part 70 source" (as defined under COMAR 26.11.02.01), means a stationary source required to have a Title V permit pursuant to COMAR 26.11.03.
21. COMAR 26.11.03.01.(A)(1) requires the owner or operator of a major source to apply for and obtain a Part 70 permit unless it falls under an exemption under COMAR 26.11.03.01.(B).

22. A “major stationary source as defined in Part D of Title I of the Clean Air Act ” is defined in the Maryland SIP in pertinent part to include any stationary source that emits or has the potential to emit 25 TPY of VOC or NOx for sources located in Prince George’s County. See COMAR 26.11.02.01.C.1(c). See also COMAR 26.11.17.01(B)(17)(a)(1).

23. “Potential to emit” (“PTE”) is defined as, “the maximum capacity of a stationary source to emit an air pollutant under its physical and operational design. A physical or operational limitation on the capacity of a source to emit an air pollutant, including air pollution control equipment and restrictions on hours of operation or on the type or amount of material combusted, stored, or processed, shall be treated as part of its design if the limitation or the effect it would have on emissions is federally enforceable through a permit condition, compliance plan, or administrative or court order.” COMAR 26.11.03.01(A)(41).

## **II. FACTUAL BACKGROUND**

24. Respondent is the owner and operator of a scrap metal shredding facility (SIC Code 5093) located at 2001 Kenilworth Avenue, Capital Heights, MD 20743 (hereinafter “the Facility”).

25. The Facility is located in Prince George’s County, Maryland.

26. Respondent conducts metal shredding and scrap metal recycling and began operating a scrap metal shredder at the Facility in 1969. The materials processed at the Facility include end of life vehicles, loose metals, steel plates, cast iron, rebar, washers, dryers, refrigerators, and metallic construction debris.

27. The Facility is currently operating under a Synthetic Minor Operating Permit (MD0000002403300956), issued by MDE on May 8, 2014. Respondent applied for a renewal of the permit on April 30, 2018. The MDE has administratively extended the 2014 permit.

28. On March 17, 2022, the EPA conducted an inspection of the Facility to verify compliance with applicable state and federal regulations (“Inspection”).

29. On September 20, 2022, the EPA issued a follow-up information request pursuant to Section 114(a) of the CAA, 42 U.S.C. § 7414(a) (“Information Request”).

30. On December 5, 2022, Respondent provided, via email, a response to the EPA’s Information Request.

31. The information provided by Respondent to the EPA during the March 17, 2022 Inspection and in response to the EPA’s September 20, 2022 Information Request indicates that the Facility has a maximum shredder throughput scrap rate of 240 tons/hour with an average 25 percent of the goods shredded being end-of-life vehicles or portions of such vehicles.

32. The EPA has collected data from emissions test reports from multiple metal shredding facilities

located across the United States with comparable feedstock and feed rate to the Facility.

33. The emissions data collected by the EPA from the emission test reports referred to above in Paragraph 33 were used by the EPA together with information from Respondent's information request to calculate Facility's PTE VOC for the metal shredder. Utilizing the emissions data from these emissions test reports, along with the maximum throughput of the Facility's shredder and maximum operational hours provided by Respondent, the EPA calculated the Facility's PTE VOC to be greater than at least 25 TPY since at least July 2019. Therefore, the Facility is a major stationary source and is required to have a Title V operating permit pursuant to COMAR 26.11.03 and the CAA. Based on these same calculations, the Facility also emits more than 200 lbs of VOC daily, and has done so since at least July 2019.

### **III. FINDINGS OF VIOLATIONS**

#### **Discharging VOC Above Allowable Limits**

34. Based on the information provided by Respondent to the EPA during the March 17, 2022 Inspection and in response to the EPA's September 20, 2022 Information Request, the metal shredder at the Facility was constructed in 1969.
35. The metal shredder at the Facility is an "installation" as that term is defined at COMAR 26.11.06.06B(1).
36. Based on the information provided by Respondent to the EPA during the March 17, 2022 Inspection and in response to the EPA's September 20, 2022 Information Request, the Facility discharges more than 200 pounds per day of VOCs.
37. Based on the information provided by Respondent to the EPA during the March 17, 2022 Inspection and in response to the EPA's September 20, 2022 Information Request, the metal shredder at the Facility discharges VOC with a vapor pressure greater than 0.002 psia in excess of 200 pounds per day.
38. Based on the information provided by Respondent to the EPA during the March 17, 2022 Inspection and in response to the EPA's September 20, 2022 Information Request, Respondent does not have an air pollution control device that reduces the discharge of VOCs from its shredder by 85 percent or more overall. COMAR 26.11.06.06B(1)(a).
39. Upon information and belief, Respondent's discharge of VOC with a vapor pressure greater than 0.002 psia from its metal shredder in excess of 200 pounds per day without reducing VOC discharge by 85 percent or more since at least July 2019 is a violation of COMAR 26.11.06.06B(1)(a).
40. Respondent's failure to comply with COMAR 26.11.06.06B(1)(a) since at least July 2019 is a violation of the Maryland SIP and the CAA.

### Operation without a Title V Operating Permit

41. Respondent's Facility is located in Prince George's County, MD.
42. Based on the information provided by Respondent to the EPA during the March 17, 2022 Inspection and in response to the EPA's September 20, 2022 Information Request, the Facility has the PTE at least 25 TPY of VOC and has had this PTE since at least July 2019.
43. Respondent's Facility is a "major stationary source" as defined as defined in Part D of Title 1 of the CAA per Section 501(2) of the CAA, 42 U.S.C. § 7661(2) as it has the PTE at least 25 TPY VOC. *See also* COMAR 23.11.02.01 and 26.11.03
44. Since at least July 2019, Respondent has operated its Facility without applying for or obtaining a Title V operating permit.
45. Respondent's operation of the Facility without a Title V operating permit is a violation of Section 502(a) of the CAA, 42 U.S.C. § 7661a(a). *See also* COMAR 26.11.03.01.(A)(1).

#### IV. ENFORCEMENT PROVISIONS

46. Section 113(a) of the CAA, 42 U.S.C. § 7413(a) provides that whenever on the basis of any information available to the Administrator, the Administrator finds that any person has violated, or is in violation of, any requirement or prohibition of an applicable SIP or Title V of the CAA, the Administrator has several enforcement options to resolve these violations, including: issuing an order requiring Respondent to comply with requirements under the CAA, issuing an administrative penalty order, or bring a civil action.
47. Any violation of the CAA may result in a civil administrative or judicial action for an injunction or civil penalties up to \$121,275 per day, per violation, or both, as provided in Section 113(b)(2) of the Act, 42 U.S.C. § 7413(b)(2), or \$57,617 per day, per violation, or both, as provided in Section 113(d)(1) of the Act, 42 U.S.C. § 7413(d)(1).
48. The EPA is extending Respondent an opportunity to advise the EPA, via a meeting, or in writing, of any further information the EPA should consider with respect to the alleged violations. Please reply, within thirty (30) calendar days following receipt of this letter to Stafford Stewart at (215) 814-5352 or [Stewart.Stafford@epa.gov](mailto:Stewart.Stafford@epa.gov), or if you are represented by counsel, have your counsel reply to Hannah Leone, Assistant Regional Counsel, at (215) 814-2673 or [Leone.Hannah@epa.gov](mailto:Leone.Hannah@epa.gov) as to whether Respondent would like to schedule such a conference. The EPA may pursue enforcement options if there is no response to this letter.

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Date

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Karen Melvin, Director  
Enforcement & Compliance Assurance Division  
U.S. EPA, Region 3



## Agenda Item Summary Report

<b>Meeting Date:</b> 9/12/24	<b>Submitted by:</b> Dylan Galloway TA CM Wade
<b>Item Title:</b> 5701 Landover Road	
<b>Work Session Item</b> <input type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Yes
<b>Recommended Action:</b>	
No Action necessary. <b>Special Meeting Scheduled on 9/26/24 at 6:30PM</b>	
<b>Item Summary:</b> <p>The town staff, along with Council Member Wade, has been working closely with Diane Beedle with the Community Native Planting Project (CNPPC) to clean up the property. CNPPC has taken the lead on this effort and has organized over 25 working sessions to remove trash and debris from the site with the assistance to the Town of Cheverly.</p> <p>To support these efforts and uplift the area, the Community Native Planning Project, in collaboration with Town Administrator Galloway, has applied for funding to enhance the location. Please note that before this site officially becomes a park, it must go through the public process, similar to other parks in town.</p> <p>The first public meeting with the Mayor and Council and the community is scheduled for September 26 at 6:30 PM. Please find documents submitted by the Anacostia Watershed.</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

# ***5701 Community Design Workshop Outline***

**Tentative times:** Saturday 10/5 from 1-3pm

Preferred location at 5701 lot, rain location at Town Hall or the American Legion

## **Brief Description:**

This Community Design Workshop will be another chance to engage community members in visioning their opinions for the nature minipark at 5701 Bladensburg Rd.

## **Materials:**

- 6 colored dot sticker sets, with 60 (?) blank nametags. See figure 1 for example
- Large pack of dot stickers (for board exercises)
- Box of 80+ pens
- Tall stack of post-its
- Clipboards (one for every participant? 2 participants share one?)
- 8.5 x 11 printouts of property schematic for every clipboard
- 5 sturdy easles
- 5 24x36 sturdy plastic boards – will have printouts secured to them.
- Folding chairs for older participants
- Folding tables
- Water & other beverages. Finger Food. Plates and Cups. Paper Towels.
- Canopies

## **Boards:**

- 1 board will contain pictures from the Cleanup-Greenup in Feb. Pictures of boards from this event. Various other photos from cleanup events.
- 1 board will have a large satellite image of 5701. Pics of before, pics of today (progress made with invasive removal)
- 1 board will have “continuum exercise” with 2 words on each end of a continuum. Participants will place their personal dots on the continuum with their vote. See Fig 2 for example.
- 1 board will have “priority circle” exercise. Write things on post-its, stick in circles. See Fig 3 for example.
- 1 board with “Native Plant Activity”. 20 photos of charismatic natives, people dot-vote for what they’d like to see on the property.

## Event:

Partners arrive early to 5701 and set up all boards, food, and materials.

1. As people arrive, they pick up a blank nametag, a pen, and their voting stickers. Write name on nametag
2. Wait for majority of people to arrive. Matthew gathers everyone, introduces himself. Explains what's been happening at 5701 these past 6 months, and what we'll be doing today. Talk about grant, talk about the guidelines that we'll be operating within. Explains workshop goals. Encourages to use stickers during the drawing activity or after.
3. Split into groups based on nametag dot color. Each group finds their Leader. Leader has clipboards with property schematic.
4. 20-min talking activity. Leader asks groups Basic Questions. Encourage conversations and group think. TAKE DETAILED NOTES.
  - a. Knowing the guidelines that we're working with for this project, what would you like to see happen here?
  - b. Do you have any fears apprehensions about this project?
  - c. What would success look like here?
  - d. Is there anything that the people designing or constructing this project should know?
5. Leader passes out clip boards and explains how to read the schematic – Where are we? What are the topo lines? What are the trees? Leader explains the drawing activity.
6. 40-min Drawing Activity. Participants explore the property and draw what they'd like to see. How do people move through this space? Why do people come here? What materials do you want to see? Where are the paths, where are the plants? What views are blocked, what views are clear? What amenities exist?
7. DURING DRAWING ACTIVITY participants complete the boards.
8. Wrap up. Leaders collect clipboards with drawings
9. 10-min discussion with everyone – Matthew Leads. Go through boards as a whole.
10. Wrap up – thank everyone. What to expect next? Timeline?

## Additional Notes:

- People required for attendance – Matthew, Diane, Chris Wade  
People highly recommended for attendance – Lindsay, Bekah, Chris Williams, ToC Officers
- There should always be someone manning the water/food station and the boards.
- Potential Group Leaders – Lindsay, Bekah, AWS Educators (Jenna, Jamie, Kendra), Trusted CNPP super-volunteers, ????
- Need one fluent Spanish speaker as a group leader. All Spanish preferred speaking participants will be assigned to one group. Potential leaders – Kaila, Jorge, Abel??
- Matthew, Diane, and Chris Wade CANNOT be group leaders

## NEXT STEPS:

- Everyone Confirm date and time of event
- Diane/Lindsay Canvass for this time
- Diane/Lindsay Find and secure Group Leaders
- Matthew make materials, and get to AWS
- Lindsay/AWS print and assemble materials
- Lindsay Set up a call with all group leaders a few days before event – go over expectations, answer any questions.
- Diane Set up a call after event to recap and discuss success.

Fig 1. Nametags with stickers denoting breakout group



Fig 2. Continuum exercise

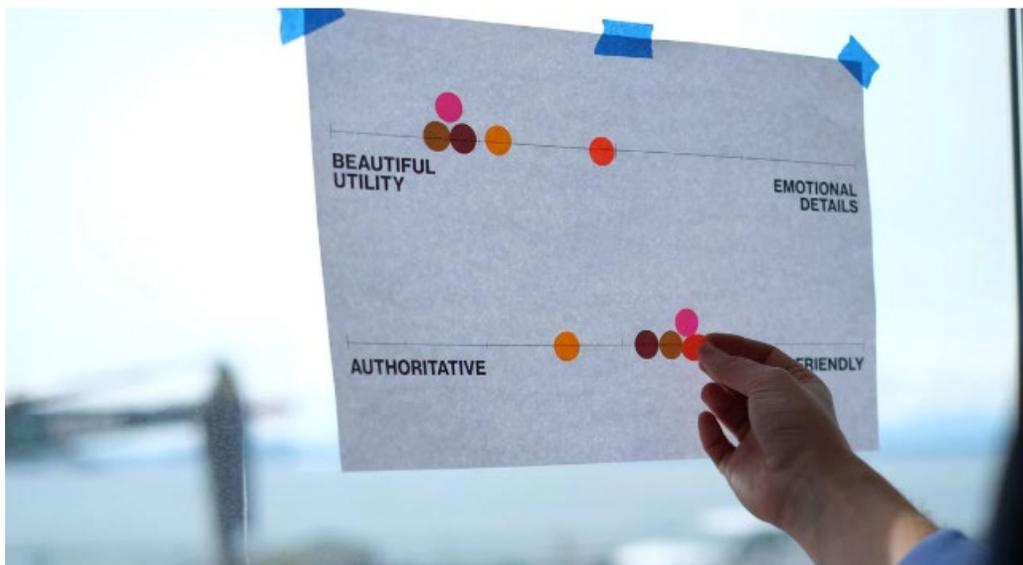
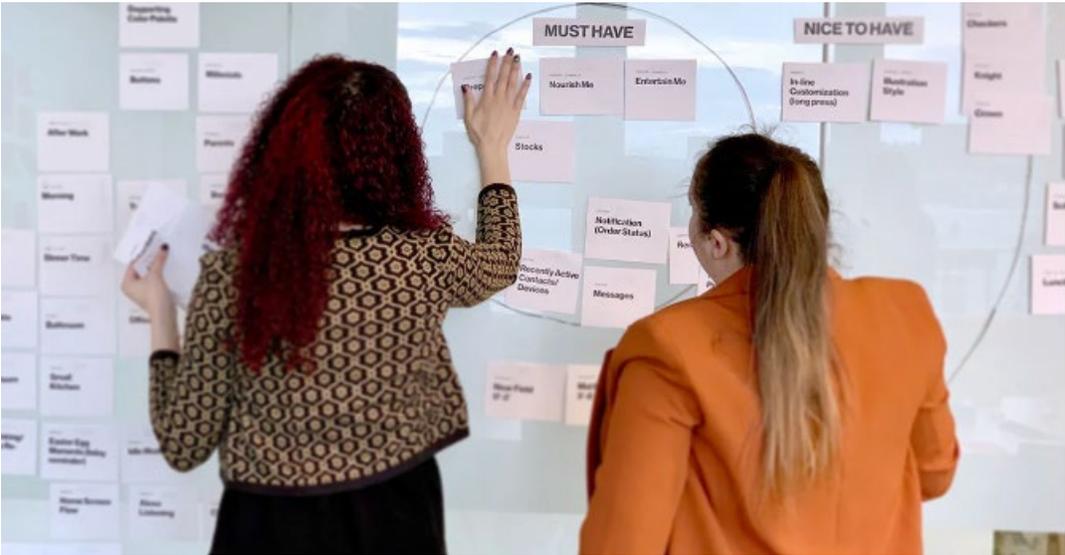


Fig 3. Priority Circles





## Ward 1 Day Data (July 13 2024)

Ward 1 Day - Post-It Board - 3 people participated		
What Would You Like to See Here?		
# Of People	Comment	Close Neighbor (Y if Close Neighbor)
1	Kids climbables/photo butterflies for kids/Anything natyry playground	
1	Trees!	
1	Stumps for Climbing	
1	I want my candy stash to grow	
<b>KEY:</b>		
Similar Natural Features, just different language		
Comments from children		
Features for Gathering, just different item		
Playground		
Nature-theme/natural materials play items Playground		

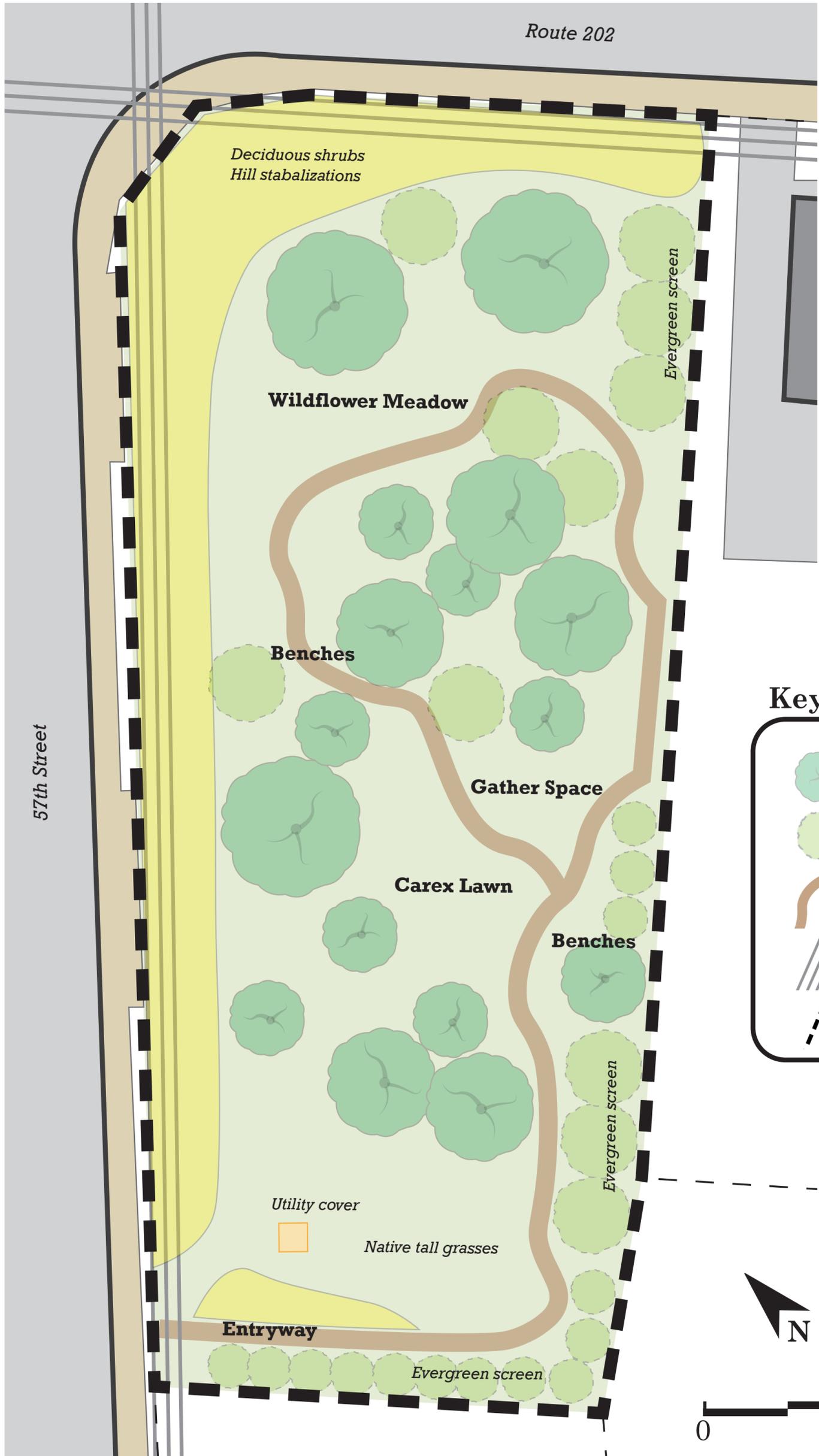
## Volunteer Data (August 24 2024)

5701 Worksession Volunteer Input - 3 people responded		
What Would You Like to See Here?		
# Of People	Comment	Close Neighbor
1	Park	
1	Pollinator Plot	
1	Community Garden	
1	Dog-walking options	
1	Bat homes on trees	
1	Labeled plant life	
<b>KEY:</b>		
Similar Natural Features, just different language		
Comments from children		
Features for Gathering, just different item		
Playground		
Nature-theme/natural materials play items Playground		

## Google Form Data (ongoing, as of August 24 2024)

GOOGLE FORM - (on fliers, yard signs, and shared on listserves and social media) Still accepting input - 13 people responded as of 8/24		
What would you like to see at 5701 Landover Rd? Qué te gustaría ver en 5701 Landover Rd?		
# Of People	Comment	Close Neighbor
1	Nice community drugs free	Y
1	Beautiful recreation park	Y
1	Trees	Y
2	Native-plant based greenspace or park for the community	
1	Green area	
2	Park/Pocket Park	
1	A welcoming community green space with areas for contemplation, reflection and learning	
1	Passive recreation	
1	Resting areas	
1	Shady spots to read,	
1	Picnic tables	
3	Benches	
1	Perhaps signage for the native plantings.	
1	Very important to stress connections with Quincy Run and further west.	
1	As there is no parking, use will be limited. Perhaps a bike rack?	
1	bike fix station	
1	A children's play area comprised of logs, wood, rope and other natural materials. Avoid plastic.	
2	Community Garden/vegetable plots	
2	Dog park	

KEY:
Similar Natural Features, just different language
Comments from children
Features for Gathering, just different item
Playground
Nature-theme/natural materials play items Playground



**Key**

-  Existing Tree
-  New Tree
-  Woodchip Walkway
-  Overhead Powerlines
-  Property Boundary





## Agenda Item Summary Report

<b>Meeting Date:</b> 9/12/24	<b>Submitted by:</b> Dylan Galloway TA Steve Brayman DPW
<b>Item Title:</b> Boyd Park	
<b>Work Session Item</b> <input type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Yes, original draft renderings
<b>Recommended Action:</b>	
No Action necessary.	
<b>Item Summary:</b>	
<p>The Town Staff applied for and received funding from the for Community Parks and Playgrounds (CPP) grant program. The grant application was to update playground equipment at Boyd Park. The application included a design and cost proposal from Playground Specialists utilizing the Houston-Galveston Area Council cooperative purchasing pricing. This is the same vendor and cooperative purchasing program used for the recently completed Woodworth Park. The grant application anticipated utilizing Playground Specialists and their design proposal.</p> <p>Town staff plan on utilizing Playground Specialists and their proposal to move this project forward. Similarly to the Woodworth Park design process, staff will release information for a virtual community meeting on September 18, 2024 to review the design. Please note, the State funding does not include some additional enhancements such as rubberized surfacing and court resurfacing. Design costs currently range from ~ \$200,000-\$282,000 with rubberized surfacing included in the \$282K design.</p> <p>The project is allocated \$214,729.00, which is part of the State of Maryland's budget.</p> <p>For more information about the Community Parks and Playgrounds Program, please visit [the program's website] (<a href="http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx">http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx</a>) or contact the program representative.</p> <p>Town staff will research court resurfacing requests separately as the request was not a part of the original grant and Playground Specialists does not perform these services.</p>	
<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> \$214,729 <b>One-Time Cost:</b> Yes <b>Ongoing Cost:</b> Staff anticipates additional one-time costs	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>



# Boyd Park

**playground**  
Specialists Inc.

800.385.0075 | [www.playspec.com](http://www.playspec.com)

Beige  
Forest Green



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Wes Moore, Governor  
Aruna Miller, Lt. Governor  
Josh Kurtz, Secretary  
David Goshorn, Deputy Secretary

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August 30, 2024

**Via Electronic Delivery to**

Mr. Dylan Galloway  
Town Administrator  
Town of Cheverly  
6401 Forest Road  
Cheverly, MD 20785  
[dgalloway@cheverly-md.gov](mailto:dgalloway@cheverly-md.gov)

RE: CPP 7724-16-875 Boyd Park - Playground  
Town of Cheverly, Prince George's County

Dear Mr. Galloway:

It gives me great pleasure to inform you that the Board of Public Works has approved your request for Community Parks and Playgrounds (CPP) funds for the above referenced project. A copy of the agenda item is attached for your reference.

You may proceed with this project at your earliest opportunity. When the project commences, please have your staff contact the Local Grants Administrator with whom they have been working so that arrangements can be made to coordinate reimbursement.

Thank you for your interest in improving the quality of our parks and recreation for the citizens of Maryland. It is a pleasure to be able to provide these funds and to assist you with this important project. If I may be of further assistance, please do not hesitate to contact me at 443-534-8255.

Sincerely,

A handwritten signature in black ink that reads "CR Lhotsky".

Carrie R. Lhotsky  
Grants and Stewardship Manager  
[carrie.lhotsky@maryland.gov](mailto:carrie.lhotsky@maryland.gov)

Attachment

cc: Michael McQuarrie, Local Grants Administrator, [Michael.mcquarrie@maryland.gov](mailto:Michael.mcquarrie@maryland.gov)



**MARYLAND**  
DEPARTMENT OF  
NATURAL RESOURCES

Wes Moore, Governor  
Aruna Miller, Lt. Governor  
Josh Kurtz, Secretary  
David Goshorn, Deputy Secretary

May 10, 2024

**Via Electronic Delivery to**

Dylan Galloway  
Town Administrator  
Town of Cheverly  
dgalloway@cheverly-md.gov

Dear Dylan Galloway:

Thank you for submitting an application for the Community Parks and Playgrounds Program. Funding for the project below has been included in the State of Maryland's FY 2025 Budget.

<b>Project Title</b>	<b>Funds Pending BPW*</b>
Boyd Park - Playground	\$214,729.00

\* These funds must be approved by the Maryland Board of Public Works

This project grant is subject to Board of Public Works approval. This Letter of Acknowledgement establishes the project start date but does not bind the State to reimburse the applicant for expenditures incurred on the project until Board of Public Works approval occurs.

The Maryland Department of Natural Resources will forward your project to the Maryland State Clearinghouse for notification and intergovernmental review. Once reviewed, the project will be submitted to the Board of Public Works for approval at the earliest possible date. The applicant will be notified as to the Board of Public Works' decision. If the project is approved, the applicant may then submit requests for reimbursement up to the total amount of funds approved for the project.

It is a pleasure for the Maryland Department of Natural Resources to assist you with your Community Parks and Playgrounds project(s). For additional information about the Community Parks and Playground Program, please go to <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx> or contact your Program Administrator listed on the following page.

Sincerely,

Margaret Lashar  
Local Grants Supervisor  
Land Acquisition and Planning

## **Community Parks and Playgrounds Program Administrators**

### **Tiffany R. DePaoli**

Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, and Washington Counties

[tiffanyr.depaoli@maryland.gov](mailto:tiffanyr.depaoli@maryland.gov)

667-270-0786

### **Katelyn Woods**

Anne Arundel, Calvert, Charles, Howard, and St. Mary's Counties, and Baltimore City

[katelyn.woods@maryland.gov](mailto:katelyn.woods@maryland.gov)

443-883-5800

### **Michael McQuarrie**

Caroline, Cecil, Dorchester, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

[michael.mcquarrie@maryland.gov](mailto:michael.mcquarrie@maryland.gov)

410-279-8147



## Agenda Item Summary Report

<b>Meeting Date:</b> 9/12/24	<b>Submitted by:</b> Dylan Galloway TA
<b>Item Title:</b> Hospital Hill	
<b>Work Session Item</b> <input type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> No
<b>Recommended Action:</b>	
No Action necessary	
<b>Item Summary:</b>	
<p>The DRAFT Preliminary Plan of Subdivision (PPS) for the Cheverly Hill Project was submitted to the M-NCPPC “Gatekeeper” in early September for review and comment. This timeline for this part of the process is fluid and can be expected to last anywhere from 20 to 30 more days.</p> <p>When this process is complete, the document will be returned to the Cheverly Hill Team for updates/modifications as requested by M-NCPPC. When these are completed, the PPS will be formally submitted to M-NCPPC and copies of the PPS will be provided to the Mayor and Council for informal review, where the Cheverly Hill team will be available to answer any questions that may arise.</p> <p>At this point, the Town can also schedule the formal Town public hearing as required by the PPS process.</p> <p>Also of note, upon submission of the PPS, M-NCPPC is required to post multiple physical signs around the project site with website and barcoded links to the PPS for members of the public wishing to be identified as “Persons of Interest” in the process.</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	<b>Continued Date:</b>
<b>Budgeted Amount:</b>	
<b>One-Time Cost:</b> NA	
<b>Ongoing Cost:</b> NA	
<b>Council Priority:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>