



# **TOWN OF BLADENSBURG WORK SESSION | MARCH 10, 2025**

**March 10, 2025 at 5:30 PM**

**4229 Edmonston RD, Bladensburg, MD 20710**

## **AGENDA**

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**Public Access Virtual via live stream of the Town's Facebook and YouTube pages:**

**<https://www.youtube.com/channel/UCoflhVTBeID3c9oH8GYSW0g>**

**<https://www.facebook.com/Bladensburgmd>**

- 1. Call to Order – 1 min**
- 2. Approval of Agenda – 1 min**
- 3. Approval of Minutes**
  - A.** Town Council Work Session Minutes | February 10, 2025
  - B.** Town of Bladensburg Budget Work Session Minutes | February 18, 2025
- 4. New Business**
  - A.** Legislative Session Update | March 2025 (15 minutes)
  - B.** Resolution 15-2025 | Appointment of Ethics Commission Members for 2025 - 2027 (15 minutes)
  - C.** FY 2026 Budget Overview | FY 2025 Budget Update | Session 3 (15 minutes)
  - D.** PEPCO | Street Lighting Update | March 2025 (3 minutes)
  - E.** FY 2025 Community Grant Process Update | March 2025 (3 minutes)
  - F.** Town Scholarship FY 2025 Update | March 2025 (3 minutes)
  - G.** Bostwick House Update | Community Activation Event | March 2025 (3 minutes)
  - H.** Mosquito Control Program Prince George's County | 2025 Program (3 minutes)
  - I.** Town Hall Update | Neighborhood Design Center | March 2025 (3 minutes)
- 5. Adjournment**



# **TOWN OF BLADENSBURG WORK SESSION | FEBRUARY 10, 2025**

**February 10, 2025 at 5:30 PM**

**4229 Edmonston RD, Bladensburg, MD 20710**

## **MINUTES**

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### **1. Call to Order**

Mayor James called the meeting to order at 5:40 pm.

### **2. Approval of Agenda**

Mayor James called for a motion to approve the agenda. CM Dixon moved the motion, CM Brown seconded the motion. The motion passed 5-0.

### **3. Approval of Minutes**

#### **A. Town Council Work Session Minutes | January 13, 2025**

Mayor James called for a motion to approve the minutes from the January 13th Work Session. CM Dixon moved the motion, and CM Brown seconded it. The motion passed unanimously, 5-0

### **4. Financial Business**

#### **A. Approval and Adoption of FY 2024 Audit**

Ms. Webb, the town auditor, presented the highlights of the audit for the year ending June 2024 for the Town of Bladensburg.

#### **B. 10-2025 | AN EMERGENCY ORDINANCE TO AMEND THE FISCAL YEAR 2025 TO CLOSE OUT THE ARPA FUNDS.**

Town Administrator Bailey-Hedgepeth explained that these funds are being moved into the ARPA account to close out the ARPA funds for the end of the year.

#### **C. FY 2026 Budget Overview | FY 2025 Budget Update**

Town Administrator Bailey-Hedgepeth discussed the budget assumptions for FY 2025.

### **5. New Business**

#### **A. Appointments | BOSOE and Ethics Commission**



Resolution 14-2025 | Appointment of BOSOE Members for 2025 - 2027

Resolution 15-2025 | Appointment of Ethics Commission Members for 2025 - 2027

Town Clerk Watson provided information on the reappointment of three BOSOE members and the process of interviewing four new appointees for the Ethics Commission.

Mayor James and the Council agreed to delay the appointment for the Ethics Commission until the March meeting.

- B. Resolution 16-2025 | A Resolution of Support for the Town of Bladensburg's Application to the Green Streets, Green Jobs, Green Towns (G3) Grant Program

Town Administrator Bailey-Hedgepeth provided details on the Green Streets project grant.

- C. Resolution 17-2025 | A Resolution in Support of the Port Towns Application for the FY 2026 Transportation Land-Use Connections (TLC) Program and the Regional Roadway Safety Program (RRSP)

Town Administrator Bailey-Hedgepeth explained the details of the transportation grant for the Port Towns application.

- D. Approval for a Contract with Ramos HR Consulting Inc for Human Resources Services

Town Administrator Bailey-Hedgepeth shared the update and recommendation for entering into a contract with Ramos HR Consulting for Human Resources services.

- E. Trade School Update | February 2025

Mr. Hawkins provided an update on the progress of the Trade School project.

The Fleet Replacement Update, Law Enforcement Retirement (LEOPS) Update, Bostwick House Update for the Community Activation Event, Strategic Plan Update, and the Council of Governments (COG) Update for February 2025 were all postponed to the 7:00 PM meeting due to time constraints.

## 6. Adjournment

Mayor James called for a motion to adjourn the meeting. CM Brown moved the motion, and CM McBryde seconded it. The meeting was adjourned at 6:59 pm



# TOWN OF BLADENSBURG BUDGET MEETING | FEBRUARY 18, 2025

January 18, 2025, at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

## MINUTES

### 1. Call to Order – 1 min

Mayor James called the meeting to order at 5:30 pm.

### 2. Approval of Agenda – 1 min

Mayor James called for a motion to approve the agenda. CM McBryde moved the motion; CM Blount seconded the motion. After minor corrections to the agenda, the motion passed 5-0.

### 3. Approval of Minutes

#### A. Town Council Closed Session Minutes | January 28, 2025

Mayor James called for a motion to approve the January 28, 2025, closed session minutes. CM Dixon moved the motion, and CM Brown seconded it. The motion passed unanimously, 5-0

#### B. Town Council Emergency Post Session Minutes | January 30, 2025

Mayor James called for a motion to approve the January 30, 2025, emergency post session minutes. CM Brown moved the motion, and CM McBryde seconded it. The motion passed unanimously, 5-0.

#### C. Town Council Closed Session Minutes | February 10, 2025

Mayor James called for a motion to approve the February 10, 2025, closed session minutes. CM Dixon moved the motion, and CM McBryde seconded it. The motion passed unanimously, 5-0.

### 4. Presentations

#### A. FY 2026 Budget

4. Town Administrator Bailey-Hedgepeth presented the FY 2026 Budget. Topics covered included revenue estimates, constant yield tax rates, and updates on residential, commercial, and

apartment tax assessments, which increased by 7% and 1%, respectively. The budget for the July 4th fireworks event was reviewed, as well as budgets for various town events, including food vendor pricing and logistics for the Turkey Distribution event. Council budget details were also discussed, with an emphasis on a 17% increase in health insurance costs. Employee recognition events, scholarships for local students, community grant programs, membership fees for various organizations, and funding for senior community were also covered.

## **5. Adjournment**

Mayor James called for a motion to adjourn the meeting. CM McBryde moved the motion, and CM Dixon seconded it. The meeting was adjourned at 6:54 pm.



# Agenda Item Summary Report

<b>Meeting Date:</b> March 10, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Legislative Session Update   March 2025</b>	
UPDATE ON THE STATE OF MARYLAND LEGISLATIVE SESSION ITEMS	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> LA Perez   March 2025 Report
<b>Recommended Action:</b>	
Staff requests the Council’s direction, input, and comments on legislative items to monitor, review, and provide support or opposition during the 2025 State Legislative Session.	
Summary: As part of the Work Session, the LA PEREZ team will present an update to the Council on Legislative items of interest for the 2025 Maryland legislative session.  Attached to this item is a copy of the most recent report from LA PEREZ for March 2025.  The Town Administrator will be able to answer any questions at this meeting.	
<b>Budgeted Item:</b> Yes [ X ] No [ ] <b>Budgeted Amount:</b> \$ 24,000 <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

LEGISLATIVE UPDATE | MARCH 2025

Jonathan Brown, LA PEREZ CONSULTANTS

Legislative Report  
Overview of Key Bills and Implications

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**HB 1266: Fairness In Zoning**

**Status:** Referred to committee; no hearing date set

**Summary:** Developed by Delegate Alston, HB 1266 remains a bill of concern. It creates greater potential for pushback against development.

**Key Components:**

- **1. Reduces Local Planning Board Authority** The bill allows the **District Council to override the County Planning Board’s decisions** on zoning and subdivision matters. This weakens local planning authority and **creates uncertainty** in the approval process, making it harder for developers to move forward with projects efficiently.
- **2. Increases Political Influence in Planning Decisions** By giving the District Council the power to review and take final action, zoning decisions could become **more politicized** rather than based on professional urban planning principles. This could lead to **inconsistent approvals and favoritism**, discouraging fair development.
- **3. Delays Development Timelines** The bill changes timelines for zoning hearings and judicial reviews, which could lead to **longer approval processes** and slow down critical development projects. More bureaucratic steps mean higher costs and delays for developers, which could **deter investment in the county**.
- **4. Expands Who Can Challenge Zoning Decisions** It **broadens who has standing to file appeals** against zoning decisions, including individuals and associations that may not be directly impacted. This could result in **more legal challenges and delays**, adding uncertainty and discouraging developers from proposing new projects.
- **5. Limits Certain Zoning Changes** The bill **restricts the District Council from amending zoning laws for certain properties** in specific ways.

This could **hinder innovative growth strategies**, especially for mixed-use and high-density developments.

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**HB 503: Housing for Jobs Act**

**Status:** Hearing scheduled for March 4th at 1:00 PM

**Purpose: Ensures regional housing infrastructure keeps pace with job growth by assigning responsibility for closing housing gaps to local jurisdictions.**

**Key Provisions:**

- Annual Housing Gap Calculation: The Department of Housing and Community Development (DHCD) and the Department of Planning will publish yearly reports detailing job-to-housing ratios and deficits.
- Regional Designations: Maryland is divided into six housing planning regions.
- Local Obligations:
  - Requires municipalities to approve housing projects unless substantial reasons for rejection exist.
  - Encourages affordable housing for households earning  $\leq 60\%$  of the Area Median Income (AMI) for at least 40 years.

**Implications:**

- Encourages housing development in high job-growth areas.
- Limits local government power to reject housing projects.
- Prioritizes affordability for lower-income families.

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**Legislation Summaries**

**PG-407-25 (HB0396): Substance Abuse and Early Intervention Fund**

**Status: Referral to Committee; Hearing on February 5th**

- Provides 90 days of treatment for expelled students in Prince George’s County.
- Covers treatment for uninsured/underinsured minors.
- Managed by the Prince George’s County Health Department.
- Funded by \$2M annually starting in FY 2027.

**CB-005-2025: Minimum Wage Indexing**

**Status: Still in Committee**

- Indexes Prince George’s County’s minimum wage to the Consumer Price Index (CPI).
- Annual wage adjustments capped at 5%, with no reduction if CPI declines.

**CB-097-2024: Rent Gouging Bill (Failed)**

- Proposed a 15% rent cap but did not pass. Has not been reintroduced yet.

**PG-410-25: Tax Credit for Public School Volunteers (Withdrawn)**

- Proposed a tax credit for volunteers in Prince George’s County Public Schools.

**MG/PG-117-25: Zoning Authority for municipalities**

- Introduces a 15,000-population limit but does not impact you directly.

**PG-301-25 (HB0408): Youth Violence Review and Response Team**

**Status: Hearing scheduled for March 6th at 1:00 PM**

- Supports youth exposed to gun violence.
- No current funding assigned.

**PG-408-25: Community Associations – Management Registration Fee**

- Introduces a \$100 fee for community association management registration.
- Assists homeowners seeking legal action against their HOA.

**PG-412-25: Property Taxes for Abandoned Properties**

- Targets tax policy adjustments to address neglected properties.

**MG/PG-102-25: WSSC Speed Cameras in Work Zones**

- Allows WSSC Police Department to manage speed cameras in work zones.
- Revenue retained by WSSC.

**Analysis and Recommendations**

**Budget Challenges**

**The state structural shortfall highlights the urgent need for either:**

- Revenue generation through new taxes or reassessment of corporate tax cuts.
- Strategic budget reallocations to reduce expenditures without harming essential services.
- The governor aims to close the budget gap through economic development rather than tax increases.
- The Blueprint Act will be adjusted, but no cancellations are expected.

**Bills Under Watch**

- SB-292, HB139, HB238, and HB255 remain under monitoring for potential impact. Law enforcement bills.
- SB820: Municipal Fine Increases
  - Increases maximum fines for municipal infractions from \$1,000 to \$5,000.
  - Enhances municipalities' ability to enforce local laws.
- HB997: Local Admissions and Amusement Tax
  - Authorizes a local 3% tax on gross receipts from food and beverage sales at establishments with on-site consumption.

- Exemptions include off-premises alcohol sales and vending machine sales.

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### **House Bill 1043: Maryland Voting Rights Act of 2025**

**Purpose: Strengthens voter protections in Maryland by preventing voter suppression and vote dilution.**

**Key Provisions:**

- Public Notice Requirements: Election-related policy changes require public notice.
- Prohibition on Discriminatory Election Actions: Prevents policies that impair voting rights.
- Legal Enforcement: Individuals and organizations can file lawsuits against violations.
- Election Methods & Voting Policies Defined: Includes rules for at-large and district-based elections.

**Impact:**

- Increases transparency and accountability in election rule changes.
- Strengthens legal protections for voters, particularly those in protected classes.

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### **HB1525: Annexation Restrictions**

**Purpose: Restricts municipalities from annexing land outside their state legislative district.**

**Key Conditions:**

- Land must be contiguous and adjoining to the municipality.
- Annexation must not create unincorporated enclaves.
- The land must not belong to another municipality or legislative district.

**Status: Emergency measure requiring a three-fifths majority vote for enactment.**

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### **Senate Bill 0505: Redevelopment Authority Annexation Rights**

**Key Provisions:**

- Expands the definition of "person" to include redevelopment authorities in annexation referendums.
- Allows property owners, including redevelopment authorities, to participate in annexation votes if fewer than 20 residents qualify.
- Declared an emergency measure for immediate implementation.

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### **Analysis of HB 990**



**Summary:**

**House Bill 990 mandates that individuals appointed or employed by municipalities in financial oversight roles—such as comptrollers, treasurers, and other financial administrators—meet minimum educational and professional qualifications. Key provisions include:**

- **Education Requirements:**
  - A bachelor's degree or higher in accounting, business administration, finance, public administration, or a related field.
  - Completion of at least 27 semester hours of accounting coursework, including financial accounting, auditing, ethics, and accounting information systems.
- **Experience Requirements:**
  - A minimum of five years of full-time experience in accounting, finance, or public finance, with at least three years in a supervisory or leadership role.
- **Continuing Education:**
  - Municipalities must establish annual professional development and ethics training for financial officers to maintain compliance.
- **Compliance and Oversight:**
  - Municipalities must maintain and publicly disclose records of financial officers' qualifications.
  - The Legislative Auditor must review and report on municipal compliance with these requirements annually.
- **Effective Date:**
  - Applies to new hires and appointees starting July 1, 2025.
  - Full compliance, including continuing education, required by June 30, 2030.



## Agenda Item Summary Report

<b>Meeting Date:</b> March 10, 2025	<b>Submitted by:</b> Regine Watson, Town Clerk
<b>Item Title:</b> Resolution 15-2025   Appointment of Ethics Commission Members for 2025 - 2027	
<p>A RESOLUTION OF THE TOWN COUNCIL OF BLADENSBURG APPOINTING MEMBERS TO THE TOWN ETHICS COMMISSION FOR A TERM BEGINNING MARCH 10, 2025, AND ENDING FEBRUARY 28, 2027</p>	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Ethics Resolution
<b>Recommended Action:</b>	
Approve the appointment of members to the Ethics Commission for the term of March 10, 2025 – February 28, 2027.	
<p><b>Summary:</b> The town must appoint new members to the Ethics Commission every two years. This resolution seeks Council approval to appoint the following members. The previous sole Ethics Commissioner, Ms. Bruno, resigned from her position on the Ethics Commission on January 7, 2025.</p> <p>On February 10, 2025, the Town Clerk provided a report on interviews conducted in January/February of the four candidates who submitted their information. The Clerk provided a written overview and analysis of each candidate, including their background and interest in the appointment.</p> <p>In response to the report and the recommendation, the candidates were generally satisfactory. The information provided was presented to the Council, and it was requested that the potential candidates attend the March 10, 2025, Meeting at 5:30 PM. The Town Clerk contacted the applicants about this request.</p> <p>The town clerk will be able to answer any questions during this meeting.</p>	
<b>Budgeted Item:</b> Yes [ ] No [X] <b>Budgeted Amount:</b> \$ NA <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



## Town of Bladensburg, Maryland

### RESOLUTION NO. 15-2025

**Date Introduced:** March 10, 2025

**Date Adopted:** March 10, 2025

**Date Effective:** March 10, 2025

#### **A RESOLUTION OF THE TOWN COUNCIL OF BLADENSBURG APPOINTING MEMBERS TO THE TOWN ETHICS COMMISSION FOR A TERM BEGINNING MARCH 10, 2025, AND ENDING FEBRUARY 28, 2027**

**WHEREAS**, the Town of Bladensburg is committed to upholding ethical standards and ensuring transparency and accountability in Town governance; and

**WHEREAS**, the Town Ethics Commission serves as the body responsible for reviewing and maintaining the ethical conduct and standards for Town staff, officials, and volunteers; and

**WHEREAS**, the Ethics Commission reviews annual submissions and reports, offers general ethical guidance, and supports the Town's commitment to integrity, and fairness; and

**WHEREAS**, the Town Council recognizes this Commission's importance and appreciates its members' dedication.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Bladensburg that the following individuals are hereby appointed to serve as members of the Town Ethics Commission for a term beginning March 10, 2025, and ending February 28, 2027:

#### **1. Appointments will be named following the approval of Council motions.**

**BE IT FURTHER RESOLVED** that the Town Council expresses its gratitude to these appointees for their willingness to serve and contribute to maintaining the ethical standards of the Town of Bladensburg.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this 10th Day of March 2025 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Regine Watson, Town Clerk

\_\_\_\_\_  
Takisha D. James, Mayor



## MEMORANDUM

**To:** Mayor and Council

**From:** Regine Watson, Town Clerk

**Date:** February 4, 2025

**Subject:** Summary of Interview Responses and Recommendations for Ethics Commission Appointments

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### Purpose:

This memorandum presents the responses to the interview questions posed to each appointee and my corresponding recommendations for each candidate to serve on the Ethics Commission.

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### Interview Questions:

1. How long have you been a resident of Bladensburg?
  2. Why are you interested in serving on the Ethics Commission?
  3. Do you have any relevant experience or background in ethics, governance, or law?
  4. Are you comfortable making tough decisions or intervening in ethical matters when necessary?
  5. Can you describe your volunteer experiences and how they relate to this role?
  6. Are you able to commit the required time for this role, particularly during the six months leading up to election time?
  7. How do you handle situations involving conflicts of interest or personal biases in decision-making?
-

## Appointee Recommendations:

### 1. Brandon Newsom:

- **Residency:** 4 years in Bladensburg
- **Interest in Ethics Commission:** Mr. Newsom's background as a psychiatrist and his leadership roles in school systems and student government demonstrate his understanding of ethics and governance.
- **Experience:** His experience with the Courageous Conversations initiative shows his commitment to community engagement.
- **Commitment:** Mr. Newsom is confident in his ability to make sound ethical decisions and is available to serve when needed.

**Recommendation:** Based on his diverse experience and dedication, I recommend Mr. Newsom for appointment to the Ethics Commission.

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### 2. Michael Wildheart:

- **Residency:** 7 years in Bladensburg
- **Interest in Ethics Commission:** Mr. Wildheart's desire to serve stems from his experiences with unethical practices within his Homeowners Association, motivating him to contribute to his community.
- **Experience:** He is currently an editor for the Parkway newsletter and his church's newsletter, as well as serving as a minister, highlighting his leadership and communication skills.
- **Commitment:** He has assured us of his ability to commit the necessary time and energy.

**Recommendation:** Given his community involvement and leadership experience, I recommend Mr. Wildheart for appointment to the Ethics Commission.

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### 3. Daryl Davis:

- **Residency:** 6 years in Bladensburg
- **Interest in Ethics Commission:** Mr. Davis has a proven track record in advocating for ethical practices, notably in addressing unethical practices within his condominium.

- **Experience:** He works at Johns Hopkins, where he is involved in governmental policies and enforcement.
- **Commitment:** Mr. Davis is available to serve when needed and is committed to transparency and impartiality.  
**Recommendation:** Based on his experience with ethical decision-making and professional background, I recommend Mr. Davis for appointment to the Ethics Commission.

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#### 4. Jackson Marshall:

- **Residency:** 26 years in Bladensburg
- **Interest in Ethics Commission:** Inspired by his grandfather, Mr. Marshall has a long history of volunteering and community service. He is eager to continue his community involvement.
- **Experience:** Mr. Marshall has expressed his commitment to transparency and is comfortable intervening in ethical matters when necessary.
- **Commitment:** He is willing to dedicate the necessary time and is prepared to recuse himself in cases of conflict of interest.  
**Recommendation:** Given his extensive community involvement and commitment, I recommend Mr. Marshall for appointment to the Ethics Commission.

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#### 5. John Carlson:

- **Residency:** 47 years in Bladensburg
- Unfortunately, I was unable to interview Mr. Carlson before the Council agenda deadline. However, I have emailed the interview questions to him and am currently awaiting his response.

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#### Conclusion:

Each of the candidates—Brandon Newsom, Michael Wildheart, Daryl Davis, and Jackson Marshall—has demonstrated a strong commitment to ethics, transparency, and community service. Based on their experiences and dedication, I believe that each would be an asset to the Ethics Commission.

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# FY 2026 Budget Introduction Session #3





# Topics for Tonight

- Structural Budget Issues
- Possible Cost Savings
- Updated Revenue Estimates
- Next Steps
- Additional Information





# Structural Budget Overview





# Structural Issues

The Town of Bladensburg is facing a budget shortfall this year and will continue through FY26.

## Reasons Loss of Revenues

- **ARPA** funding expired
  - ARPA offset compensation costs of \$526K in FY23 and \$668K in FY24. Our General Fund is now funding this and this is a cost shift.
- **Speed Camera Revenues Shortfalls**
  - **We are** trending behind what was projected this year. We are reducing reliance on these funds next budget year and moving positions to the General Fund.





# Structural Issues

## Expense Increases

Compensation – Regular pay, Overtime, FICA, and Pension costs have doubled since FY21 from \$3.3M to \$6.6M in FY26.

Health Insurance - increased an average of 17% per year, doubled since FY21.

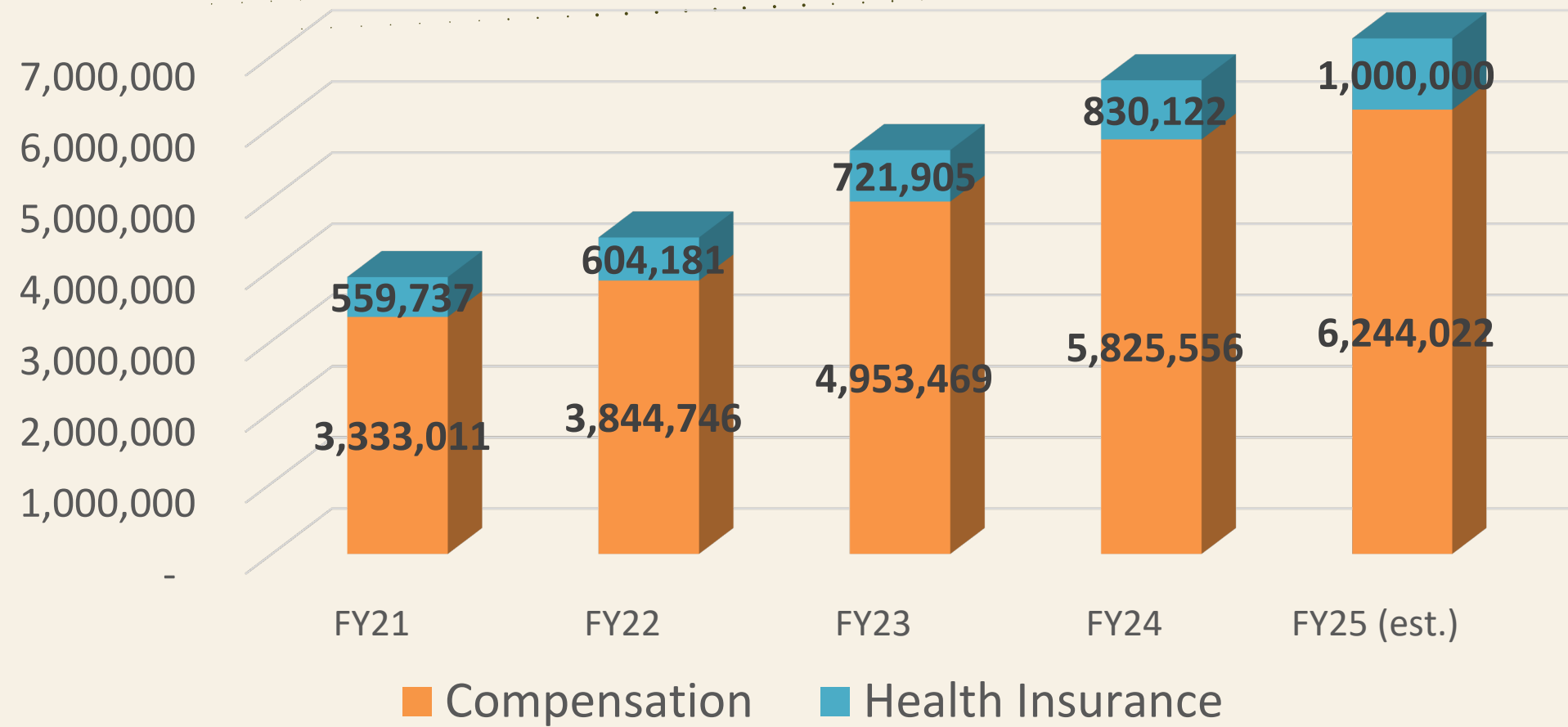
Actual plan increases have been minimal, but the majority of increases have been due to hiring additional staff and changes in plan selections by employees.





# Structural Issues

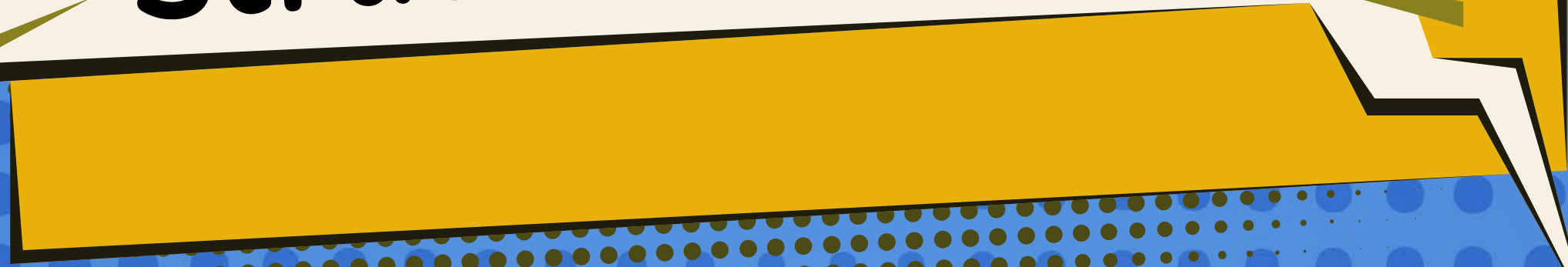
Payroll Costs have almost doubled in 5 years



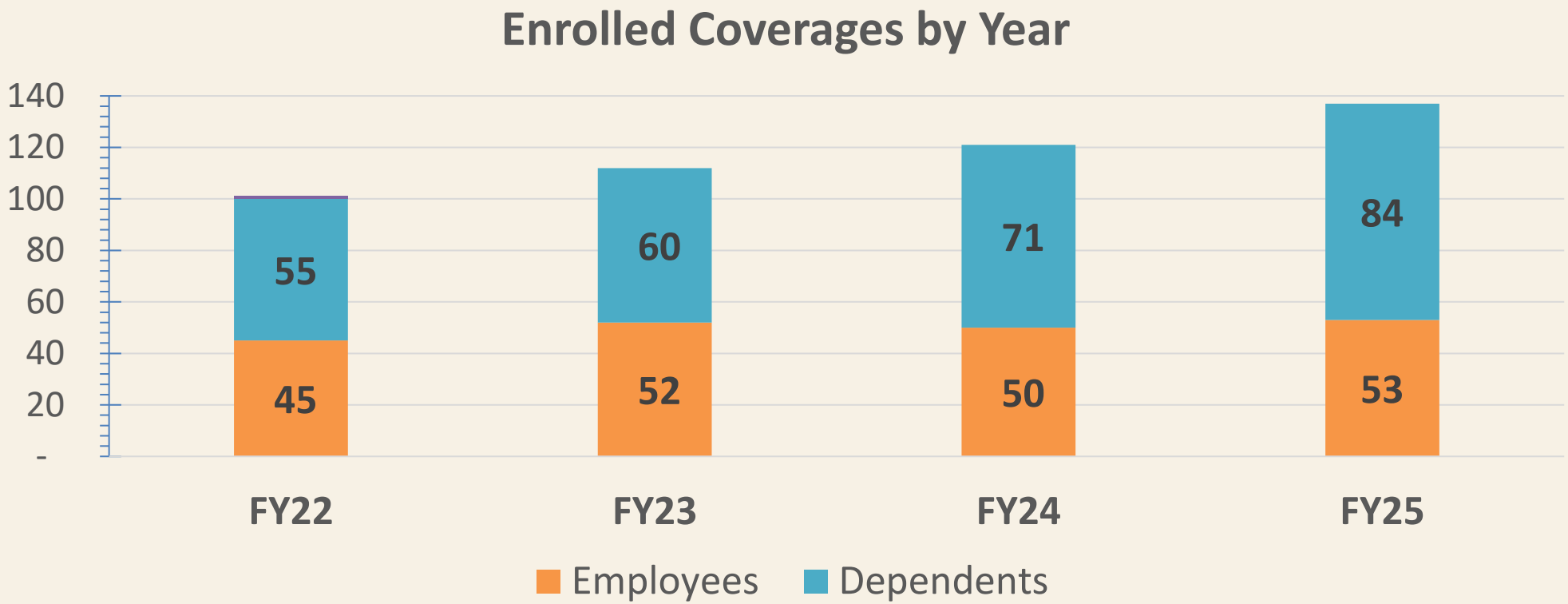




# Structural Issues



## Health Insurance Enrollment Increases

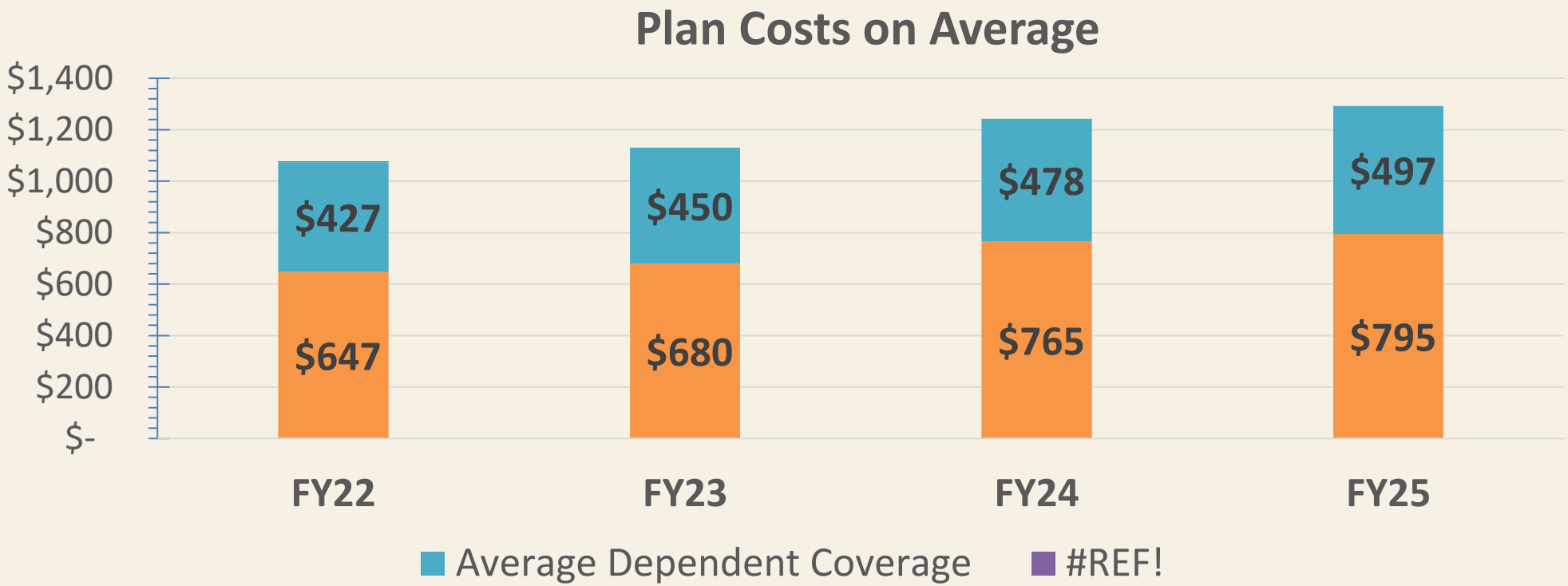






# Structural Issues

## Health Insurance Cost Increases







# Structural Issues

## Expense Increases (cont.)

- Fuel costs | Our costs have doubled since FY21 from \$75K to over \$150K. We added more officers and take-home vehicles to the fleet.
- Workers Compensation Insurance | This has doubled from FY21 of \$160K to \$320K.
- Staff Additions | The expansion of Public Safety and Public Works staffing and compensation increases, along with past claims history, have driven up these costs.
- Consultants Costs | The costs and services have quadrupled since FY21, from \$63K to \$245K, as we contract with outside experts.





# Current Revenue and Cost Saving Items





# Current Revenue Estimates

## Real Estate Taxes

- Residential and Commercial Assessed values increasing 4% to \$418M.
- Current tax rate of \$.74 results in revenues of \$3.1M.
- Estimated \$120K increase in revenues as compared to FY25.

## Apartments and multi-unit housing

- Residential and Commercial Assessed values increasing 4% to \$206M.
- Current tax rate of \$.80 results in revenues of \$1.65M.
- Estimated \$65K increase in revenues as compared to FY25.

## Other Revenue Items

- Slight increase of 5% in Highway User Funds.
- Reduced projected revenues generated by Automated Traffic Enforcement by \$1M.





# Possible Cost Savings

## Possible Cost Saving Measures for FY26 Budget

- A complete freeze on vacant positions until December 2026
- Limited to No COLA increase and Merit increases
- Possible changes to work schedules and hours for Administrative Positions (Public Safety and Public Works excluded)
- Overall reductions to discretionary spending
- No new Capital Purchases
  - The Council could evaluate capital purchases mid-year (December 2026), if the budget situation improves, we can add these to the budget related to public safety.





# What to expect next?

- Review of Possible Revenue options
- Review of Estimated Cost Saving
- Review of Administration Budget
  - Finance
  - Town Clerk
  - Town Administrator





# Next Steps

## Budget Sessions:

Throughout March – May  
2025

Next Session | March 18,  
2025

**Budget Ordinance:** First  
Reading: Regular Meeting –  
April 14, 2025

## If there are changes to the Real Estate Tax Rate:

- Need at least one week to  
advertise for a hearing
- The earliest advertisement date  
would be April 7, 2025, or May 5,  
2025

## Tax Rate Hearing (Tentative)

- Week of April 14, 2025, or
- May 12, 2025, Budget Session

**Final Budget Session #5**  
Monday, April 29, 2025  
(if needed)

## Final Budget Adoption

Monday, May 12, 2025.  
Alternative Budget Adoption  
date, Monday, June 9, 2025.

- Budget Ordinance Adoption



# Thank You





# Agenda Item Summary Report

<b>Meeting Date:</b> March 10, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth Vito Tinelli, Treasurer
<b>Item Title: FY 2026 Budget Overview   FY 2025 Budget Update   Session 3</b>	
An update on the FY 2026 Budget preparations and FY 2025 Budget Update	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Treasurer's Report PowerPoint FY 2026 Budget Session 3
<b>Recommended Action:</b>	
This is a report for the Council and residents on the Town Budget update for March 2024.	
<b>Budget Overview Summary:</b> The Town of Bladensburg has officially begun preparing for the FY 2026 Budget. As part of this phase, staff is providing additional details on the budget actuals and revenue estimates. This report is intended to serve as the third installment of the process.	
<b>Purpose of the Overview:</b> This is an update to provide the Town Council with more context on the evolving budget estimate, with cautions from weakening economic signs and options that would reduce expenditures and raise tax-related revenues in the case that estimates may not accurately reflect the recent local job losses and other factors. This session has been updated to provide estimates and needs for the FY 2026 Budget Year.	
<b>Key Highlights:</b> <ul style="list-style-type: none"><li>• <b>Structural Deficit:</b> Information on the Town's Structural Deficit from the end of ARPA funding</li><li>• <b>Possible Cost Savings List:</b> An overview of items being considered by staff</li><li>• <b>Current Review Period:</b> Budget actuals are presented up to January 2025.</li><li>• <b>Next Update:</b> March 18, 2025, Administrative Budgets, Revenue and Cost Savings Details.</li></ul>	
The Town is committed to a transparent and inclusive budget process, ensuring that all stakeholders are informed and engaged as we work toward fiscal priorities for the upcoming year.	
Staff will be available to answer any questions.	
<b>Budgeted Item:</b> Yes [ ] No [ ] <b>Budgeted Amount:</b> <b>One-Time Cost:</b> <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



## Agenda Item Summary Report

<b>Meeting Date:</b> March 10, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title:</b> PEPCO  Street Light Update – March 2025	
This report provides the Town Council with an update on the Street Lights in Bladensburg.	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> PEPCO Documents FAQ, Draft Contract
<b>Recommended Action:</b>	
Provide staff with feedback on the materials and provide any direction to staff on how to proceed.	
<p><b>Summary:</b> Over the last several months, the Town has collaborated with PEPCO on a comprehensive lighting survey to assess the billing and ownership of streetlights within Town boundaries. Recently, the town was informed that the State Highway Administration (SHA) has pushed back on the municipalities that, without a prior agreement, all poles that are within municipalities on state roads are the responsibility of those agencies. Therefore, in Bladensburg, many of the lights on the state roads are being billed to the Town. This is an overall increase of 29.76% due to Town being found responsible to pay for lights on SHA right of way.</p> <p><b>Streetlight Repairs</b>  <b>Streetlight Outages</b>   The Town has now been made aware of the special team that has been assigned and is looking more proactively at PEPCO Streetlight outages.</p> <p><b>Bridge Lights</b>   We are also working with vendors to repair the streetlights that are on the bridge that finally repaired since they were not included as part of the PEPCO maintained lights within the Town.</p> <p><b>Next Steps</b></p> <ol style="list-style-type: none"> <li>1. <b>Streetlight Pricing:</b> Staff is still awaiting definitive pricing from PEPCO and will bring this information to the Council once received.</li> <li>2. <b>Collaboration with Municipal Partners:</b> Staff will continue working with other municipalities to determine streetlight ownership and management strategies.</li> <li>3. <b>Outage Updates:</b> Staff will inform the Council about outstanding and pending outage requests.</li> <li>4. <b>Budget Discussion:</b> This will be added to the overall budget discussion. The Town has been adding Lights outside of the PEPCO process on 57<sup>th</sup> Avenue. There has been grant funding, but we will look at whether we can use these funds with PEPCO. Future LED replacements throughout the Town.</li> </ol> <p>The Town Administrator will be available to answer any questions regarding this matter.</p>	
<b>Budgeted Item:</b> Yes [ ] No [ X ] <b>Budgeted Amount:</b> \$ TBD <b>One-Time Cost:</b> Ongoing <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

## Bladensburg Streetlight Data Request

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## Introduction

The data request is intended to provide each municipality the opportunity to review lights within their boundary ahead of Pepco's issuance of an updated bill. Below is a summary of the results of the survey, as well as information regarding the attached data file and its associated map.

You may dispute lights assigned to your account, and Pepco will make every effort to reconcile its survey data with yours. Please note that designated ownership (Column K, "Customer Type") as it appears herein is **tentative** and subject to change pending feedback at the state and county levels. Contact [odl-pepco@pepco.com](mailto:odl-pepco@pepco.com) with any questions or concerns.

## Summary of Survey

There are a total of 358 streetlights within the municipal boundary. All lights have been included in this document for review.

- 7 streetlights are located near private customers.
  - These lights may be billed privately or to the municipality.
- 351 streetlights are remaining.
  - These lights may be billed to the municipality.

**Bladensburg currently has 369 streetlights on their bill.** Please review the attached data and supply feedback in the columns provided. Confirmation of ownership is required for Pepco to provide a cost comparison and determine how your bill may be affected.

Accessing the Map

The following map shows the municipal boundary for Bladensburg and all streetlights within the boundary. This map was created using Google My Maps and can be found [here](#).

**Legend**

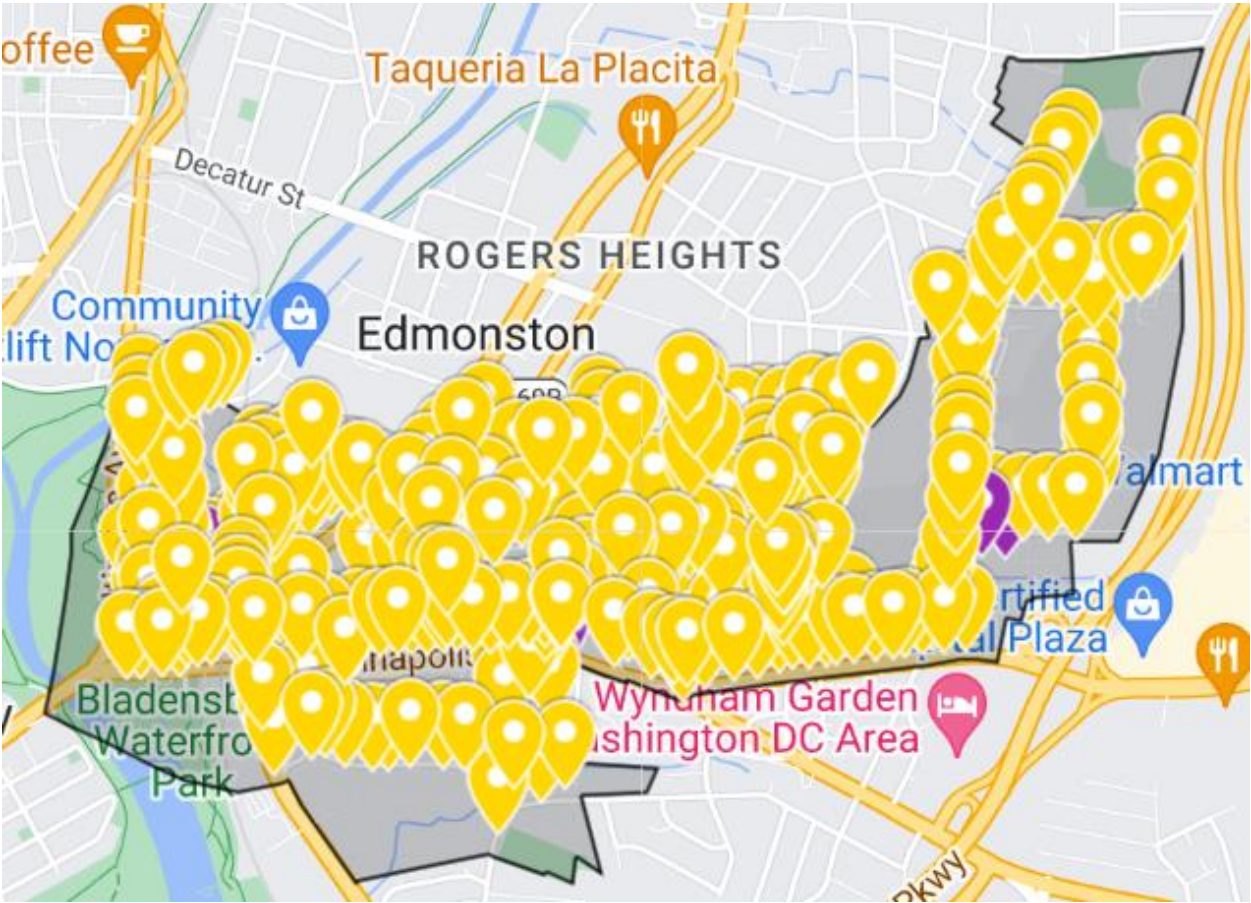
Boundary

Private Customer

MDOT Road

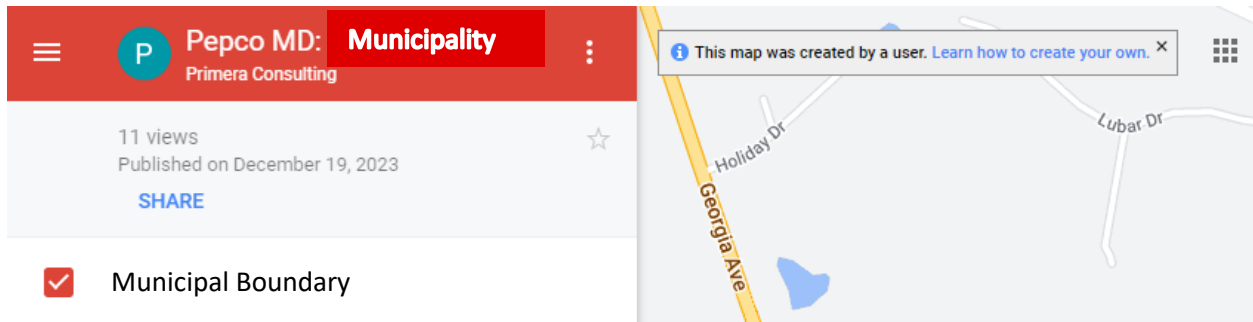
Municipal Light

County Light



## Searching the Map for a Specific Streetlight

1. Open the link to the online version of the map.
2. Select the magnifying glass icon.



3. Each streetlight can be identified by its Fixture ID. Copy the Fixture ID from the “Streetlight Data” file provided.
4. Paste the Fixture ID into the search bar.
5. Select the streetlight that displays.

## Data Description

The following list of attributes, if known, are included in the “Streetlight Data” file.

- A. Fixture ID – Unique identifier for each streetlight
- B. TGO ID – Unique identifier for each data point within the survey tool
- C. Facility ID – Pole number
- D. Overhead Fed
- E. Light Style
- F. Lamp Type – If “Unknown,” our survey team was unable to verify this attribute in the field. Pepco requests your assistance in identifying the appropriate lamp type.
- G. Wattage – If “Unknown,” our survey team was unable to verify this attribute in the field. Pepco requests your assistance in identifying the appropriate wattage.
- H. Latitude
- I. Longitude
- J. Pole Owner – This value is only populated for overhead fed lights.
- K. Customer Type – Used to color code the map (not a GIS element)
  - a. Private Customer: Streetlights located near a private customer
  - b. Municipal: Streetlights remaining within the municipal boundary
- L. Street Number – Approximation based on the latitude and longitude of the streetlight. Note that some locations may not have a street number.
- M. Street Name – Approximation based on the latitude and longitude of the streetlight. Note that some locations may not have a street name.
- N. Customer Review Notes – If the municipality has previously reviewed a light assigned to their account, this field summarizes the feedback provided and subsequent actions taken by Pepco.

**The following columns are to be populated by the municipality. Columns must be completed thoroughly in order for Pepco to re-evaluate its survey data in good faith.**

- O. Customer Review Status – This field indicates whether the municipality believes it should be billed for a light. Note that this field is **not** intended for confirmation of Customer Type.
  - a. Accepted – Municipality accepts that a light belongs on their bill
  - b. Rejected – Municipality believes that a light does not belong on their bill
  - c. Disputed – Municipality is unsure if a light belongs on their bill
- P. Cust: Lamp Type – If the municipality has record indicating an alternate lamp type, provide that information here.
- Q. Cust: Wattage – If the municipality has record indicating an alternate wattage, provide that information here.
- R. Comments – This field is intended for the municipality to offer comments, questions, or notes, when applicable. **Please provide justification for all rejected or disputed lights here.**

Comparison of Current Streetlight Bill to Proposed Streetlight Bill

Bladensburg

55018152565

Section 4, Item D.

Estimated per  
29.76% increase

Purpose of this document is (1) to provide details between the current streetlight bill to the proposed, and (2) provide any overbilled customers with an estimated credit amount for the three (3) year period.

Current unmetered streetlight bill

Estimated unmetered streetlight bill

\$3,938.33

\$5,110.43

Current Monthly Bill\*

Operand Description	Quantity	Fixture & Maintenance
100 WATT HPS OH WG WM S	130	\$8.13
100 WATT HPS UG WG WOM S	2	\$4.96
100 WATT LED OH WG WM S	2	\$1.73
100 WATT MV OH WG WM S	5	\$5.61
150 WATT HPS OH WG WM S	6	\$8.35
250 WATT HPS OH WG WM S	4	\$10.63
400 WATT MV OH WG WM S	1	\$7.34
70 WATT HPS OH WG WM S	127	\$7.54
Total	277	

Estimated Monthly Bill\*

Operand Description	Quantity	Fixture & Maintenance Costs
100 WATT HPS OH WG WM S	172	\$8.13
100 WATT LED OH WG WM S	2	\$1.73
100 WATT MV OH WG WM S	5	\$5.61
150 WATT HPS OH WG WM S	33	\$8.35
175 WATT MV OH WG WM S	2	\$5.62
250 WATT HPS OH WG WM S	9	\$10.63
250 WATT MV OH WG WM S	1	\$6.38
400 WATT HPS OH WG WM S	6	\$11.81
400 WATT MV OH WG WM S	1	\$7.34
70 WATT HPS OH WG WM S	120	\$7.54
Total	351	

Changes to bill by Operand

Operand	Current Bill Qty	Proposed Bill Qty	Qty Variance from current bill	Fixed & Maintenance Cost
100 WATT HPS OH WG WM S	130	172	42 more than current	\$8.13
100 WATT HPS UG WG WOM S	2	0	2 less than current	\$4.96
100 WATT LED OH WG WM S	2	2	No change in quantity	\$1.73
100 WATT MV OH WG WM S	5	5	No change in quantity	\$5.61
150 WATT HPS OH WG WM S	6	33	27 more than current	\$8.35
175 WATT MV OH WG WM S	0	2	2 more than current	\$5.62
250 WATT HPS OH WG WM S	4	9	5 more than current	\$10.63
250 WATT MV OH WG WM S	0	1	1 more than current	\$6.38
400 WATT HPS OH WG WM S	0	6	6 more than current	\$11.81
400 WATT MV OH WG WM S	1	1	No change in quantity	\$7.34
70 WATT HPS OH WG WM S	127	120	7 less than current	\$7.54

Bladensburg is currently being billed for 277 streetlights, and the estimated monthly bill amount is \$3,938.33. The proposed bill has a streetlight quantity of 351 streetlights. The proposed bill, as it appears above, has an estimated monthly bill amount of \$5,110.43.

If Bladensburg agrees with the above changes to their bill, please sign below. Please note that the proposed bill, included herein, is subject to change pending review by all interested parties including the State Highway Administration, neighboring municipalities, and county customers, as additional clarifying documentation is made available to the Company.

Printed Name

Signature

Date

WM: Pepco supplies maintenance to the streetlight.  
WOM: Pepco does **not** supply maintenance to the streetlight.  
\*Cost information provided in this table is an estimate. A copy of the current month's bill is available upon request.

## **LIGHTING DESIGN GUIDELINES**

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## I. INTRODUCTION

The Maryland Department of Transportation's State Highway Administration (SHA) lighting guidelines as described herein take into consideration factors such as traffic safety, pedestrian safety, light pollution, energy conservation, and maintenance. The proper selection of lighting equipment and the location of street lighting will provide sufficient visibility, increased safety, and improved security for motorists and pedestrians while maximizing energy efficiency and minimizing expenditure. Lighting also has adverse effects that include glare, light trespass and sky glow that should be considered when deciding to install roadway lighting. The Local Jurisdiction's commitment to participate in the design, construction, operation and maintenance of the lighting system should also be a consideration.

All new low level lighting such as interchange and intersection, underpass and sign lighting shall be designed using light emitting diode (LED) fixtures. The LED fixtures should also be considered for pedestrian lighting. The LED roadway fixtures shall be selected from the Qualified Products List (QPL).

The following guideline is separated into three sections:

- The ***Criteria for Eligibility*** section defines the circumstances which qualify a roadway to be considered for the installation of lighting.
- The ***Typical Lighting Applications*** section describes the common applications of lighting installations.
- The ***Special Lighting Applications*** section describes the various applications in relation to the roadways in which lighting shall be considered.

## II. CRITERIA FOR ELIGIBILITY

To determine the eligibility for lighting installations, the SHA requires an engineering study of local conditions considering such factors as crash data, roadway characteristics, speed (posted and prevailing) and ambient light to support lighting installation decisions and to promote road user safety (motorists, pedestrian, cyclists, etc.). When there is a history of crashes, the type and circumstances of the crashes should also be considered in a study. Engineering judgment should be used in instances where an operational or safety concern is not indicated by the crash data. Traffic volumes can also be used as a supplemental measure in evaluating lighting eligibility. Furthermore, The American Association of State Highway and Transportation Officials (AASHTO) minimum conditions for when to consider lighting shall be used when determining eligibility for all lighting installations.

The conditions for eligibility for specific facility types are described in the following sections. Meeting these conditions does not obligate the SHA to provide lighting nor is it a requirement for installation of lighting in special circumstances.



### **III. TYPICAL LIGHTING APPLICATIONS**

#### **A. Interchange Lighting**

Partial Interchange Lighting will be installed on all approaches at new and reconstructed grade separated interchanges across the state. At existing grade separated interchanges without interchange lighting; lighting will be installed based on an established need including night time crash history, site specific conditions and engineering judgement. Secondary ramp merges and diverges will be treated in the same manner as mainline exits. **Figure III-A.1** in the Appendix should be used as a reference for lighting placements. The installation of additional lights is at the discretion of the SHA. For all lighting placements, the entering and/or exiting lane(s) and one (1) adjacent mainline travel lane shall be analyzed when determining proper spacing as shown in **Figures III-A.2** and **Figure III-A.3** of the Appendix.

When new lighting, installed to meet these guidelines, results in less than 600 feet between any two light poles, additional lighting shall be installed to fill in this gap and to provide uniform levels in that section. Additional interchange lighting shall be considered on facilities with one or more of the following characteristics:

1. Ramps, interchange alignments, or grades which are complex or unusual. This includes ramps with substandard deceleration or acceleration lanes, full loops, compound curves, lane reductions and/or multi-lane ramps.
2. Locations with significant pedestrian or bicycle activities during times of darkness.
3. Important decision point(s) or existing roadside hazard areas that would not be covered with partial interchange lighting.
4. An operational analysis indicates the need for lighting. Traffic volume and crash data should be used to support the analysis.

Refer to **Table III-A.4** of the Appendix for recommended illuminance lighting values for interchanges. High mast lighting will not be installed along state roadways unless required lighting levels cannot be achieved with low level lighting and justified by an engineering study. In addition to light trespass and photometric analysis, the engineering study should consider the presence of any rural historic districts, National Parks, National Historic Landmarks or other relevant historic properties in the vicinity of the proposed high-mast lighting.

#### **B. Intersection Lighting**

Partial Intersection lighting will be installed at all locations meeting the following criteria:

1. All signalized intersections will have partial intersection lighting.



2. All roundabouts will have lighting (refer to Appendix **Section III-B.1** for the SHA Roundabout Guidelines for placement and illuminance requirements).
3. All non-signalized intersections for which a need is determined based on the SHA Evaluation Form for Intersection Lighting. Refer to **Table III-B.2** of the Appendix for the SHA Evaluation Form for Intersection and Mid-Block Pedestrian Crossing Lighting.

Lighting should be located on the downstream side of an intersection and coverage may include channelized (free) right turn lanes. See **Figure III-A.1** of the Appendix for example lighting configurations. Where possible, the placement of the luminaire on a signal pole is preferred at signalized intersections. The conduit system for intersection lighting shall be dedicated for lighting only and shall not be shared with the signal cable unless the luminaire is mounted on the signal pole or otherwise directed by the SHA. Further, service pedestals may be shared for lighting and signals at the discretion of the SHA. Refer to **Table III-B.3** of the Appendix for recommended lighting values for intersections other than roundabouts. Refer to **Table III-B.4** of the Appendix for recommended lighting values for intersections of continuously lit roadways.

#### C. Continuous Roadway Lighting

Continuous roadway lighting will not be installed along any state highway unless justified by an engineering study and approved in advance by the Director of the Office of Traffic and Safety (OOTs) through the Design Request process.

Refer to **Table III-C.1** of Appendix for recommended luminance lighting values for straight continuously lit roadways. Illuminance values in accordance with **Table III-A.4** may be used when sufficient curvature exists on the roadway such that utilizing the luminance method for lighting design is not feasible.

The installation of continuous roadway lighting may be justified when pedestrian/bicycle/vulnerable road user lighting is warranted along a state highway to improve safety. Most walkways and bike lanes are located adjacent to roadways. The light spillover from pedestrian lighting onto the roadway must be evaluated and designed to ensure roadway and pedestrian lighting meet acceptable levels. Refer to **Section IV-E** for additional information.

Continuous lighting installed along a state highway shall meet the target values in this guideline regardless of ownership and maintenance requirements for the system (County, City, etc.).

#### D. Sign Lighting

Overhead signs shall be installed with ASTM Type XI sheeting and shall not be illuminated with sign lighting, except under the following conditions:

1. All overhead signs with unencumbered sight distance of less than 1,000 feet. Unencumbered sight distance exists if all portions of every overhead sign panel on that structure is visible to motorists in all approaching lanes.
2. Additional lighting may be considered and requested as part of the Design Request based on engineering judgement to address site specific conditions.

Sight distance as noted above should be considered when selecting locations for new structures.

When sign lighting is provided:

1. Lighting shall consist of LED luminaires.
2. Individual supports for each luminaire is the preferred mounting method; sign lighting maintenance systems should only be used at the discretion of the OOTS.
3. All overhead sign panels mounted on a structure shall be illuminated. Lighting only select panels is not permitted.

Existing sign lighting, where required, will be upgraded to LED lighting as part of each project. When existing signs are replaced with new signs fabricated from Type XI sheeting, the need for sign lighting will be determined per the above criteria. If any overhead sign does not require lighting it shall use Type XI sheeting which shall be specified on the sign detail sheets.

#### **E. Mid-Block Pedestrian Crossing Lighting**

Partial lighting will be installed at all locations meeting the following criteria:

1. All signalized mid-block pedestrian crossings will have partial lighting. Pedestrian Hybrid Beacons qualify for partial lighting under this warrant.
2. All mid-block pedestrian crossings with flashing beacons or Rectangular Rapid-Flashing Beacons will have partial lighting.
3. All non-signalized mid-block pedestrian crossings for which a need is determined based on the SHA Evaluation Form for Intersection Lighting. Refer to **Table III-B.2** of the Appendix for the SHA Evaluation Form for Intersection and Mid-Block Pedestrian Crossing Lighting.

Refer to **Table III-E.1** of the Appendix for recommended vertical illuminance values for mid-block pedestrian crossings. The vertical illuminance values in **Table III-E.1** of the Appendix shall be met for isolated mid-block pedestrian crossing (partial lighting) or when the mid-block pedestrian crossing is along a continuously lit roadway. If the approach

roadway is continuously lit, the luminance values in **Table III-C.1** shall be used for the approach roadway.

At mid-block pedestrian crosswalk locations, consideration should be given to placing lights in advance of the crossings on both approaches to illuminate the front of the pedestrian and avoid creating silhouettes. Where possible, the placement of the luminaire on a signal pole is preferred at signalized mid-block pedestrian crossings. The conduit system for lighting shall be dedicated for lighting only and shall not be shared with the signal cable unless the luminaire is mounted on the signal pole or otherwise directed by the SHA. Further, service pedestals may be shared for lighting and signals at the discretion of the SHA.

#### **IV. SPECIAL LIGHTING APPLICATIONS**

##### **A. Bridge Lighting**

Bridge lighting will be evaluated using the Roadway Lighting criteria provided above, particularly the approach transition areas, with the following exceptions:

1. Existing bridge lighting which will not be impacted by a roadway project may remain in place.
2. Existing continuous roadway lighting not required to light the existing roadway at the approach of and along bridges should be removed.
3. Pedestrian Lighting on bridges will be installed in accordance with the SHA Pedestrian Lighting Policy (Application Guideline 11-X9).
4. Decorative lighting should not be installed on bridges without sidewalks. When a sidewalk is present, the installation of lighting should be in accordance with the SHA Pedestrian Lighting Policy. Decorative lighting should not be installed without a Memorandum of Understanding (MOU) which assigns responsibility for maintenance to Local Jurisdictions or utility companies.
5. All other lighting applications shall be determined as per the discretion of the OOTS.
6. Lighting on historic bridges warrants coordination with Office of Structures and Office of Planning and Preliminary Engineering to ensure the work is performed in a manner that protects the historic fabric of the bridge.

##### **B. Rest Area or Park-and-Ride Lots**

Sufficient illumination shall be provided for public safety purposes at both rest areas and park-and-ride lots. Refer to **Table IV-B.1** of the Appendix for recommended Illuminance Levels for Roadway Rest Areas and **Table IV-B.2** of the Appendix for recommended Illuminance Levels for Parking Areas. Access ramps to and from the facility should be

treated as interchange ramps and illuminance values as defined in **Section III-A** of this document.

### C. Underpass Lighting

Underpass lighting shall be designed, for nighttime hours, in accordance with **Table IV-C.1** of the Appendix where sidewalks are present. The need for daytime lights will be based on an Engineering Study, which includes consideration of existing light levels. Underpass lighting on historic structures warrants coordination with Office of Structures and Office of Planning and Preliminary Engineering to ensure the work is performed in a manner that protects the historic fabric of the structure.

### D. Tunnel Lighting

Tunnel lighting shall be designed in accordance with the Illuminating Engineering Society RP-8-21, Chapter 14: Tunnel Lighting. Tunnel lighting on historic structures warrants coordination with Office of Structures and Office of Planning and Preliminary Engineering to ensure the work is performed in a manner that protects the historic fabric of the structure.

### E. Pedestrian Lighting

In Maryland and throughout the Country, approximately 75% of all pedestrian fatalities occur during periods of darkness. According to the Crash Modification Factor Clearinghouse, the number of vehicle-pedestrian crashes may be reduced by 42% to 81% with the proper design and installation of lighting. The design and installation of pedestrian lighting is directed by the Maryland Department of Transportation State Highway Administration's Pedestrian Lighting Policy (Application Guideline No. 11-X9). For Recommended Values for High, Medium and Low Pedestrian Conflict Areas see **Table IV-E.2, Table IV-E.3 and Table IV-E.4** of the Appendix. Where pedestrian lighting is installed along a roadway the veiling luminance along the roadway, per **Table III-A.4 and Table III-C.1** of the Appendix, shall not be exceeded.

Pedestrian lighting needs are documented by the approved Design Request. The SHA Evaluation Form for Pedestrian Lighting may be used to support the decision to install pedestrian lighting. Refer to **Table IV-E.1** of the Appendix for the SHA Evaluation Form for Pedestrian Lighting.

The installation of continuous roadway lighting may be justified when pedestrian/bicycle/vulnerable road user lighting is warranted along a state highway to improve safety. The light spillover from pedestrian lighting onto the roadway must be evaluated and designed to ensure roadway and pedestrian lighting meet acceptable levels. Refer to **Section III-C** for additional information.

Modification or installation of lighting in historic districts or on historic structures should be coordinated with Office of Planning and Preliminary Engineering.

**F. Knock Downs**


When a light pole is knocked down, maintenance forces should verify with the OOTS if the pole shall be replaced. If replacement of the pole is necessary, the existing fixture shall be upgraded with an LED fixture.

**G. District Initiated Lighting Reductions**

Districts are encouraged to review their existing lighting systems and consult with the OOTS to determine if reductions are possible. Funding for such reduction projects may be provided by the OOTS. Examples of reductions include replacement of continuous freeway lighting with partial interchange lighting.

**H. Temporary Lighting**

During construction, temporary lighting should be provided for decision points. During design of the project, it should be determined if existing/proposed light poles will sufficiently illuminate conflict points, otherwise, temporary light poles (typically wood poles with overhead feeds) should be provided. Wood poles or other non-breakaway temporary lighting structures must be protected from vehicular traffic.

Revision Date	Revision Description:
6/27/2013	Original
5/16/2018	Updated
11/13/2023	Updated - Added new criteria and considerations for addressing pedestrian crashes
Approved	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">             Director,            Office of Traffic and Safety         </div> <div style="text-align: right;">           12/7/2023            Date         </div> </div>

## LIST OF APPENDICES

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Figure III-A.1:	Examples of Lighting Configurations
Figure III-A.2:	Lighting Analysis Area for Entrance Ramps
Figure III-A.3:	Lighting Analysis Area for Exit Ramps
Table III-A.4:	Recommended Illuminance Lighting Values for Interchanges
Section III-B.1:	Maryland State Highway Administration Roundabout Design Guidelines (Chapter 3)
Table III-B.2:	Maryland State Highway Administration Evaluation Form for Intersection and Mid-Block Pedestrian Crossing Lighting
Table III-B.3:	Recommended Maintained Illuminance Values for Intersections other than Roundabouts
Table III-B.4:	Recommended Illuminance Values for Intersections of Continuously Lit Roadways
Table III-C.1:	Recommended Maintained Luminance Values for Straight Continuously Lit Roadways
Table III-C.2:	SHA Evaluation Form for Continuous Freeway Lighting
Table III-E.1:	Recommended Vertical Illuminance Values for Mid-Block Pedestrian Crossings
Table IV-B.1:	Recommended Illuminance Levels for Roadway Rest Areas
Table IV-B.2:	Recommended Maintained Illuminance Values for Parking Areas
Table IV-C.1:	Recommended Lighting Values for Pedestrian Portion of Underpasses with Walkways/Bikeways
Table IV-E.1:	SHA Evaluation Form for Pedestrian Lighting
Table IV-E.2:	Recommended Maintained Illuminance Values for High Pedestrian Conflict Areas
Table IV-E.3:	Recommended Maintained Illuminance Values for Medium Pedestrian Conflict Areas
Table IV-E.4:	Recommended Maintained Illuminance Values for Low Pedestrian Conflict Areas

**Section I-A.1**

**Maryland State Highway Administration Light Emitting Diode (LED) Roadway Lighting  
Specifications and Approved Luminaires Memo**





Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor

Darrell B. Mobley, Acting Secretary  
Melinda B. Peters, Administrator

MARYLAND DEPARTMENT OF TRANSPORTATION

**MEMORANDUM**

TO: All District Engineers

Mr. Earle Freedman, Director  
Office of Structures

Mr. Kirk McClelland, Director  
Office of Highway Development

Mr. Russell Yurek, Director  
Office of Maintenance

FROM: Gregory D. Welker  
Deputy Administrator/Chief Engineer for Operations

DATE: December 7, 2012

SUBJECT: Light Emitting Diode (LED) Roadway Lighting  
Specifications and Approved Luminaires

The State Highway Administration (SHA) is working to reduce energy usage in our agency by 20% from our 2011 levels by the year 2015. With advances in technology, the efficiency and compatibility of newer light sources has significantly improved. The use of light emitting diodes (LED's) as a source for roadway lighting can offer energy savings as compared to conventional high intensity discharge (HID) light sources, such as high pressure sodium (HPS) or metal halide (MH).

The SHA's Office of Traffic and Safety (OTS) initiated an LED Roadway Lighting Pilot Study in October 2011 at the I-83/Warren Road Interchange. The purpose of the study was to research, analyze and document the energy efficiency and operational performance of LED roadway lighting. The study concluded that the LED roadway lighting technology has adequately evolved and can provide energy savings for lighting performance similar to conventional HID light sources. In addition, LED roadway lighting offers advantages such as cooler/natural light output, faster lamp start up time and less maintenance needs as compared to conventional HID light sources.

In view of these benefits, LED luminaires will be required on all future roadway lighting projects. Special Provision Inserts (SPI) 806 and 950.12 shall be included in the information for bid (IFB) package for all future roadway lighting projects. SPI's 806 and 950.12 cover the performance and materials aspect of LED luminaires, respectively.

My telephone number/toll-free number is **410-545-0360 or 1-888-204-0132**

Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone 410.545.0300 • [www.roads.maryland.gov](http://www.roads.maryland.gov)

LED Roadway Lighting  
December 7, 2012  
Page Two

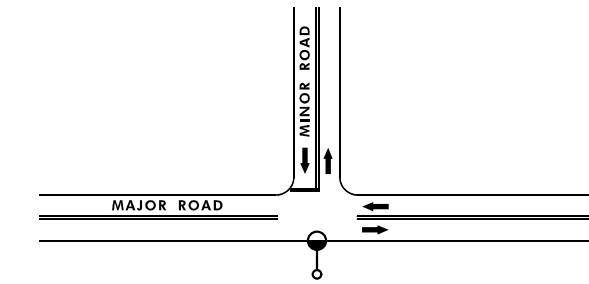
All projects currently in design that include non-LED roadway lighting should incorporate LED luminaires.

LED luminaire bid items will be required on all future roadway lighting maintenance projects. These should include items for repair/replacement of LEDs, and for replacing damaged conventional lighting with LED lighting. For existing lighting maintenance contracts, the respective District Offices may negotiate change orders for the contractors, to furnish and install LED luminaires. LED luminaires shall be used for all maintenance replacements. Maintenance of existing lighting shall be in accordance with SHA standards and any removal of existing, unwarranted lighting shall be coordinated with the OOTS.

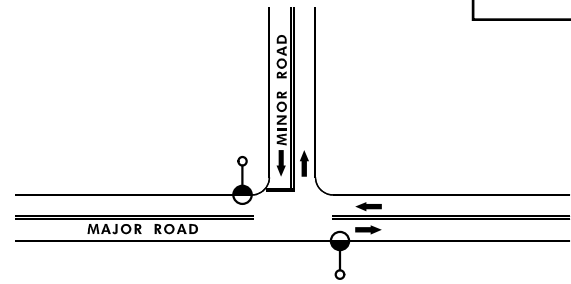
All approved LED roadway luminaires will be included on the Office of Traffic and Safety's Qualified Product's List (QPL). Only LED roadway luminaire models selected from the QPL shall be used on roadway lighting projects.

If you have any questions or require additional information, please do not hesitate to contact Mr. Michael L. Paylor, P.E., Chief, Traffic Engineering Design Division at 410-787-4027 or [mpaylor@sha.state.md.us](mailto:mpaylor@sha.state.md.us).

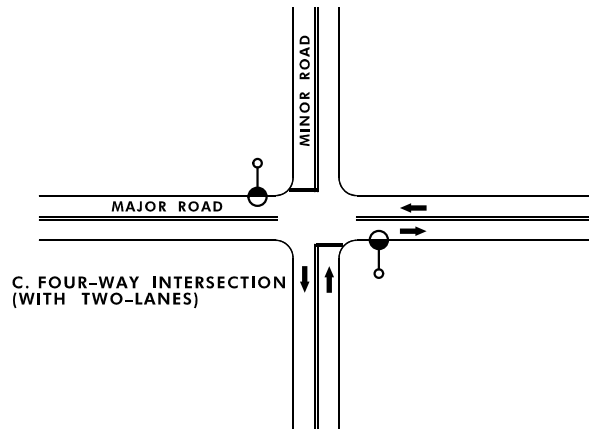
cc:    Mr. Steven Marciszewski, Director, Office of Construction, SHA  
       ✓ Mr. Michael L. Paylor, P.E., Chief, TEDD, SHA  
       Mrs. Melinda Peters, Administrator, SHA  
       Mr. Douglas Simmons, Deputy Administrator/Chief Engineer for Planning, Engineering,  
       Real Estate & Environment  
       Mr. Cedric Ward, P.E., Director, Office of Traffic and Safety, SHA



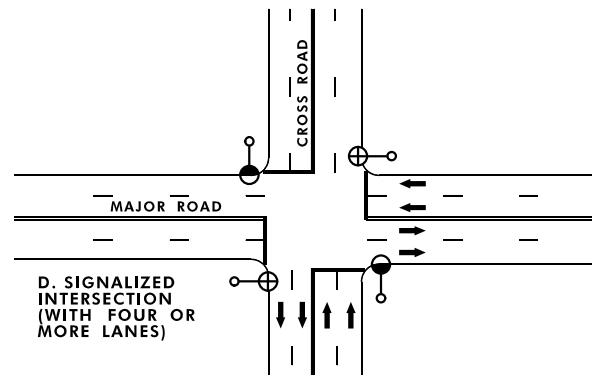
A. T-INTERSECTION



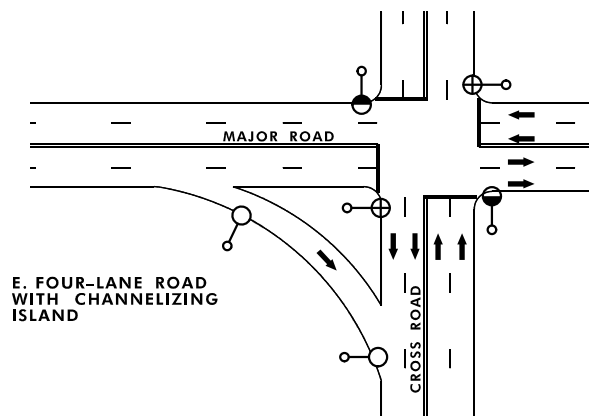
B. T-INTERSECTION (ALTERNATE)



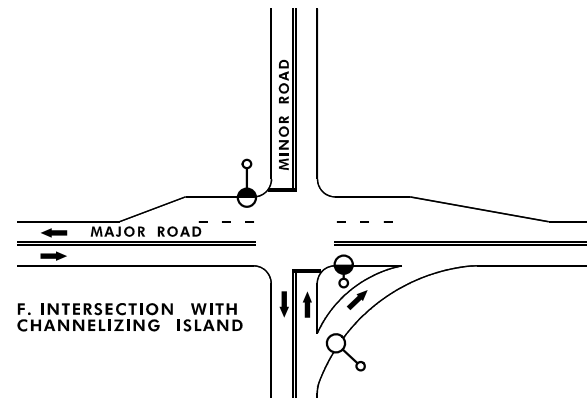
C. FOUR-WAY INTERSECTION  
(WITH TWO-LANES)



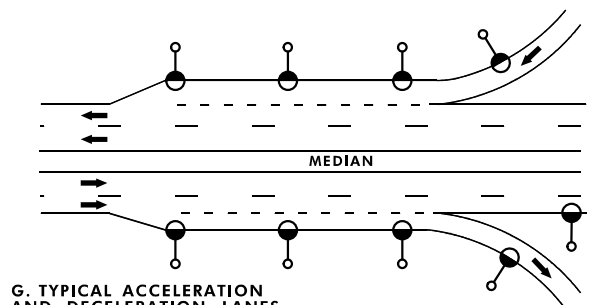
D. SIGNALIZED  
INTERSECTION  
(WITH FOUR OR  
MORE LANES)



E. FOUR-LANE ROAD  
WITH CHANNELIZING  
ISLAND



F. INTERSECTION WITH  
CHANNELIZING ISLAND

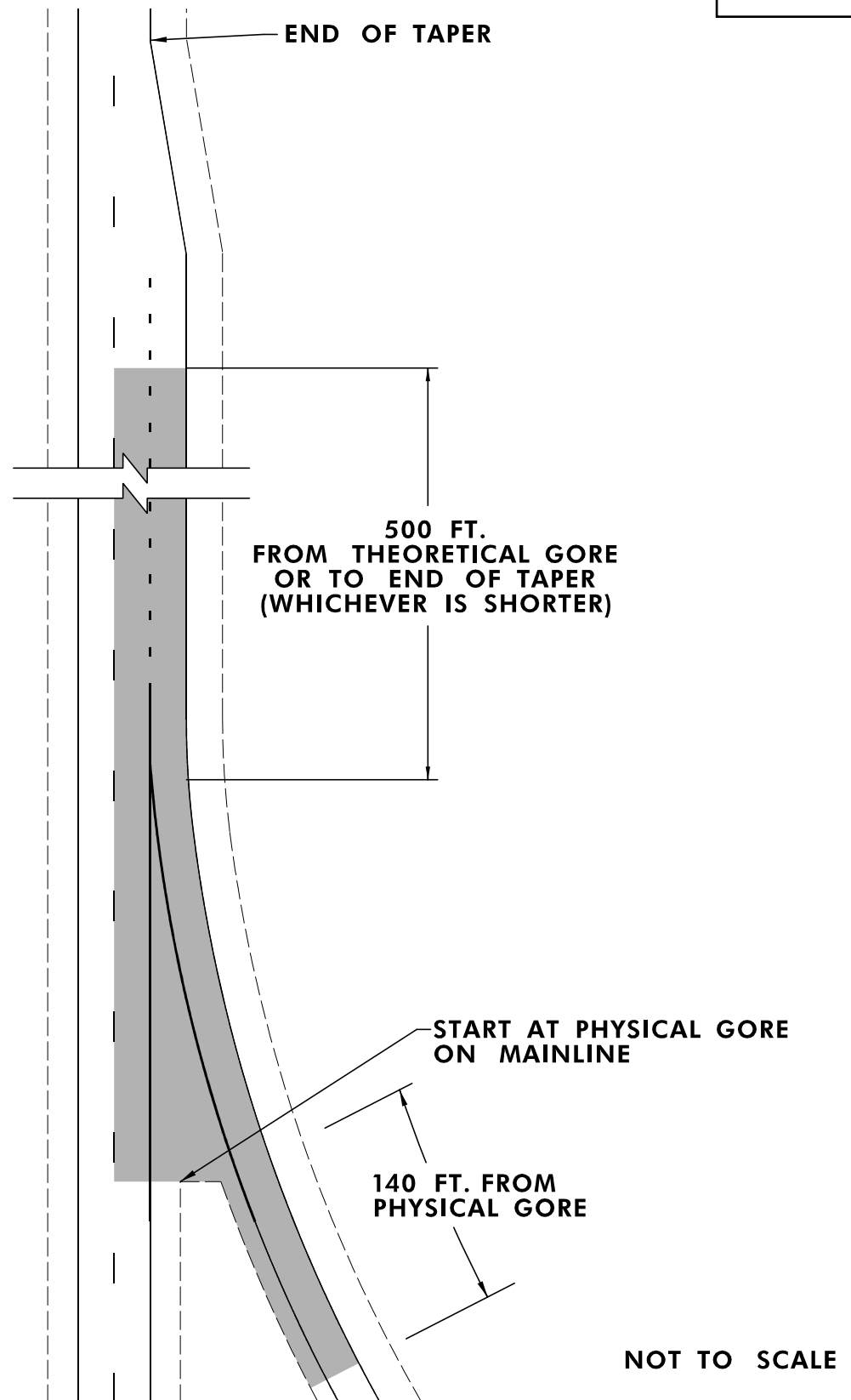


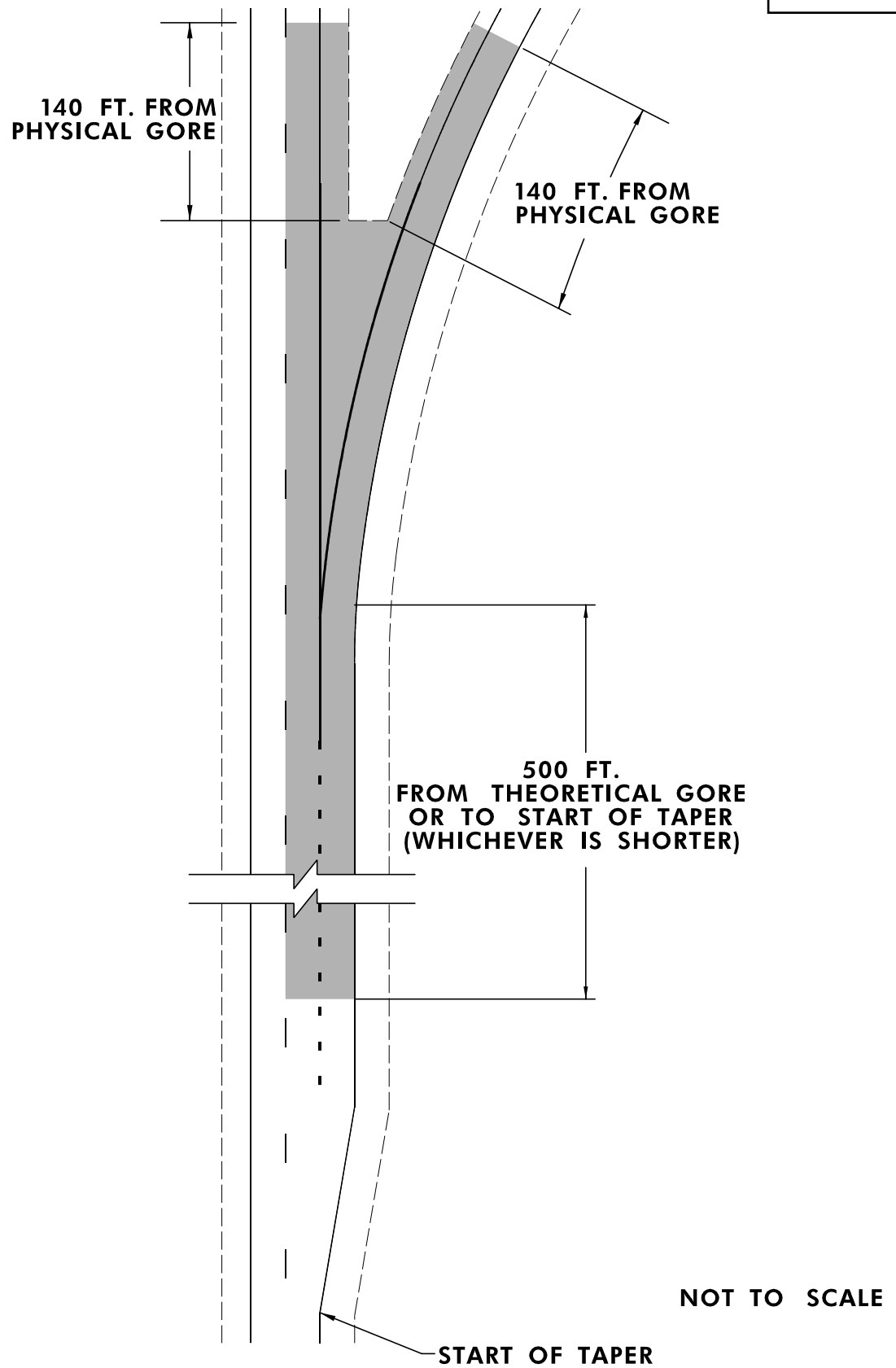
G. TYPICAL ACCELERATION  
AND DECELERATION LANES  
AT ON AND OFF RAMP

LEGEND

- UNIT REQUIRED
- ⊕ UNIT RECOMMENDED
- UNIT OPTIONAL

NOTE: DRAWINGS ARE NOT TO SCALE AND  
THE LIGHT LOCATIONS SHOWN ARE  
NOT TO BE CONSIDERED COMPLETE  
IN NUMBER OR BETTER THAN  
APPROXIMATE IN POSITION





**Table III-A.4:**

**Recommended Illuminance Lighting Values for Interchanges**

Road and Pedestrian Conflict Area <sup>1</sup>		Pavement Classification <sup>2</sup> (Minimum Maintained Average Values)			Uniformity Ratio $E_{avg}/E_{min}$	Veiling Luminance Ratio $L_{vmax}/L_{avg}$
Road	Pedestrian Conflict Area	R1 (fc)	R2 & R3 (fc)	R4 (fc)		
Freeway Class A		0.6	0.9	0.8	3.0	0.3
Freeway Class B		0.4	0.6	0.5	3.0	0.3
Expressway	High	1.0	1.4	1.3	3.0	0.3
	Medium	0.8	1.2	1.0	3.0	0.3
	Low	0.6	0.9	0.8	3.0	0.3
Major	High	1.2	1.7	1.5	3.0	0.3
	Medium	0.9	1.3	1.1	3.0	0.3
	Low	0.6	0.9	0.8	3.0	0.3
Collector	High	0.8	1.2	1.0	4.0	0.4
	Medium	0.6	0.9	0.8	4.0	0.4
	Low	0.4	0.6	0.5	4.0	0.4
Local	High	0.6	0.9	0.8	6.0	0.4
	Medium	0.5	0.7	0.6	6.0	0.4
	Low	0.3	0.4	0.4	6.0	0.4

<sup>1</sup> Road and Pedestrian Conflict Area (Pedestrian Activity Classifications) per IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.

Excerpt from IES RP-8-00, Section 2.2 Pedestrian Conflict Area Classifications:

**High** – Areas with significant numbers of pedestrians expected to be on the sidewalks or crossing the streets during darkness. Examples are downtown retail areas, near theaters, concert halls, stadiums, and transit terminals. Typically over 100 pedestrians per hour<sup>3</sup>.

**Medium** – Areas with lesser numbers of pedestrians utilizing the streets at night. Examples are downtown office areas, blocks with libraries, apartments, neighborhood shopping, industrial, older city areas, and streets with transit lines. Typically 11 to 99 pedestrians per hour<sup>3</sup>.

**Low** – Areas with very low volumes of night pedestrian usage. These can occur in any of the cited roadway classifications but may be typified by suburban single family streets, very low density residential developments, and rural or semi-rural areas. Typically 10 or fewer pedestrians per hour<sup>3</sup>.

<sup>2</sup> Pavement Classifications per IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.

<sup>3</sup> These volumes represent the total number of pedestrians walking on both sides of the street plus those crossing the street at non-intersection locations in a typical block or 656 foot section.

**Section III-B.1**

**Maryland State Highway Administration Roundabout Design Guidelines (Chapter 3)**



## Chapter 3 - Lighting Guidelines

This section presents recommended guidelines for lighting of roundabouts on facilities within Maryland. The information in this section is based on the following sources:

- FHWA, *NCHRP Report 672: Roundabouts: An Informational Guide - Second Edition*, 2010.
- ANSI / IESNA RP-8-00, *American National Standard Practice for Roadway Lighting*, 2000.
- AS/NZS 1158.1.3:1997, *Road lighting*, Australian/New Zealand Standard, 1997.
- Centre d'Etudes sur les Réseaux les Transports, l'Urbanisme et les constructions publiques (CERTU), *L'Éclairage des Carrefours à Sens Giratoire (The Illumination of Roundabout Intersections)*, Lyon, France: CERTU, 1991.

### General Requirements

Lighting should be provided at all roundabouts, whether in rural or urban settings. The specific lighting requirements for each setting are discussed below. Lighting is required for roundabouts on the Maryland state highway system.

Lighting should be installed and operational before the roundabout is open to traffic. If a portion of the roundabout will be opened to accommodate traffic on a temporary basis, lighting should be provided. If permanent lighting cannot be installed to meet construction schedules, temporary lighting will be allowed, with the approval of the engineer.

### Lighting in Urban and Suburban Areas

The recommended practice for determining proper roadway illumination is provided in ANSI/IESNA RP-8-00, published by the Illuminating Engineering Society of North America. The discussion in this section focuses on the illuminance method, which is commonly used for illumination design at roundabouts. RP-8-00 discusses other methods such as luminance and small target visibility; the reader is encouraged to refer to that document for discussion of those methods, as well as discussion on the proper method to calculate the critical values for each criterion.

The basic principle behind the lighting of roundabouts in urban and suburban areas is that the amount of light on the roundabout should be equal to the sum of the lighting of the two brightest approach roads. This increases nighttime visibility of the intersection by making it stand out from the approach roadways.

Exhibit 3-1 presents the recommended illuminance for roundabouts located on continuously illuminated streets. Separate values have been provided for portland cement concrete road surfaces (RP-8-00 Road Surface Classification R1) and typical asphalt road surfaces (RP-8-00 Road Surface Classification R2/R3). Exhibit 3-2 presents the roadway and pedestrian area classifications used for determining the appropriate illuminance levels in Exhibit 3-1. RP-8-00

clarifies that although the definitions given in Exhibit 3-2 may be used and defined differently by other documents, zoning by-laws, and agencies, the area or roadway used for illumination calculations should best fit the descriptions contained in Exhibit 3-2 and not how classified by others (RP-8-00, Section 2.0, p.3). Note that the predominant surface type should be used for illumination calculations; for example, a roundabout with an asphalt concrete circulatory roadway and portland cement concrete truck apron should be designed using a surface type of R2/R3.

**Exhibit 3-1**  
**Recommended Illuminance for the Intersection of**  
**Continuously Lighted Urban and Suburban Streets**

Pavement Classifi- cation <sup>1</sup>	Roadway Classification	Average Maintained Illuminance at Pavement <sup>2</sup>			Uniformity Ratio  (E <sub>avg</sub> /E <sub>min</sub> )	Veiling Luminance Ratio  (L <sub>vmax</sub> /L <sub>avg</sub> )
		Pedestrian/Area Classification				
		High  (fc (lux))	Medium  (fc (lux))	Low  (fc (lux))		
R1	Major/Major	2.4 (24.0)	1.8 (18.0)	1.2 (12.0)	3.0	0.3
	Major/Collector	2.0 (20.0)	1.5 (15.0)	1.0 (10.0)	3.0	0.3
	Major/Local	1.8 (18.0)	1.4 (14.0)	0.9 (9.0)	3.0	0.3
	Collector/Collector	1.6 (16.0)	1.2 (12.0)	0.8 (8.0)	4.0	0.4
	Collector/Local	1.4 (14.0)	1.1 (11.0)	0.7 (7.0)	4.0	0.4
	Local/Local	1.2 (12.0)	1.0 (10.0)	0.6 (6.0)	6.0	0.4
R2/R3	Major/Major	3.4 (34.0)	2.6 (26.0)	1.8 (18.0)	3.0	0.3
	Major/Collector	2.9 (29.0)	2.2 (22.0)	1.5 (15.0)	3.0	0.3
	Major/Local	2.6 (26.0)	2.0 (20.0)	1.3 (13.0)	3.0	0.3
	Collector/Collector	2.4 (24.0)	1.8 (18.0)	1.2 (12.0)	4.0	0.4
	Collector/Local	2.1 (21.0)	1.6 (16.0)	1.0 (10.0)	4.0	0.4
	Local/Local	1.8 (18.0)	1.4 (14.0)	0.8 (8.0)	6.0	0.4

Notes: <sup>1</sup> R1 is typical for portland cement concrete surface; R2/R3 is typical for asphalt surface

<sup>2</sup> fc = footcandles

Source: ANSI / IESNA RP-8-00 Table 9 (for R2/R3 values); R1 values adapted from Table 2

**Exhibit 3-2**  
**ANSI / IESNA RP-8-00 Guidance for Roadway and Pedestrian/Area Classification for**  
**Purposes of Determining Intersection Illumination Levels**

<b>Roadway Classification</b>	<b>Description</b>	<b>Daily Vehicular Traffic Volumes<sup>1</sup></b>
Major	That part of the roadway system that serves as the principal network for through-traffic flow. The routes connect areas of principal traffic generation and important rural roadways leaving the city. Also often known as "arterials," "thoroughfares," or "preferentials."	over 3,500 ADT
Collector	Roadways servicing traffic between major and local streets. These are streets used mainly for traffic movements within residential, commercial, and industrial areas. They do not handle long, through trips.	1,500 to 3,500 ADT
Local	Local streets are used primarily for direct access to residential, commercial, industrial, or other abutting property.	100 to 1,500 ADT
<b>Pedestrian Conflict Area Classification</b>	<b>Description</b>	<b>Guidance on Pedestrian Traffic Volumes<sup>2</sup></b>
High	Areas with significant numbers of pedestrians expected to be on the sidewalks or crossing the streets during darkness. Examples are downtown retail areas, near theaters, concert halls, stadiums, and transit terminals.	over 100 pedestrians/hour
Medium	Areas where lesser numbers of pedestrians use the streets at night. Typical are downtown office areas, blocks with libraries, apartments, neighborhood shopping, industrial, older city areas, and streets with transit lines.	11 to 100 pedestrians/hour
Low	Areas with very low volumes of night pedestrian usage. These can occur in any of the cited roadway classifications but may be typified by suburban single family streets, very low density residential developments, and rural or semi-rural areas.	10 or fewer pedestrians/hour

Notes: <sup>1</sup> For purposes of intersection lighting levels only

<sup>2</sup> Pedestrian volumes during the average annual first hour of darkness (typically 18:00-19:00), representing the total number of pedestrians walking on both sides of the street plus those crossing the street at non-intersection locations in a typical block or 656 ft (200 m) section. RP-8-00 clearly specifies that the pedestrian volume thresholds presented here are a local option and should not be construed as a fixed warrant.

Source: ANSI / IESNA RP-8-00 Sections 2.1, 2.2, and 3.6

## Lighting in Rural Areas

Exhibit 3-3 provides recommended illuminance levels for rural isolated intersections with unlit approaches.

**Exhibit 3-3**  
**Recommended Illuminance for the Intersection of Unlit Rural Roadways**

<b>Pavement Classification<sup>1</sup></b>	<b>Average Maintained Illuminance at Pavement<sup>2</sup> (fc (lux))</b>	<b>Uniformity Ratio (<math>E_{avg}/E_{min}</math>)</b>	<b>Veiling Luminance Ratio (<math>L_{vmax}/L_{avg}</math>)</b>
R1	0.6 (6.0)	4.0	0.3
R2/R3	0.9 (9.0)	4.0	0.3

Notes: <sup>1</sup> R1 is typical for Portland cement concrete surface; R2/R3 is typical for asphalt surface

<sup>2</sup> fc = footcandles

Source: ANSI / IESNA RP-8-00 Table D1

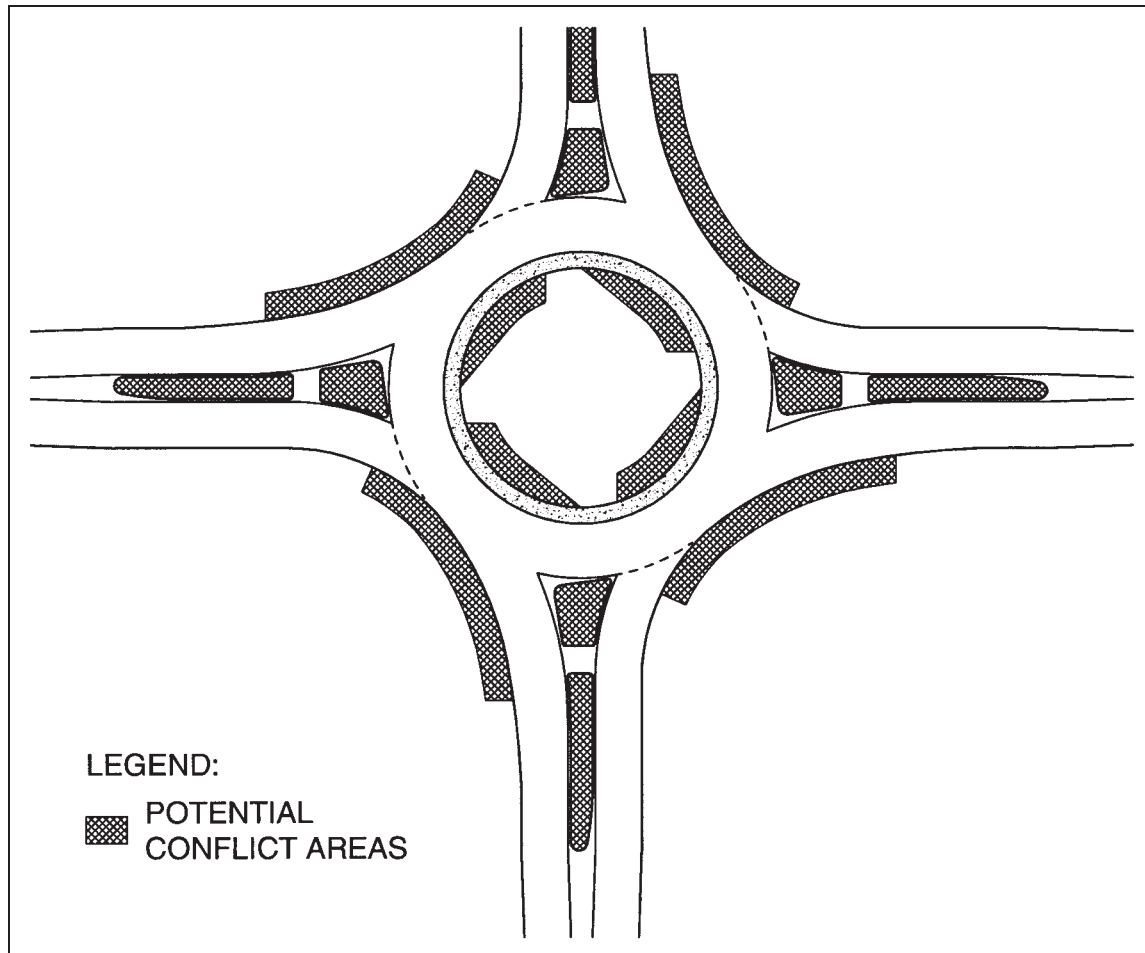
## Equipment Type and Location

A photometric analysis is required to determine luminaire wattage, mounting height, luminaire arm length, and pole placement at a roundabout. In general, the use of fewer luminaires with higher wattage mounted on traditional luminaire arms (“cobra-style”) is preferable to minimize the number of fixed objects in the public right-of-way, provided that the IES illuminance requirements are met. However, in urban areas where high pedestrian activity is expected or desirable, pedestrian-level illumination at lower mounting heights is often more consistent with urban design goals and should be considered. These types of luminaires may need to be supplemented by strategically located traditional cobra-style luminaires to provide adequate lighting at key conflict areas.

Lighting on SHA facilities should be installed using SHA standard equipment. Generally, this will involve the use of 40-foot poles with 250-W high-pressure sodium (HPS) “cobra-style” luminaires. If light trespass may be an issue, the designer should consider using 30-foot poles. In some instances, it may be necessary to install lease lighting on utility poles to avoid conflicts with utility lines. If the roundabout is to be installed as part of a community revitalization project or streetscape project, then the type of lighting installed should be complimentary to the lighting being installed throughout the rest of the project.

Exhibit 3-4 suggests critical conflict areas where run-off-the-road crashes are most prevalent at roundabouts. In these areas, lighting poles should be placed as far back from the curb face as practical, and no closer than 3 feet beyond the edge of the traveled roadway. In rural areas where pedestrian activity is low, breakaway pole bases are required for poles located in these critical areas. The placing of lighting in the central island should be avoided; instead, lighting should be placed on the periphery of the roundabout.

**Exhibit 3-4**  
**Critical Conflict Areas Affecting Lighting Pole Placement**

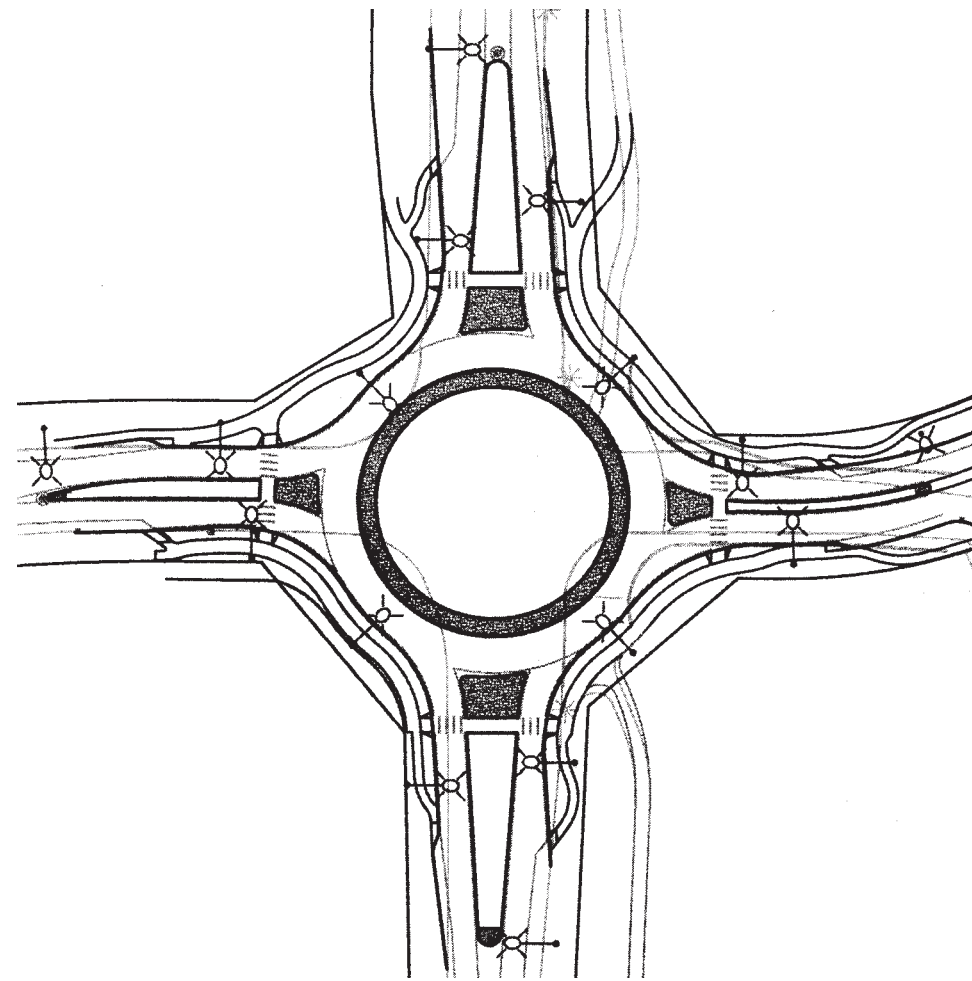


Source: Adapted from AS/NZS 1158.1.3:1997, Road lighting, Australian/New Zealand Standard, 1997, Figure 8.2, p. 39.

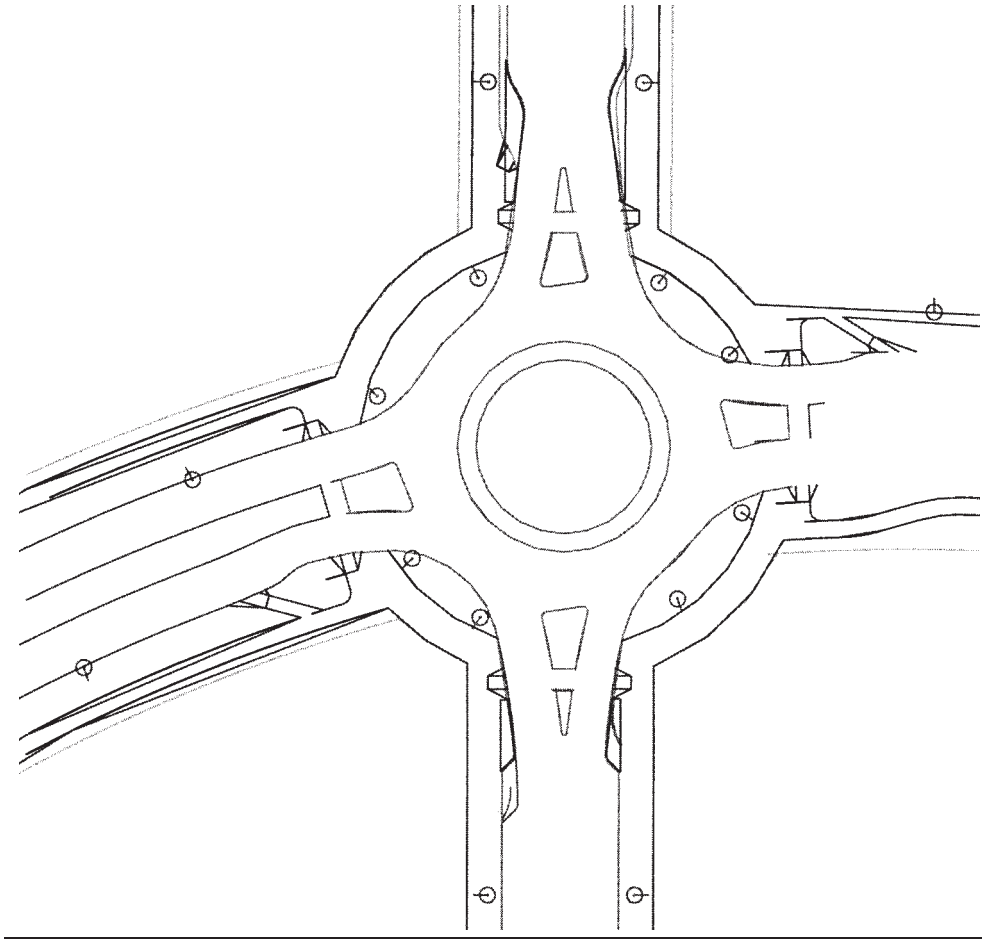
### Sample Illumination Layouts

The following three exhibits present some sample illumination plans demonstrating layouts using various types of luminaires. Each illumination plan has been customized to the specific geometry of the roundabout, photometric requirements, equipment options, and site constraints. Therefore, the reader is urged to exercise considerable caution if attempting to adapt one or more of these plans to another location.

**Exhibit 3-5**  
**Example of Illumination Using Cobra-Style Luminaires**



**Exhibit 3-6**  
**Example of Illumination Using Pedestrian-Level Luminaires**



**Exhibit 3-7**  
**Example of Illumination Using a Mix of Cobra-Style and Pedestrian-Level Luminaires**

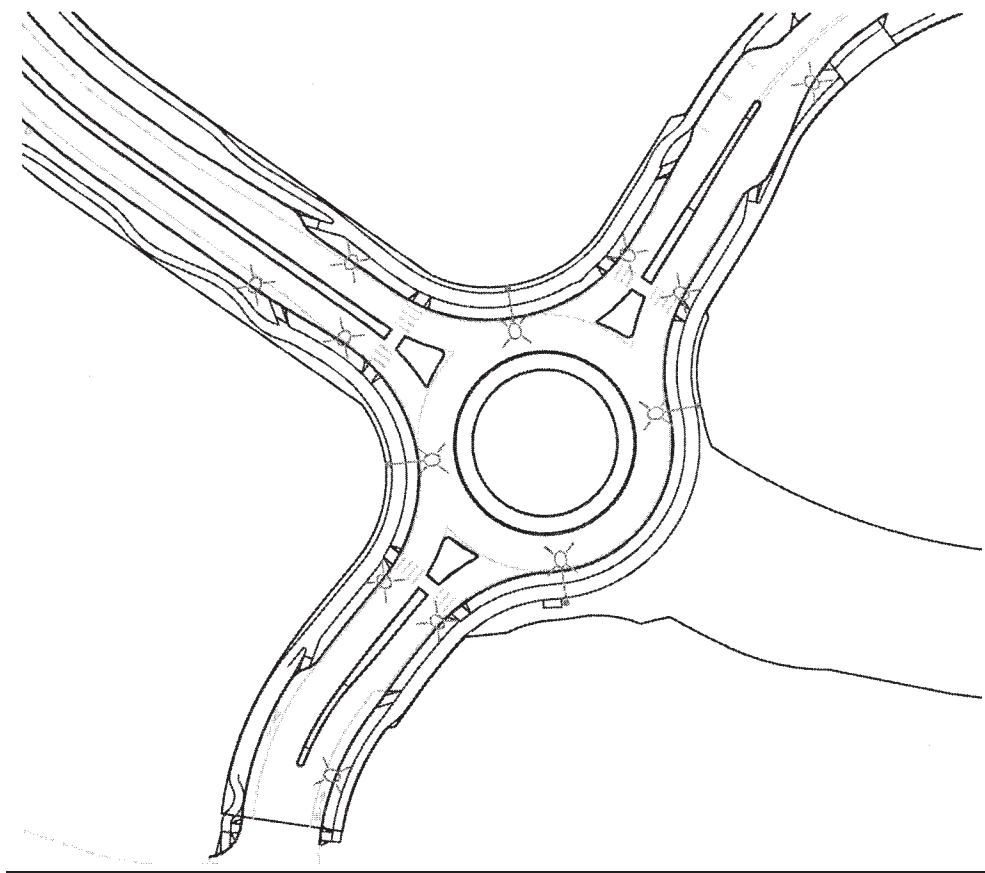




Table III-B.2:

**MARYLAND STATE HIGHWAY ADMINISTRATION**  
**EVALUATION FORM FOR INTERSECTION AND MID-BLOCK PEDESTRIAN CROSSING**  
**LIGHTING**

Location:

Evaluation

	Criteria	Score  Met = 1 Not Met = 0 (a)	Weight  (b)	Total  (a x b)
a.	Is intersection signalized?	0	5	0
b.	Does intersection have medians on any approach?	0	4	0
c.	Does intersection have left turn bays and /or other auxiliary lanes?	0	3	0
d.	Is intersection a freeway ramp terminal?	0	4	0
e.	Is there significant pedestrian volume after dark?	0	3	0
f.	Does intersection involve two or more state maintained highways?	0	1	0
g.	Does ADT of state highway exceed 15,000?	0	2	0
h.	Ratio of Night to total crashes (Min 5 crashes)	0.35-0.40	1	0
		0.40-0.45	3	0
		0.45-0.50	5	0
		> 0.50	8	0
i.	Is intersection at school entrance or children walking to school?	0	3	0
j.	Is operating speed on any road approach greater than 50 MPH?	0	4	0
k.	Is intersection sight distance restricted?	0	5	0
l.	Are there any brightly lighted areas, i.e., parking lots, commercial area, etc. within 300 feet of the intersection?	0	4	0
m.	Are any of the road approaches continuously lighted?	0	4	0
Total				0

- 1) Intersection lighting is to be considered by a score of 13 or more.
- 2) Potential for intersection lighting will be prioritized based on score.
- 3) Mid-block crossing lighting is to be considered by a score of 7 or more.

**Table III-B.3:**

**Recommended Maintained Illuminance Values for Intersections other than Roundabouts**

Road Classification	Pavement Classification <sup>1</sup>			Maximum Uniformity Ratio $E_{avg}/E_{min}$	Maximum Veiling Luminance Ratio $L_{vmax}/L_{avg}$
	R1 (fc)	R2 & R3 (fc)	R4 (fc)		
Intersection Lighting	0.6	0.9	0.8	4.0	0.3

<sup>1</sup> Pavement Classifications as IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.

**Table III-B.4:**

**Recommended Illuminance Values for Intersections of Continuously Lit Roadways<sup>3</sup>**

Functional Classification	Average Maintained Illuminance (fc)			Maximum Uniformity Ratio $E_{avg}/E_{min}$
	High <sup>2</sup>	Medium <sup>2</sup>	Low <sup>2</sup>	
Major/Major	3.4	2.6	1.8	3.0
Major/Collector	2.9	2.2	1.5	3.0
Major/Local	2.6	2.0	1.3	3.0
Collector/Collector	2.4	1.8	1.2	4.0
Collector/Local	2.1	1.6	1.0	4.0
Local/Local	1.8	1.4	0.8	6.0

<sup>2</sup> Pedestrian Conflict Areas (Pedestrian Activity Classifications) as defined in IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.

<sup>3</sup> Based on R2/R3 Pavement Classification defined in IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.

**Table III-C.1:**

**Recommended Luminance Values for Straight Continuously Lit Roadways**

Road and Pedestrian Conflict Area <sup>1</sup>		Average Luminance	Uniformity Ratio	Uniformity Ratio	Veiling Luminance Ratio
Road	Pedestrian Conflict Area <sup>1</sup>	$L_{avg}$ (cd/m <sup>2</sup> )	$L_{avg}/L_{min}$	$L_{max}/L_{min}$	$L_{vmax}/L_{avg}$
<b>Freeway Class A</b>		0.6	3.5	6.0	0.3
<b>Freeway Class B</b>		0.4	3.5	6.0	0.3
<b>Expressway</b>	High	1.0	3.0	5.0	0.3
	Medium	0.8	3.0	5.0	0.3
	Low	0.6	3.5	6.0	0.3
<b>Major</b>	High	1.2	3.0	5.0	0.3
	Medium	0.9	3.0	5.0	0.3
	Low	0.6	3.5	6.0	0.3
<b>Collector</b>	High	0.8	3.0	5.0	0.4
	Medium	0.6	3.5	6.0	0.4
	Low	0.4	4.0	8.0	0.4
<b>Local</b>	High	0.6	6.0	10.0	0.4
	Medium	0.5	6.0	10.0	0.4
	Low	0.3	6.0	10.0	0.4

<sup>1</sup> Pedestrian Conflict Areas (Pedestrian Activity Classifications) as defined in IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.

Table III-C.2 - SHA Evaluation Form for Continuous Freeway Lighting

Consideration No.	Consideration Description	Sub-Category	Score Met = 1 Not Met = 0 (a)	Weight (b)	Sub-Total (a) X (b)
1	Three or more successive interchanges are located with an average spacing of 1.5 mi or less and adjacent areas outside the right-of-way are substantially urban in character.			5	0
2	Sections of two miles or more passing through a substantially developed suburban or urban area in which local traffic operates on a complete street grid having some form of street lighting, parts of which are visible from the freeway.			5	0
3	Sections of two miles or more passing through a substantially developed suburban or urban area in which the freeway passes through a series of developments-such as residential, commercial, industrial and civic areas, colleges, parks, terminals, etc. that include lighted roads, streets, parking areas, yards, etc. that are lighted.			3	0
4	Sections of two miles or more passing through a substantially developed suburban or urban area in which separate cross streets, both with and without connecting ramps, occur with an average spacing of 0.5 mi or less, some of which are lighted as part of the local street system.			3	0
5	Sections of two miles or more passing through a substantially developed suburban or urban area in which the freeway cross section elements, such as median and shoulders, are substantially reduced in width below desirable sections used in relatively open country.			4	0
6	The ratio of nighttime to daytime crashes is at least 2.0 times the statewide average for similar roadways, and a study indicates that lighting may be expected to result in a significant reduction in the night crash rate.			10	0
7	Nighttime fatalities within analyzed segment in past 3 years	0		0	0
		1		2	0
		2		4	0
		3 or more		5	0
8	Average Daily Traffic (ADT)	49,999 or less		0	0
		50,000-79,999		1	0
		80,000-149,999		2	0
		150,000-199,999		3	0
		200,000 or more		5	0
9	Context Zone	A) Urban Core		4	0
		B) Urban Center		3	0
		C) Suburban Activity Center / Traditional Town Center		2	0
		D) Suburban		1	0
		E) Rural		0	0
Total					0

Continuous freeway lighting may be considered by a score of 24 or more

**Table III-E.1:**

**Recommended Vertical Illuminance Values for Mid-Block Pedestrian Crossings**

<b>Pedestrian Conflict Area<sup>1</sup></b>	<b><math>E_{vmin}</math> (fc)<sup>2</sup></b>
High	3.7
Medium	2.8
Low	1.9

<sup>1</sup> Pedestrian Conflict Areas (Pedestrian Activity Classifications) as defined in IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.

$E_{vmin}$  = Minimum vertical illumination at 1.5 m (4.9 ft) above crosswalk measured in both directions parallel to vehicle flow.

**Table IV-B.1:**

**Recommended Illuminance Levels for Roadway Rest Areas<sup>1</sup>**

Rest Area	Average Horizontal Illuminance (fc)	Uniformity Ratio (AVG:MIN)
Entrance and Exit	<i>Refer to Table III-A.4</i>	
Access Lanes		
Gores		
Interior Roadways	0.6	3:1
Activity Areas <sup>2</sup>		
Major	1.0	3:1
Minor	0.5	6:1

<sup>1</sup> The illuminance values recommended represent the condition just prior to cleaning and/or group relamping as calculated and planned in the design procedure.

<sup>2</sup> Activity Areas are not a focus of the SHA OOTS lighting design, however if provided shall meet these values.

**Table IV-B.2:**

**Recommended Maintained Illuminance Values for Parking Areas**

<b>Rest Area</b>	<b>Minimum Horizontal Illuminance<sup>1</sup> (fc)</b>	<b>Uniformity Ratio<sup>2</sup> (MAX:MIN)</b>	<b>Minimum Vertical Illuminance<sup>3</sup> (fc)</b>
<b>Basic</b>	0.2	20:1	0.1
<b>Enhanced Security<sup>4</sup></b>	0.5	15:1	0.25

<sup>1</sup> For preliminary design, an average value of 1 hfc for basic illuminance and 2.5 horizontal footcandles (hfc) for enhanced illuminance may be calculated. The minimum points and maximum point are then calculated and the uniformity ratio checked for compliance with the table's values.

<sup>2</sup> The highest horizontal illuminance point divided by the lowest horizontal illuminance point or area should not be greater than the values shown.

<sup>3</sup> Facial recognition can be made at levels as low as 0.25fc. The IESNA Security Lighting committee recommends that for facial identification, the minimum vertical illuminance should be 0.5fc. This should be measured at 5ft above the surface in various directions.

<sup>4</sup> If personal security or vandalism is a likely and/or severe problem, a significant increase of the Basic level may be appropriate.

**Table IV-C.1:**

**Recommended Lighting Values for Pedestrian Portion of Underpasses with Walkways/Bikeways**

	$E_H$ (fc)	$E_{vmin}$ (fc)	$E_{avg}/E_{min}^1$
<b>Night</b>	4.0	2.0	3.0
<b>Day<sup>2</sup></b>	10.0	5.0	3.0

$E_H$  = Average horizontal illumination at walkway/bikeway

$E_{vmin}$  = Minimum vertical illumination at 1.5 m (4.9 ft) above walkway/bikeway measured in both directions parallel to the main pedestrian flow.

<sup>1</sup> Horizontal only

<sup>2</sup> Use only when an engineering study indicates that enhanced security lighting is required.



**Table IV-E.1 - SHA Evaluation Form for Pedestrian Lighting**  
**Considerations for Continuous and Non-Continuous (Conflict Area) Pedestrian Lighting**

Considerations for Continuous and Non-Continuous (Control Area) Pedestrian Lighting					
Consideration No.	Consideration Description	Sub-Category	Score Met = 1 Not Met = 0 (a)	Weight (b)	Sub-Total (a) X (b)
1	The system is within ½ mile of a transit center or ¼ mile of a major transit stop or is along a connection between two or more transit centers.			5	0
2	The system falls within a designated Priority Funding Area.			1	0
3	The system is within ½ mile of an educational or similar facility that generates significant pedestrian and/or bicyclist traffic during hours of darkness.			5	0
4	The total number of pedestrians and/or bicyclists within any one-hour period of darkness is greater than 100.			7	0
5	The system is within a commercial area with significant nighttime activities.			4	0
6	Pedestrian and/or bicyclist safety issues have been documented after dark.			4	0
7	Context Zone	A) Urban Core		0	0
		B) Urban Center		0	0
		C) Suburban Activity Center / Traditional Town Center		3	0
		D) Suburban		4	0
		E) Rural		1	0
8	Located in areas with high ambient light levels (parking lots, transit centers, etc.)			3	0
9	Average Daily Traffic (ADT) Exceed 15,000			3	0
10	Facility Type	Non-Divided, 2 or 3 Lanes		0	0
		Non-Divided, 4+ Lanes		1	0
		Divided, 4+ Lanes		2	0
11	Speed Limit <i>Per ANSI/IES RP-8-18, continuous roadway lighting may not be necessary when the posted speed limit is less than 30 mph. At lower speeds, low beam headlights extend the entire stopping sight distance which provides enough time for drivers to identify and react to obstacles in the roadway.</i>	Less than 30 MPH		0	0
		30 MPH to 45 MPH		2	0
		Greater Than 45 MPH		3	0
12	Spacing of crossings or intersections is greater than 800 feet. <i>Along roadways with intersection or crosswalk spacing less than 800 feet, isolated crosswalk lighting might be feasible instead of continuous pedestrian lighting. (Refer to Table III-B.2)</i>			3	0
13	Nighttime Pedestrian Fatality Has Occurred Within Past 5 Years	None		0	0
		1		6	0
		2		8	0
		3		10	0
		4		12	0
		5 or Greater		14	0
14	Sidewalk Buffer from Roadway Less Than 5 Feet or No Buffer			3	0
15	No barrier between sidewalk or bicycle way and travel lanes			3	0
16	Functional Classification	Interstate/OPA Freeway and Expressway		0	0
		Principal Arterial Other		3	0
		Minor Arterial		2	0
		Collector (Major or Minor)		2	0
		Local		1	0
Total					0

Pedestrian lighting may be considered by a score of 18 or more

**Table IV-E.2:**

**Recommended Maintained Illuminance Values for High Pedestrian Conflict Areas<sup>1</sup>**

	$E_H$ (fc)	$E_{vmin}$ (fc)	$E_{avg}/E_{min}^*$
<b>Mixed Vehicle and Pedestrian**</b>	2.0	1.0	4.0
<b>Pedestrian</b>	1.0	0.5	4.0

**Table IV-E.3:**

**Recommended Maintained Illuminance Values for Medium Pedestrian Conflict Areas<sup>1</sup>**

	$E_H$ (fc)	$E_{vmin}$ (fc)	$E_{avg}/E_{min}^*$
<b>Pedestrian</b>	0.5	0.2	4.0

**Table IV-E.4:**

**Recommended Maintained Illuminance Values for Low Pedestrian Conflict Areas<sup>1</sup>**

	$E_H$ (fc)	$E_{vmin}$ (fc)	$E_{avg}/E_{min}^*$
<b>Rural/Semi-Rural Areas</b>	0.2	0.06	10.0
<b>Low Density Residential</b>	0.3	0.08	6.0
<b>Medium Density Residential</b>	0.4	0.1	4.0

\* Horizontal

\*\*Mixed vehicle and pedestrian refers to those areas where the pedestrians are immediately adjacent to vehicular traffic without barriers or separation. Does not apply to mid-block crossings.

$E_H$ =Average horizontal illuminance at walkway/bikeway

$E_{vmin}$  = Minimum vertical illumination at 1.5 m (4.9 ft) above walkway/bikeway measured in both directions parallel to the main pedestrian flow.

<sup>1</sup> Pedestrian Conflict Areas (Pedestrian Activity Classifications) as defined in IES RP-8 Recommended Practice: Lighting Roadway and Parking Facilities.



# Agenda Item Summary Report

<b>Meeting Date:</b> March 10, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: FY 2025 Community Grant Process   March 2025</b>	
Introduction of the Community Grant Process for FY 2025 (Information Only)	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Grant Application FY 24 Revised Grant Application FY 25
<b>Recommended Action:</b>	
Town staff has developed a revised application and process for FY 2025	
<p>Town of Bladensburg   FY 2025 COMMUNITY GRANT PROGRAM</p> <p><b>Summary:</b> The Town of Bladensburg is pleased to announce its FY 2025 Community Grant Program, where nonprofit organizations can apply for funds to support operational and capital projects. The application is accessible on the Town’s website at <a href="http://www.bladensburgmd.gov">www.bladensburgmd.gov</a> and is due on <b>Wednesday, April 30, 2025</b>, by 3:30 PM to Regine Watson at <a href="mailto:clerk@bladensburgmd.gov">clerk@bladensburgmd.gov</a>.</p> <p>The Town issues “operating grant” to support the day-to-day costs of running a non-profit organization. A “capital grant” funds nonprofit organizations to purchase equipment and related supplies or make capital improvements (renovations, remodeling, etc.). – Maximum Award \$2,000</p> <p><b>Award Criteria:</b></p> <ol style="list-style-type: none"><li>1. Organizations that provide services that sustain and empower youth, families, and individuals to move towards an improved quality of life and self-sufficiency.</li><li>2. Organizations that provide programs that preserve and enhance a community’s character.</li><li>3. Organizations that provide programs that contribute to a vibrant economy; or</li><li>4. Programs that are integral to community revitalization, economic development, and environmental sustainability.</li></ol> <p>The town administrator can answer any questions about this item.</p>	
<b>Budgeted Item:</b> Yes [ X ] No [ ] <b>Budgeted Amount:</b> \$ 12,000 <b>One-Time Cost:</b> \$2,000 per Awardee <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

**Town of Bladensburg  
Community Grant Program**  
4229 Edmonston Road  
Bladensburg, MD 20710  
301-927-7041



## **Town of Bladensburg COMMUNITY GRANT PROGRAM Fiscal Year 2024 (FY24) Grant Application and Guidelines**

- A. For the purpose of this section, an “operating grant” shall provide support for the day-to-day costs of running the non-profit organization. A “capital grant” shall provide funds to nonprofit organizations to purchase equipment and related supplies or to make capital improvements (renovations, remodeling, etc.).
- B. Subject to the availability of funds, the Town will consider funding an operating and/or capital grant to a non-profit organization with an application submission that meets one of the following criteria:
  1. Provides services that sustain and empower youth, families, and individuals to move towards an improved quality of life and self-sufficiency.
  2. Provides programs that preserve and enhance a community’s character;
  3. Provides programs that contribute to a vibrant economy; or
  4. Promotes programs that are integral to community revitalization, economic development, and environmental sustainability.
- C. A committee shall be convened to review and evaluate applications submitted to the Town of Bladensburg.
  1. The Committee shall consist of the Mayor’s designated staff person, the Treasurer, the Town Administrator, and up to two at-large staff persons.
  2. The Grant committee will make recommendations that will be approved at the July 15, 2024, Mayor and Council Work Session and Meeting.
  3. Committee recommendations to the Mayor and Council will have the following order of preference:
    - a. Organizations directly serving Town residents.
    - b. Organizations directly serving Port Towns residents.
    - c. Organizations indirectly serving Town and Port Town residents.
- D. Application qualification criteria:
  1. Applicant shall have the administrative and financial capacity to carry out the project successfully and shall be in good standing with the Maryland Department of Taxation;
  2. The project shall help meet the criteria outlined in paragraph B of this section;
  3. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost and
  4. The applicant shall demonstrate the ability to leverage additional funds.

## Guidelines and Instructions

Applications must be received by **July 3, 2024, at 3:00 PM. Applications received after this date and time will not be considered, and extensions will not be permitted.**

Please submit online or by email to [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).

Grant applications will be available for download on the Town's website at [www.bladensburgmd.gov](http://www.bladensburgmd.gov).

Please complete all forms and answer all questions in the application. The application form does not limit the number of words in each section. However, please answer the questions concisely in the space provided.

Incomplete applications will be returned to the applicant without further consideration.

***Limited funding available, maximum grant funding available per requesting applicant will be up to \$2,000 based on the final FY24 approved budget.***

## REQUIRED DOCUMENTS

The following documents are required and must be included in all applications:

1. **Federal Tax-exempt IRS determination letter:** Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax-exempt status.
2. **Good Standing Status:** Include the most recent copy (2017) of the organization's general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
3. **Articles of Incorporation:** Include a copy of the Articles of Incorporation.
4. **Organizations' Bylaws:** Please include a copy of your organizational bylaws.
5. **Board of Directors:** Please list all board members and terms.
6. **Mission Statement** – Include the organization's Mission Statement.
7. **Copy of the last audit or financial statements**—If audited financials are unavailable, please provide a copy of the organization's most recent IRS 990 tax return.
8. **Organization budget for the current year:** Provide a copy of the most recent budget, including income, expenses, and debts.
9. **Form-W9:** Signed request for Taxpayer's Identification Number and Certification.
10. **Insurance Requirement:** Proof of Insurance.
11. **Letter of Support:** Include at least one (1) Letter of Support with an original signature from a community group, PTA/PTO, or church located within the radius as evidence of community need.

If this request includes partner organizations, please provide a copy of a Memorandum of Understanding, support letters, or a description of each organization's roles and responsibilities that is signed by all parties. If you have any questions or concerns, please get in touch with Jessica Amaya at 410-927-7048 or by email at [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).





**Community Grant Application**  
**Deadline July 3, 2024**  
**3:00 P.M.**

Organization Name: \_\_\_\_\_

Executive Director/Officer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Federal ID# \_\_\_\_\_

Incorporation Date \_\_\_\_\_ 501 (c) (3) Registration Date \_\_\_\_\_

Project Title \_\_\_\_\_

Project Location (s) \_\_\_\_\_

Amount Requested                      \$ \_\_\_\_\_

**RESIDENCE OF CLIENTS SERVED** (*Preference will be given to agencies serving Bladensburg residents – Check all that apply*)

- ☐ Town of Bladensburg
- ☐ Prince George’s County
- ☐ Port Towns (Edmonston, Cottage City, Colmar Manor)

**EXECUTIVE SUMMARY** - Provide a brief summary of your project. Please include the following items: the purpose of the project, the number of people living in the Town of Bladensburg to be served, and how the Town grant funds will be used.

**PROGRAM INFORMATION** - Describe the overall or general purpose of your agency

**COMMUNITY NEED/POPULATION BEING SERVED:** Describe the issue or community that need to be addressed. Provide the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.

**PROJECT DESCRIPTION-** Please provide a detailed description of the program you are proposing. Please include the group of people you plan to serve, the number of expected participants, the activities or services you will provide, and the location of the program/project.

**METHODOLOGY-** Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program.

**FUNDING SOURCES -** What efforts have you made to obtain funding from other sources, including fundraising, dues, and any requests for other county/state programs?

**ORGANIZATION CAPABILITIES** - Describe the organization's ability to implement the program/project

**IMPACT** - Describe the Town funds' impact on your program/project.

**Obtaining a printout of Good Standing Status**  
**From the Maryland Department of Assessments and Taxation**

The Maryland State Department of Assessments and Taxation (SDAT) website provides information about business entities.

Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Under “Business Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with SDAT.

A printout of entity details from the Maryland Department of Assessments and Taxation webpage indicating the organization's good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

**Attachments to be included with the Grant Application**  
***Identify each document alphabetically***

**DOCUMENT CHECKLIST**

**Please ensure you have attached the required documents before submitting your grant application.**

- ☐ **ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter.  
(The organization's Name must match the SDAT Records)
- ☐ **ATTACHMENT- B** - Good Standing Status with the State of Maryland  
(The organization's Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- C** - Articles of Incorporation  
(The organization's Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- D** - Organizations By-Laws  
(The organization's Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- E** – Board of Directors with names, addresses, and terms of office
- ☐ **ATTACHMENT- F** - Organization Mission Statement
- ☐ **ATTACHMENT-G** - Financial Statements
- ☐ **ATTACHMENT - H** – Copy of budget for the current year
- ☐ **ATTACHMENT-I** - Signed For W-9 Request for Taxpayer-Identification Number & Certification (The Organization’s Full Legal Name must match SDAT records)
- ☐ **ATTACHMENT-J** – Insurance requirements/proof of insurance
- ☐ **ATTACHMENT K** – Letter(s) of Support

CERTIFICATION

***“I certify that*** I have reviewed this application and that, to the best of my knowledge, all statements and figures contained herein are true, accurate, and complete. If your organization does not have a Board of Directors, please indicate “NA” on the signature line and have the organization director sign.

Signature of Chief Executive Officer

Date

Print Name

Title

Address

Phone

Email





# Town of Bladensburg

## Community Grant Program

### Fiscal Year 2025 (FY25) Grant Application & Guidelines

#### A. Program Overview

The Town Council of Bladensburg awards **annual community grants** to organizations that serve the residents of **Bladensburg and Port Towns**. The Council prioritizes programs that support **operational expenses** and **small capital projects**. For **FY25**, the Town has allocated **\$12,000** for the Community Grant Program, offering up to **six (6) grants** of **\$2,000 each**.

#### B. Eligibility Criteria

Subject to funding availability, the Town will consider **operational and/or capital grant** applications from **nonprofit organizations** that meet at least one of the following criteria:

1. Provide **services that sustain and empower** youth, families, and individuals, promoting self-sufficiency and an improved quality of life.
2. Implement **programs that preserve and enhance** the community's character.
3. Offer **initiatives that contribute to a vibrant economy** within the Town.
4. Develop **programs integral to community revitalization, economic development, and environmental sustainability**.

#### C. Grant Review Process

A **Grant Review Committee** will be convened to evaluate applications. The Committee will include designated **Town staff members**, including the **Treasurer, Town Clerk, and up to two additional staff members**.

#### D. Application Qualification Requirements

Applicants must meet the following requirements:

1. Demonstrate **administrative and financial capacity** to successfully implement the proposed project and maintain **good standing with the Maryland Department of Taxation**.
2. Clearly show alignment with **one or more** of the eligibility criteria outlined in **Section B**.
3. Provide **evidence that the project will offer significant public benefit** relative to its cost.
4. Demonstrate the ability to **leverage additional funding** or resources.

#### E. Grant Committee Recommendations

The **Grant Review Committee** will present its recommendations to the **Mayor and Town Council** for consideration during the **May or June 2025 Council Meeting**.

# Application Guidelines & Submission Instructions

## Application Deadline:

All applications must be submitted by **Wednesday, April 30, 2025, at 3:30 PM.**

**Late applications will not be considered. Faxed applications will not be accepted. No extensions will be granted.**

## Submission Information:

Grant applications will be available at Town Hall and can also be downloaded from the Town’s website. Applicants are asked to submit their completed applications via **email** to:

✉ **clerk@bladensburgmd.gov**

For questions or in person inquiries contact:

📍 **Town of Bladensburg**

Attn: **Regine Watson, Town Clerk**

**4229 Edmonston Road, Bladensburg, MD 20710**

## Application Requirements:

- All sections of the application must be **fully completed**.
- Responses should be **concise yet comprehensive**.
- **Incomplete applications** will be returned and will not be considered for funding.

## Reporting Requirements:

Grant recipients must submit a **final report** by June 1, 2026 (maximum **five pages**) to the **Town Clerk**, detailing:

- How the funds were used.
- Project outcomes and achievements.
- Event highlights, including **photos** if applicable.

## Funding Limitations:

Due to **limited funding**, each applicant may request up to **\$2,000** based on the **final FY25 approved budget**.

For further inquiries, please contact the **Town Clerk’s Office** at **clerk@bladensburgmd.gov** or call **Town Hall**.

## DOCUMENT LISTING

The following documents are required and must be included in all applications:

- ☐ **FY 2025 | Community Grant Application**
- ☐ **Supplemental Material** (Optional)
- ☐ **Federal Tax-exempt IRS determination letter** or **Letter of Fiscal Sponsorship** |Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax-exempt status.
- ☐ **Good Standing Status** – Include the most recent copy of the organization's general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
- ☐ **Articles of Incorporation** – Include a copy of Articles of Incorporation.
- ☐ **Organizations' Bylaws** –include a copy of your organization's bylaws.
- ☐ **Listing of Board of Directors** - including addresses, phone numbers and terms.
- ☐ **Organization Mission Statement** – **Include the organization's** Mission Statement.
- ☐ **Copy of the last audit or financial statements**—If audited financials are not available, please provide a copy of the organization's most recent IRS 990 tax return.
- ☐ **Organization budget for the current year** – Please include income, expenses, and debts.
- ☐ **Form-W9**- Signed request for Taxpayer's Identification Number and Certification.
- ☐ **Insurance Requirement**- Proof of Insurance, if applicable.
- ☐ **Letter(s) of Support** – Include at least one (1) Letter of Support from a community group (preferably based in the Town of Bladensburg). Other support letter examples include PTA/PTO or church located within the radius as evidence of community need.

If this request includes partner organizations, please provide a copy of a Memorandum of Understanding, support letters, or a description of each organization's roles and responsibilities that is signed by all parties.

If you have any questions or concerns, don't hesitate to contact Regine Watson at 410-927-7048 or by email at [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov).

FY 2025 | Community Grant Application  
Deadline April 30, 2025  
3:30 P.M.



Organization Name: \_\_\_\_\_

Executive Director/Officer \_\_\_\_\_

Fiscal Sponsor Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Federal ID# \_\_\_\_\_

Incorporation Date \_\_\_\_\_ 501 (c) (3) Registration Date \_\_\_\_\_

Project Title \_\_\_\_\_

Project Location \_\_\_\_\_

CERTIFICATION

***"I certify that*** I have reviewed this application and that, to the best of my knowledge, all statements and figures contained herein are true, accurate, and complete. If your organization does not have a Board of Directors, please indicate "NA" on the signature line and have the Organizations Director sign.

\_\_\_\_\_  
Signature of Chief Executive Officer Date

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Provide the following information about your clients based on your most recent data. Information current as of (date) \_\_\_\_\_**

**RESIDENCE OF CLIENTS SERVED** (*Preference will be given to agencies serving Bladensburg residents*)

Town of Bladensburg \_\_\_\_\_

Prince Georges County \_\_\_\_\_

Port Towns (Edmonston, Cottage City, Colmar Manor ) \_\_\_\_\_

**EXECUTIVE SUMMARY** - Provide a brief summary of your project and organization. Please be sure to include the following items: the purpose of the project, the number of people living in **the Town of Bladensburg** to be served, and how the Town grant funds will be used.

**PROGRAM INFORMATION** - Describe the overall or general purpose of your agency and how it serves the residents of Bladensburg.

**PERFORMANCE HISTORY (Prior Grant Award Applicants Only)** - If you received Town Grants last year, please evaluate the progress you have made in implementing the project. Please discuss factors that may have hindered your progress

**COMMUNITY NEED/POPULATION BEING SERVED-** Describe the issue or community that needs to be addressed. Provide the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.



**PROJECT DESCRIPTION-** Please provide a detailed description of the program you are proposing. Please include the group of persons you plan to serve, the number of expected participants, the activities or services you will provide, and the location of the program/project.

**METHODOLOGY-** Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program.

**COMMUNITY INVOLVEMENT AND IMPACT** - Please provide activities and events that your organization has held within the Town of Bladensburg and the Port Towns. Tell us about the impact of your community activities.

**ORGANIZATION CAPABILITIES** - Describe the organization’s ability to implement the program/project

**SUPPLEMENTAL MATERIALS:** Please attach any materials that will provide more context for your activities and events in the Town of Bladensburg and the Port Towns. *Examples include event flyers, social media posts, links to media articles, and other information on your organization.*

## PROJECT BUDGET

Please see the template budget chart for this project, which includes all budget items and the total budget for each item.

Note the funding cap of this grant is \$2000.00.

Budget Category	Description	Requested Amount (\$)
Personnel	(Stipends for project staff, if applicable)	
Supplies & Materials	(List project-related items such as tools, equipment, or materials)	
Contractual Services	(Payments for external services such as consultants or instructors)	
Event Expenses	(Venue rental, permits, marketing, refreshments, etc.)	
Printing & Outreach	(Flyers, posters, online ads, or other marketing materials)	
Transportation	(Mileage reimbursement or rental costs, if applicable)	
Other Costs	(Miscellaneous expenses essential to the project)	
Total Requested	(Must not exceed \$2,000)	\$_____

**Obtaining a printout of Good Standing Status**  
**From the Maryland Department of Assessments and Taxation**

Information about business entities can be found at the Maryland State Department of Assessments and Taxation (SDAT) website.

Go to [www.dat.state.md.us](http://www.dat.state.md.us). From the center of the home page, select “Business Data Search”. From the menu in the second block, select “Business Entity Information”. Under “Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with the SDAT.

A printout of entity details from the Maryland Department of Assessments and Taxation webpage indicating the organization's good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

**Attachments to be included with the Grant Application**  
***Identify each document alphabetically***

**DOCUMENT CHECKLIST**

**Please check and make sure you have attached the required documents before submitting your grant application.**

- ☐ **ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter or Fiscal Sponsor Information. (The organization's Name must match the SDAT Records)
- ☐ **ATTACHMENT- B** - Good Standing Status with the State of Maryland (Organization’s Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- C** - Articles of Incorporation (Organization’s Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- D** - Organizations By-Laws (Organization’s Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- E** – Board of Directors with names, addresses, and terms of office
- ☐ **ATTACHMENT- F** - Organization Mission Statement
- ☐ **ATTACHMENT- G** - Financial Statements



- ☐ **ATTACHMENT -H** – Copy of budget for the current year
- ☐ **ATTACHMENT-I** - Signed For W-9 Request for Taxpayer-Identification Number & Certification (Organizations Full Legal Name must match SDAT records)
- ☐ **ATTACHMENT-J** – Insurance requirements/proof of insurance
- ☐ **ATTACHMENT K** – Letter(s) of Support



## Agenda Item Summary Report

**Meeting Date:**  
March 10, 2025

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

### Item Title: Town Scholarship FY 2025 (Information Only)

Introduction of the Town Scholarship Process for FY 2025 (Information Only)

**Work Session Item [X]**  
**Council Meeting Item [X]**

**Documentation Attached:**  
Application FY 25

### Recommended Action:

Town staff has developed a revised application and process for FY 2025

Town of Bladensburg | TOWN SCHOLARSHIP | FY 2025

**Summary:** The Town of Bladensburg is pleased to announce its FY 2025 Town Scholarship, the Town is offering five (5) \$1,000 scholarships to Bladensburg residents who seeking higher education at accredited college, university, or trade school. The application is accessible on the Town's website at [www.bladensburgmd.gov](http://www.bladensburgmd.gov) and is due on **Wednesday, April 30, 2025**.

The Town scholarship is for Town of Bladensburg residents who are high school seniors the Maximum Award \$1,000 for a total amount of up to \$5,000.

#### Scholarship Criteria:

1. Must be a Town of Bladensburg resident.
2. Applicants will complete the Town application

The town administrator can answer any questions about this item.

**Budgeted Item:** Yes [X] No []  
**Budgeted Amount:** \$ 12,000  
**One-Time Cost:** \$2,000 per Awardee  
**Ongoing Cost:**

**Continued Date:**

**Council Priority:** Yes [ ] No [ ]

**Approved Date:**

# Town of Bladensburg Soaring Eagle Scholarship Application 2025



Section 4, Item F.

New for 2025, The Town of Bladensburg is proud to offer the Soaring Eagle Scholarship to recognize and support Bladensburg residents who spread their wings are committed to continuing their education at a post-secondary institution. This program aims to honor high school seniors and current college students who demonstrate academic excellence, community involvement, and a passion for higher learning.

The Town of Bladensburg will award \$1,000 scholarships to 5 qualifying students. This scholarship can be used for tuition, books, or other educational expenses at an accredited post-secondary institution, including universities, colleges, or technical/vocational schools.

## Eligibility Criteria

To be eligible for the Soaring Eagle Scholarship, applicants must meet the following requirements:

- Residency: Must be a resident of Bladensburg
- Academic Standing: Must have a minimum GPA of 2.5.
- Enrollment: Must be enrolled in a post-secondary institution (college, university, or technical/vocational school) for the 2025-2026 academic year.
- Application Submission: All completed application forms, including required documents, must be submitted by the deadline.

## How to Apply

Applicants must complete the Soaring Eagle Scholarship Application Form. The application form will ask for the following information:

- Full Name
- Address
- School (Current high school or college/university/vocational)
- Grade Point Average (GPA)

In addition to the basic application information, applicants must submit the following:

- Unofficial Transcript showing current GPA.
- Two Letters of Recommendation
- A 500-word essay answering the following prompts:

Essay Prompt: What are your academic goals, and how do you plan to achieve them?

If you were a Bladensburg elected official, what initiatives or changes would you implement to enhance the town and support its residents?

## Application Deadline

The application deadline is **April 30, 2025, by 5:00 PM.**

## Selection Process

Scholarship recipients will be selected by the Bladensburg Scholarship Committee. Selection is based on the following factors:

- Academic Achievement (GPA)
- Community Involvement
- Extracurricular Activities
- Essay Responses
- Letters of Recommendation

Selections will be made without regard to race, color, religion, gender, national origin, age, disability, or any other protected status.



# Town of Bladensburg Soaring Eagle Scholarship Application 2025

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Current High School or Post-Secondary Institution:  
\_\_\_\_\_

Grade Point Average (GPA): \_\_\_\_\_

Along with the scholarship application, please submit the following documents to clerk@bladensburgmd.gov with the subject line: "Soaring Eagle Scholarship Application 2025 - (Your Name)" by **April 30, 2025, at 5:00 PM**: Unofficial Transcript, Essay, Recommendation Letters, and Resume (optional).

## Questions

For more information or to inquire about the application process, please contact:

Bladensburg Town Hall

Phone: 301-927-7048

Email: clerk@bladensburgmd.gov

Social Media: @bladensburgmd

Website: [www.bladensburgmd.gov](http://www.bladensburgmd.gov)





# TOWN OF BLADENSBURG SOARING EAGLE SCHOLARSHIP



## Eligibility

- Residency: Must be a resident of Bladensburg
- Academic Standing: Must have a minimum GPA of 2.5
- Enrollment: Must be enrolled in a post-secondary institution

Scan to  
Apply



5

\$1000

**Scholarships!**

- Deadline: April 30, 2025





## Agenda Item Summary Report

**Meeting Date:**  
March 10, 2025

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator  
Regine Watson, Town Clerk

Item Title: Bostwick House Update | Community Activation Event | March 2025

**Discover Bostwick** | An update on the community activation event planned for May 5, 2025 (12 PM – 3 PM)

**Work Session Item [X ]**  
**Council Meeting Item [X]**

**Documentation Attached:**

**Recommended Action:**

**INFORMATION ONLY:** This is another update to give the Council more information about the planned event on the exterior of Bostwick House. This will allow residents to understand the site's history and significance.

### Overview and Summary for the Town Council: Discover Bostwick Event

**Event Title:** Discover Bostwick

**Date/Time:** Saturday, May 3, 2025, 12:00 – 3:00 PM

**Partners:**

1. M-NCPPC Prince George's County Placemaking Section (PGC Placemaking)
2. Town of Bladensburg
3. University of Maryland – Historic Preservation Program

**Theme:**

"Contextualizing Bostwick for the Current Community in 2025"

**Event Summary:** The Discover Bostwick event will highlight the historical and cultural significance of the Bostwick property while engaging the local community in a family-friendly, interactive outdoor event. Activities will primarily focus on the lawn and include tours of the orchard and exterior displays showcasing the property's history.

**Event Offerings:**

- **Vendors – Artisans/Makers:** Small, local businesses and makers will offer items for sale.
- **Food Options:** Local food trucks will be on-site, and necessary applications and health inspections will be coordinated in advance.
- **Music:** Performances from musical artists, DJs, or school groups will be featured.
- **Arts:** Collaborative arts-related activities in partnership with local arts organizations.
- **Local/Cultural Organizations:** Participation from local nonprofits and groups, including the library, Anacostia Watershed Trust, Eco City Farms, UMD, M-NCPPC Port Towns team, and Sankofa Arts on a Roll.
- **Children's Activities:** Games and activities designed to engage young attendees.

**Planning Leadership:** Ray Jefferies and Regine Watson are leading the project. They will provide updates on the event's scale and scope and coordinate with food vendors and other contributors to

ensure a successful event.

**Significance:** This event serves as the launch of the community engagement process recommended by the Urban Land Institute (ULI) in its Technical Assistance Panel (TAP) report, which was shared with the Council on January 13, 2025, and February 10, 2025. It aligns with the broader goal of fostering community connections and awareness of Bostwick’s historical and cultural value.

**Next Steps:** The Town Administrator and the Town Clerk are available to address any questions or provide additional information about the event planning process and logistics.

This event promises to be an exciting opportunity to unite the community while showcasing Bostwick's rich history in a contemporary context.

<b>Budgeted Item:</b> Yes [ ] No [ ] 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 [ ] No [ ]	<b>Approved Date:</b>



## Agenda Item Summary Report

**Meeting Date:**  
March 10, 2025

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator  
Roger Rinehart, Code Enforcement Supervisor

**Item Title: Mosquito Control Program – Prince George’s County | 2025 Program**

**Work Session Item [X ]**  
**Council Meeting Item [X]**

**Documentation Attached:**  
Information Sheet  
Standard Operations and Procedures

**Recommended Action:**

This is an annual program – this report is information only for the residents and Town Council.

**Item Summary:**

The Maryland Mosquito Control program serves around 2,100 communities in 16 counties across Maryland. Its main purpose is to prevent mosquito-borne illnesses in humans, pets, and livestock. The Town of Bladensburg participates in this program annually and provides the state and county with a map of the areas for spraying. The spraying program usually starts in late May or early June and continues until early October.

Regarding spray exemptions, any community resident participating in the Mosquito Control Program who does not want their property sprayed for mosquitoes should complete and submit a Request for Exemption from Adult Mosquito Control Services.

In addition to the scheduled mosquito spraying services in participating communities, MDA will spray an area where mosquito-borne disease activity is detected. This activity will be announced on the MDA Mosquito Control webpage and on X @MdAgMosquito.

If you have any questions about this program, Mr. Rinehart is available to answer them. The Town is committed to protecting residents against mosquito-borne illnesses.

**Budgeted Item:** Yes [X ] No [ ] NA  
**Budgeted Amount:** 2,200  
**One-Time Cost:** NA  
**Ongoing Cost:** NA

**Continued Date:**

**Council Priority:** Yes [ ] No [ ]

**Approved Date:**

## STANDARD OPERATING PROCEDURES FOR MOSQUITO CONTROL

Section 4, Item H.

The Mosquito Control Program in your County is conducted by the Mosquito Control Section of the Maryland Department of Agriculture under cooperative agreement with the County and Local Governments.

The following services will be conducted in the indicated time frames:

Surveillance and Control of Immature Mosquitoes	MARCH- OCTOBER
Surveillance and Control of Adult Mosquitoes	JUNE -SEPTEMBER

### OPERATING PROCEDURES FOR SPRAYING OF ADULTICIDES/LARVICIDES

- Spraying will be done only if a Maryland Department of Agriculture Inspector determines it is necessary.

#### CRITERIA FOR SPRAYING:

##### NUISANCE MOSQUITO CONTROL

Landing Count: 3 mosquitoes landing in 2 minutes

Light Trap collection: Capture of at least 12 female mosquitoes of a species known to feed on humans, per night in an unbaited trap

- **SPRAY SCHEDULE FOR LARVICIDES/ADULTICIDES**

**Larvicides** (Treatment for mosquito larvae)

Monday - Friday

8.00 a.m. - 4.30 p.m.

**Adulticide** (Treatment for adult mosquitoes)

Monday - Friday

6.00 p.m. – 12.00 a.m.

**This will not be conducted if it is raining, winds exceed 10 MPH or if temperatures are above 90°F.**

- **LARVICIDES/ADULTICIDES TO BE USED:**

#### Larvicide

*Bacillus thuringiensis var. israelensis*

VectoBac and Aquabac

*Bacillus sphaericus*

VectoLex

#### Formulations

Granular

Liquid

Insect growth regulator

Altosid (Methoprene)

Liquid

Charcoal Briquet

Pellet

#### Adulticide

Permethrin mixed with Piperonyl butoxide  
and Mineral Oil

#### Formulations

0.003 lbs/acre (Ultra Low

Volume (ULV) spray application)

- The Mosquito Control Program does not spray for Midges that cover homes and boats along many St. Mary's and Charles County rivers in April and May. These non-biting insects that develop in mud bottoms of slow moving creeks and rivers and show a decline in their populations a few weeks after emergence.
- **For additional Information please call:**  
(301) 422-5080 or 1-888-523-0256 or (410) 841-5870  
Fax No.: 301-422-0502  
Monday - Friday  
8.30 a.m. - 4.00 p.m.

Please leave a message if your call cannot be answered or if you call after hours.  
For updates and more information please visit our web site at: <http://www.mda.state.md.us>



**STATE OF MARYLAND  
DEPARTMENT OF AGRICULTURE  
Mosquito Control Section**

Section 4, Item H.

**REQUIRED INFORMATION FOR 2025 SEASON**

**Required Information:**

- A. **Application Form**, page 2: Please make sure that all information is completed and signed.
- B. **Recommended Community Appropriation Form**, page 3  
This form has to be completed and signed by the community representative. It is in the best interest of the community representative to collect each participating residence portion of the estimated budget amount at the beginning of the spray season. \*\*Processing your Community Application will be delayed, if this requirement is not fulfilled.
- C. **Permission to Enter Private Property Form**, page 4:  
This form must be completed by those residents requesting to have private driveways in excess of 300 feet from the community common roads or other property sprayed for adult mosquitoes with ULV spray trucks or portable equipment.
- D. **Request for Exemption from Adult Mosquito Control Services**, page 5  
This form is to be completed by anyone that does not want to be sprayed for the 2025 season within their community. This form must be returned to our office by May 1, 2025.
- E. **Objection to Adult Mosquito Control Form**, page 6  
The enclosed form should be completed and signed by the homeowner in the community requesting such an exemption. This form must be mailed to our office in order to process and honor the request.
- F. **Maps** - All Communities must have a current map on file at the mosquito control office. New communities must include this map with application forms. Returning communities need only submit updated maps if changes such as new roads or houses occurred or if requested by this office.  
**\*\*Processing your Community Application will be delayed, if this requirement is not fulfilled.**

**Please Choose One:**

- ☐ A map of your community on which the boundaries and all roads to be included in the spray program have been clearly marked on map.
- ☐ A community map is on file with the mosquito control office from the **2025** season and the community boundaries have not changed.

1. Clearly indicate public roadways, private driveways and house numbers participating in Adult Mosquito Control Services.
2. Location of bee hives, ponds or large water bodies.
3. Location of objectors (house numbers) to Adult Mosquito Control Services, who are pesticide sensitive.



## Agenda Item Summary Report

**Meeting Date:**  
March 1, 2025

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

**Item Title:** Town Hall Update | Neighborhood Design Center | March 2025

This report is for Information only and is for the Council/community to review the attached report for development of the Bladensburg Town Hall Project. NDC has completed the Existing Conditions Report .

**Work Session Item [X]**  
**Council Meeting Item [X ]**

**Documentation Attached:**  
Existing Conditions Report | March 2025

**Recommended Action:**

Information Only | This report details the existing conditions, the initial analysis of the site, and some preliminary needs that staff have developed.

**Item Summary:** The attached report is an existing conditions study for the Town Hall project. It details the town hall's current conditions and examines the possible locations of the existing location and Bostwick House. This is the project's first phase and deliverable.

**Initial Recommendations:**

- The current building cannot be used to reconfigure or expand
- The Police Annex can be reconfigured to help mitigate building expenses
- Two Possible Site Locations reviewed
  - Existing Town Hall Site
  - Bostwick – Lot 4 Adjacent to the House

**Next Steps:**

- Detailed Program Review with Town | Departmental Adjacencies – March /April 2025
  - Police
  - Administration
  - Town Council
- Draft Building Configuration and Façade – May/June 2025
- Community Engagement - Summer 2025
- Final Report - Fall 2025

Staff will set up a meeting for the Town Council to engage with NDC on the project, and updates will be provided throughout the process.

**Budgeted Item:** Yes [X] No [ ]

**Budgeted Amount:**

**One-Time Cost:**

**Ongoing Cost: Annual Cost**

**Council Priority:** Yes [ ] No [ ]

**Continued Date:**

**Approved Date:**

# Bladensburg Town Hall Project

## EXISTING CONDITIONS REPORT



the  
Neighborhood  
DesignCenter





# Table of Contents

- 1 PROJECT CONTEXT**
- 2 SITE 1 ANALYSIS: EXISTING TOWN HALL**
- 3 SITE 2 ANALYSIS: BOSTWICK HOUSE SITE**
- 4 PROGRAM ANALYSIS**
- 5 SUMMARY**

## PROJECT CONTEXT



# PROJECT INFORMATION

Section 4, Item 1.

This project will explore design concepts for a new Bladensburg Town Hall, estimated at around 29,000 sq. ft. (to be confirmed).

The building will provide spaces for both Town Hall administration services, as well as operation space for the Bladensburg Police Department .



# TOWN CONTEXT

Section 4, Item 1.

- Bladensburg's proximity to Washington D.C. and tributaries of the Chesapeake Bay Watershed have established the area as a **Port Town**. Additional port towns of Prince George's County include Colmar Manor, Cottage City, and Edmonston.
- The largest percentage of the population is Black or **African-American (65%)**, followed by **Hispanic or Latino (25%)**.
- Nearly *half* of residents speak a **non - English language** at home, as the most common languages are English, followed by Spanish.
- As of the 2020 census, Bladensburg has a population of about **9,657 people**.



Bladensburg Waterfront Park Pavilion



# COMMUNITY AMENITIES

Section 4, Item I.

Bladensburg features a scenic Bladensburg Waterfront Park, a modern public library, historic landmarks like the Bostwick and Magruder House, convenient access to parks, schools, and public transportation, making it a vibrant and well-connected community.



Bostwick House



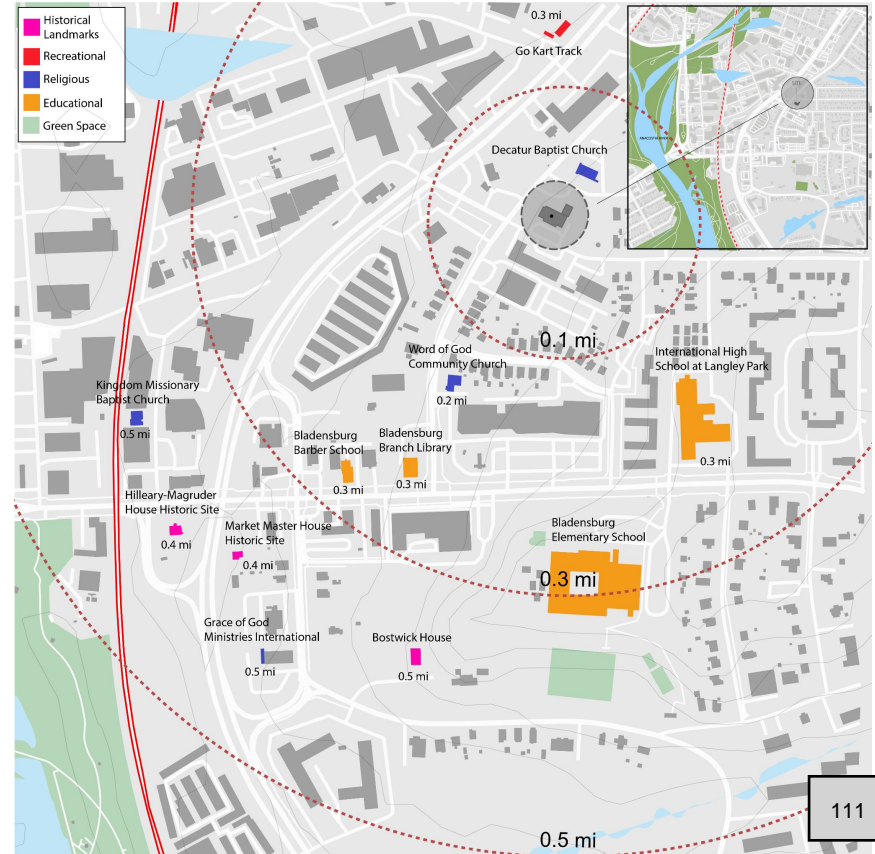
Bladensburg Waterfront Park



Bladensburg Public Library



Bladensburg Fire Station



# FUTURE PLANS

Section 4, Item I.

Future plans for Bladensburg's development are outlined in the 2009 Port Towns Sector Plan, which is currently being amended into the Port Towns Sector Plan and Sectional Map Amendment.

The Town of Bladensburg's Legislative Priorities of 2025 and the Maryland-National Capital Park and Planning Commission's 2035 General Plan for Prince George's County are additional plans in place.

These plans describe overarching goals to achieve increased access to clean air, fresh food, water, public transit, etc.



# POTENTIAL SITES

Section 4, Item I.

There are two potential parcels for the development of the new town hall building, the existing site of the Bladensburg Town Hall, and a potential parcel, Parcel 4, on Annapolis Road.

The existing site is within the Commercial, Service (CS) zoning district.

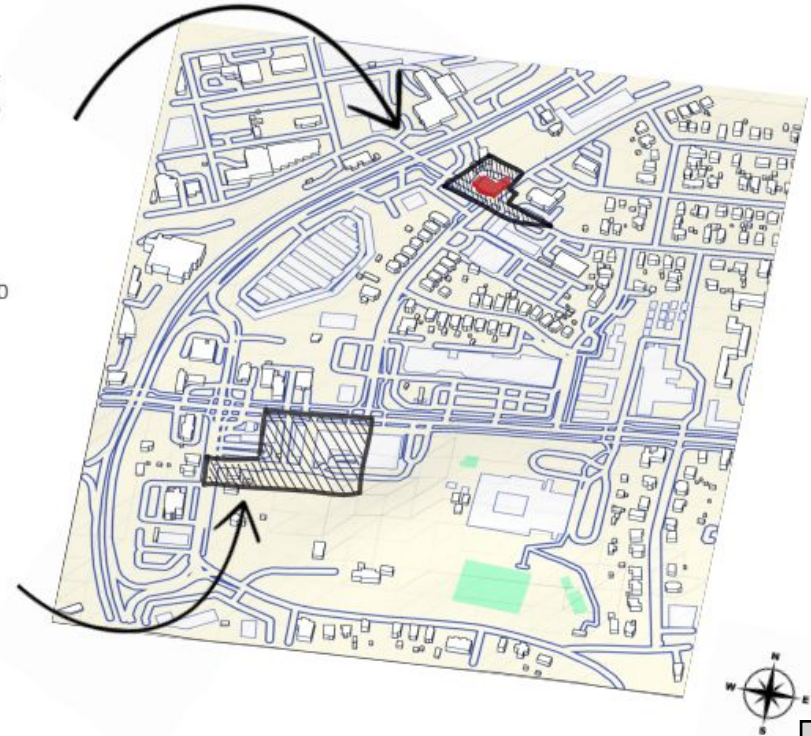
Parcel 4 is within an Agriculture and Preservation (AG) zoning district.

WE ARE  
HERE

Bladensburg Town Hall  
4229 Edmonston Rd,  
Bladensburg, MD 20710

POTENTIAL  
PARCEL

Parcel 4,  
Annapolis Road







## SITE 1 ANALYSIS: EXISTING TOWN HALL



# SITE 1: EXISTING TOWN HALL

COI Section 4, Item 1.

The existing town hall and police department are located at 4229 Edmonston Road.

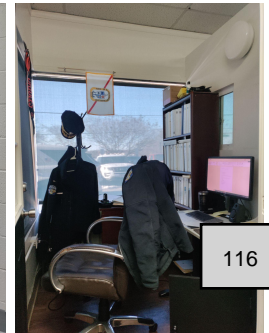
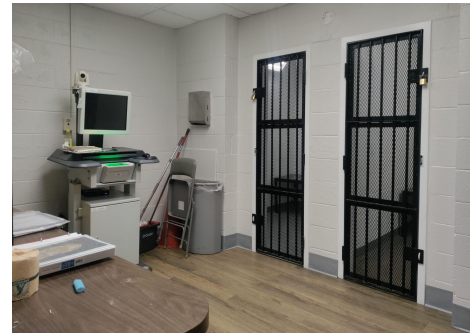


# SITE 1: EXISTING TOWN HALL

INT

Section 4, Item 1.

- **Operational Challenges:** Lack of communal spaces
- **Privacy Concerns:** Existing layout compromises individual workspace privacy especially in police station.
- **Space & Storage Needs:** The existing Town Hall and police department require additional space and storage.
- **Improved Circulation:** A more efficient layout is needed for better workflow and accessibility.
- **Future Expansion:** The new facility must accommodate operational growth and evolving community needs.





# SITE 1: EXISTING TOWN HALL

CO Section 4, Item 1.

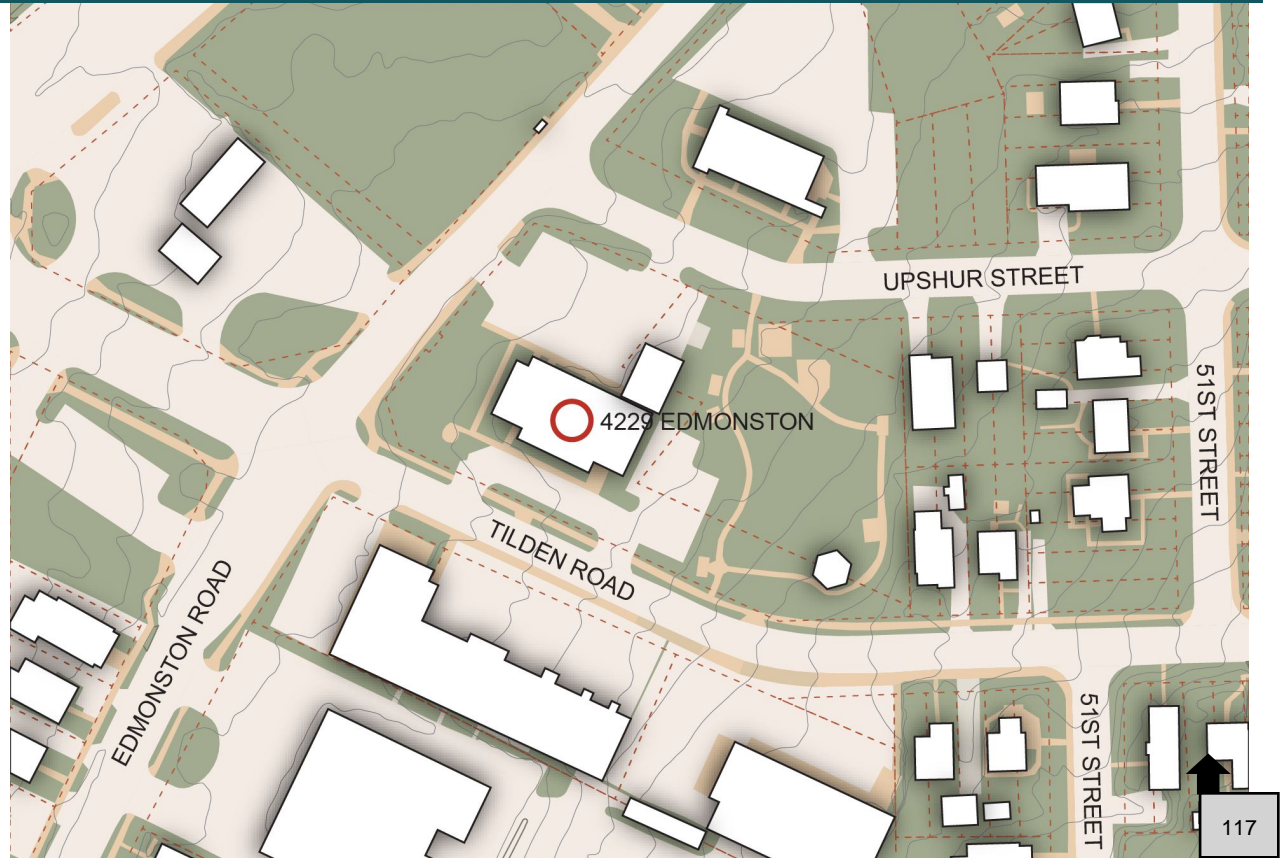
## LEGEND



Property line



Contour Lines



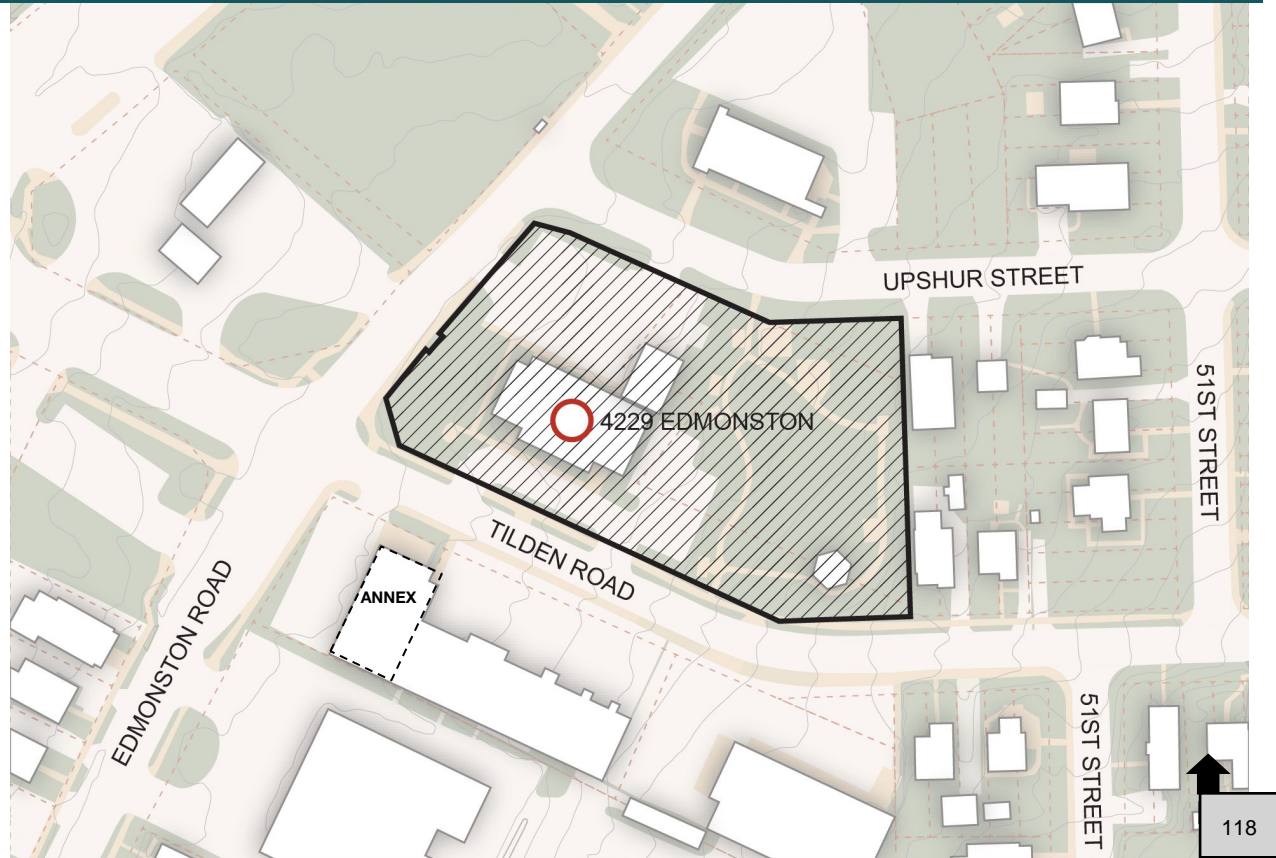
# SITE 1: EXISTING TOWN HALL

# DEVELOPMENT POTENTIAL

Section 4, Item 1.

Potential development site  
including adjacent park.

Potential to move some uses  
to Annex Building





# SITE 1: EXISTING TOWN HALL

2 Section 4, Item 1.

The existing site is  
Commercial Service  
surrounded by Residential.

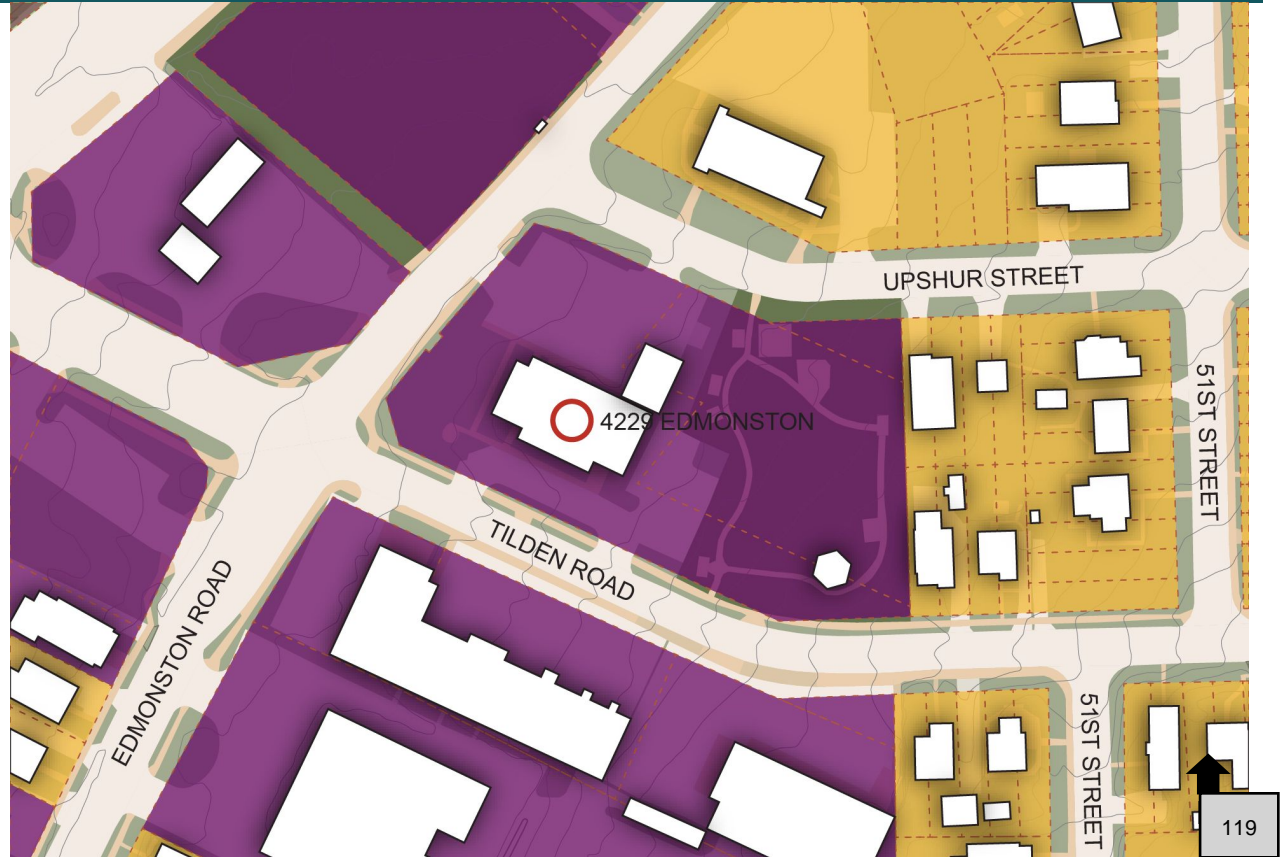
## LEGEND



Commercial,  
Service (CS)



Residential Single  
Family 65 (RSF-65)



# SITE 1: EXISTING TOWN HALL

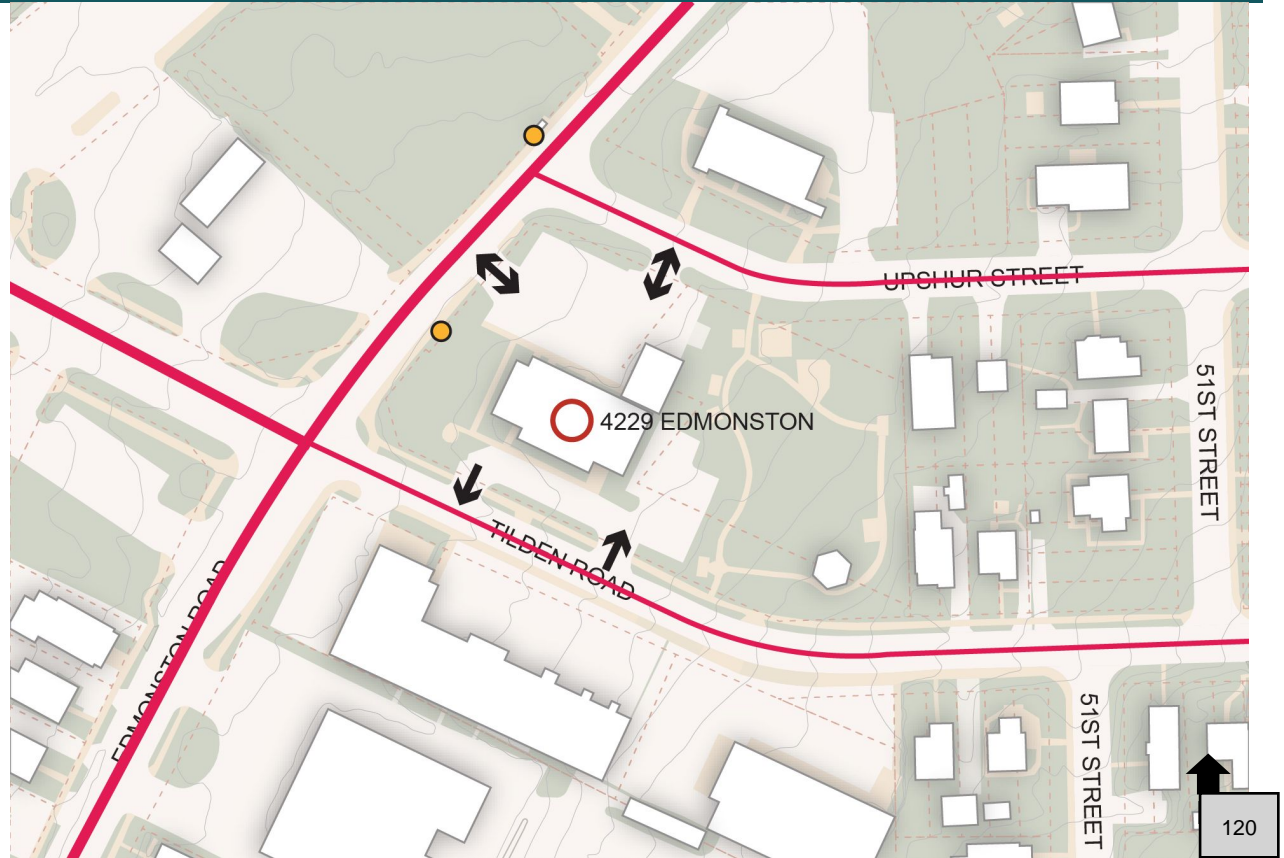
ACCE Section 4, Item 1.

Convenient vehicular access from Kenilworth Ave., a major artery through Bladensburg, connecting the neighborhood to 495.

Residential areas neighbor the site to the east. Potential pedestrian traffic from the east on Upshur, Tilden, and also Edmonston to the west.

## LEGEND

- Collector road
- Local road
- Bus stop on T14 route



# SITE 1: EXISTING TOWN HALL

GREENS

Section 4, Item 1.

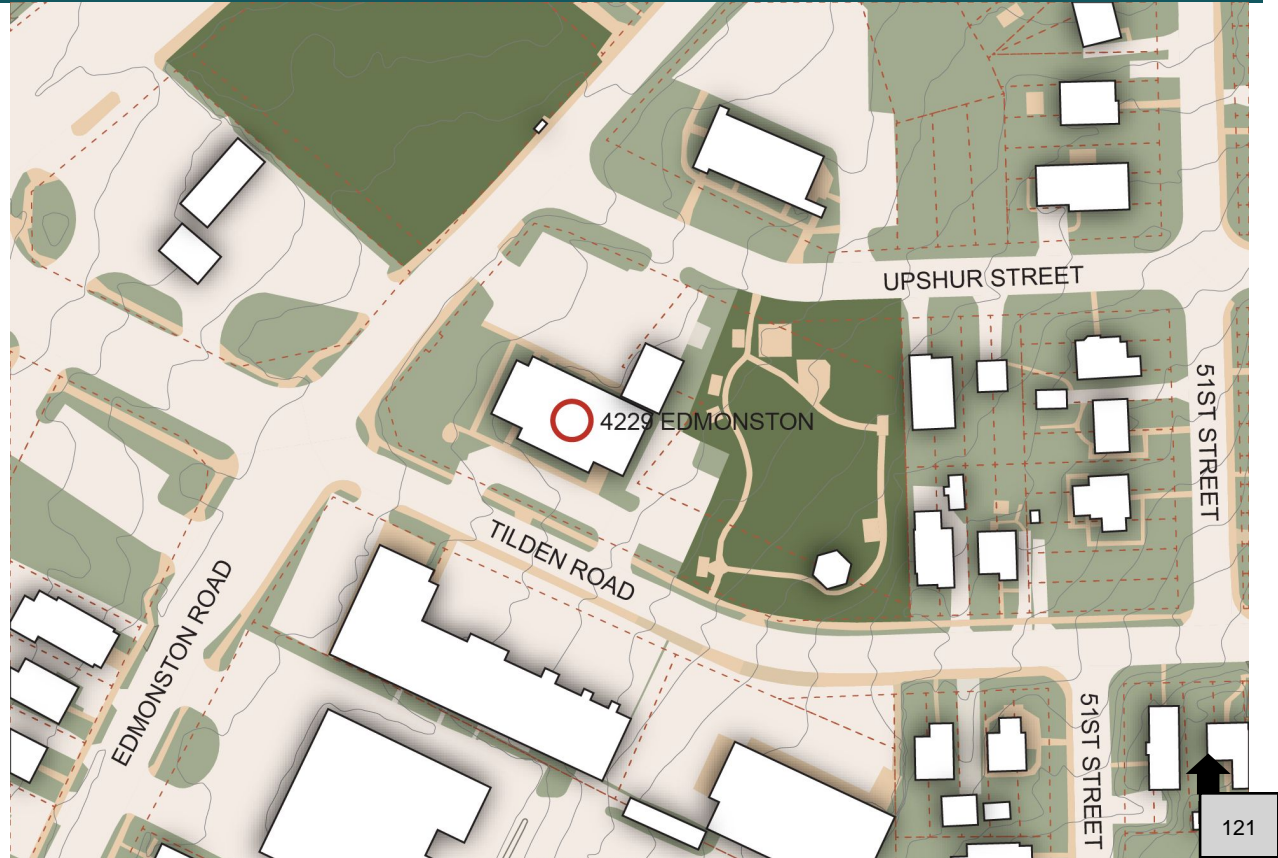
This site is adjacent to a public park and future potential development of greenspace.

The undeveloped land across Edmonston Road can be used to set up temporary offices if the project requires phasing.

## LEGEND



Existing park,  
natural area or  
undeveloped land

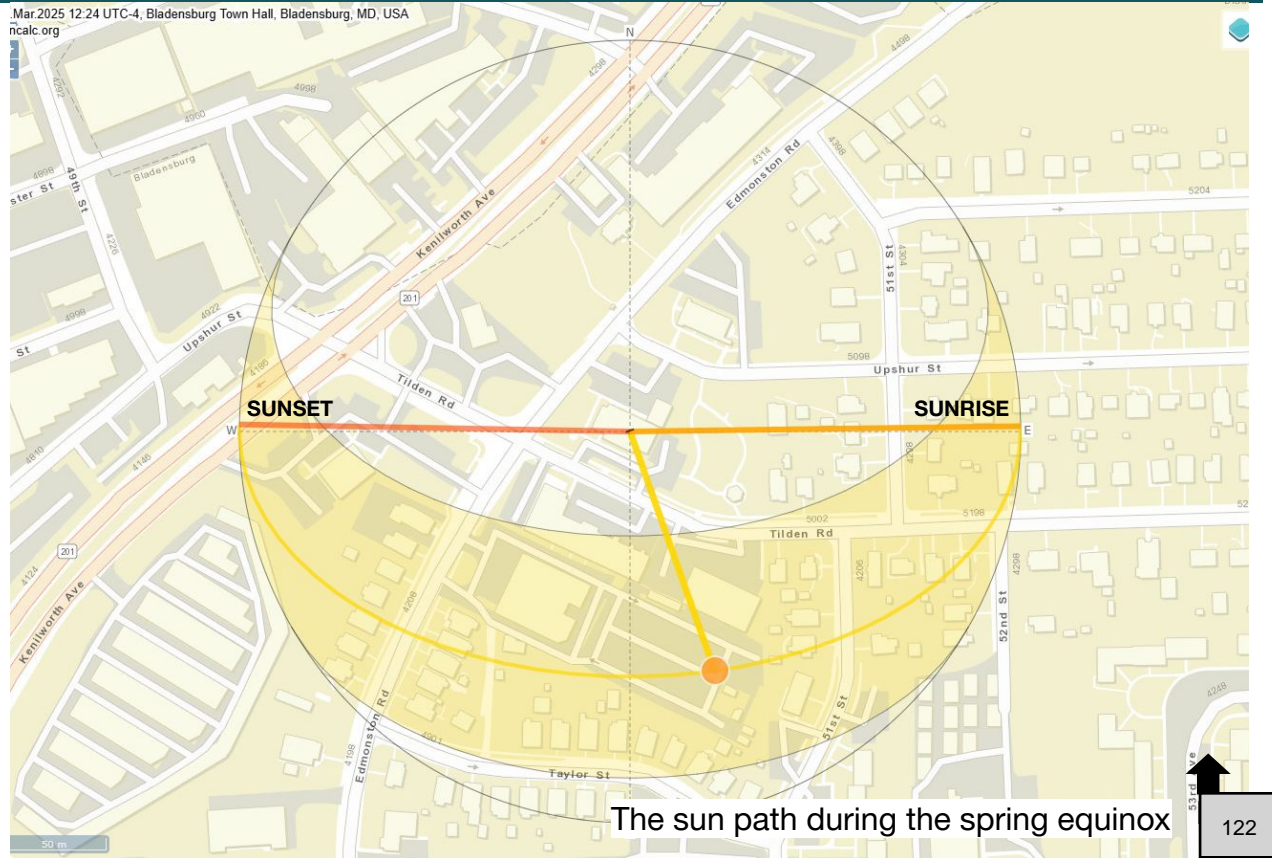




# SITE 1: EXISTING TOWN HALL

## SUN DIAG Section 4, Item I.

- Southern façade facing **Tilden Street** will be best for large openings, providing ample natural light and passive solar heating in winter while allowing for effective shading in summer.
- Openings on the south and east can maximize views to park while maintaining energy efficiency and comfort.
- Western façade may have openings but may require shading to reduce afternoon heat gain.
- Northern façade: Ideal for indirect, glare-free daylighting with consistent illumination.



## ADVANTAGES

- Good location: along main corridor - better visibility and community engagement
- Prominent intersection
- Proximity to greenspace and public park
- No zoning amendments required
- Less site work compared to Site 2: Bostwick Site

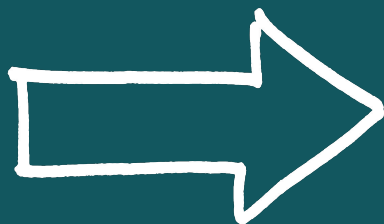
## DISADVANTAGES

- Requires phased construction and relocation of existing operations





## SITE 2: BOSTWICK HOUSE HISTORIC SITE



## SITE 2: BOSTWICK HOUSE SITE

COI Section 4, Item I.

This site is located adjacent to the Bostwick House, home of 18th-century merchant, Christopher Lowndes.

As recognized by the University of Maryland, the site dually represents “the early African-American experience” through the ownership of enslaved people and reflects “Maryland’s colonial elite”.



# SITE 2: BOSTWICK HOUSE SITE

CON Section 4, Item 1.

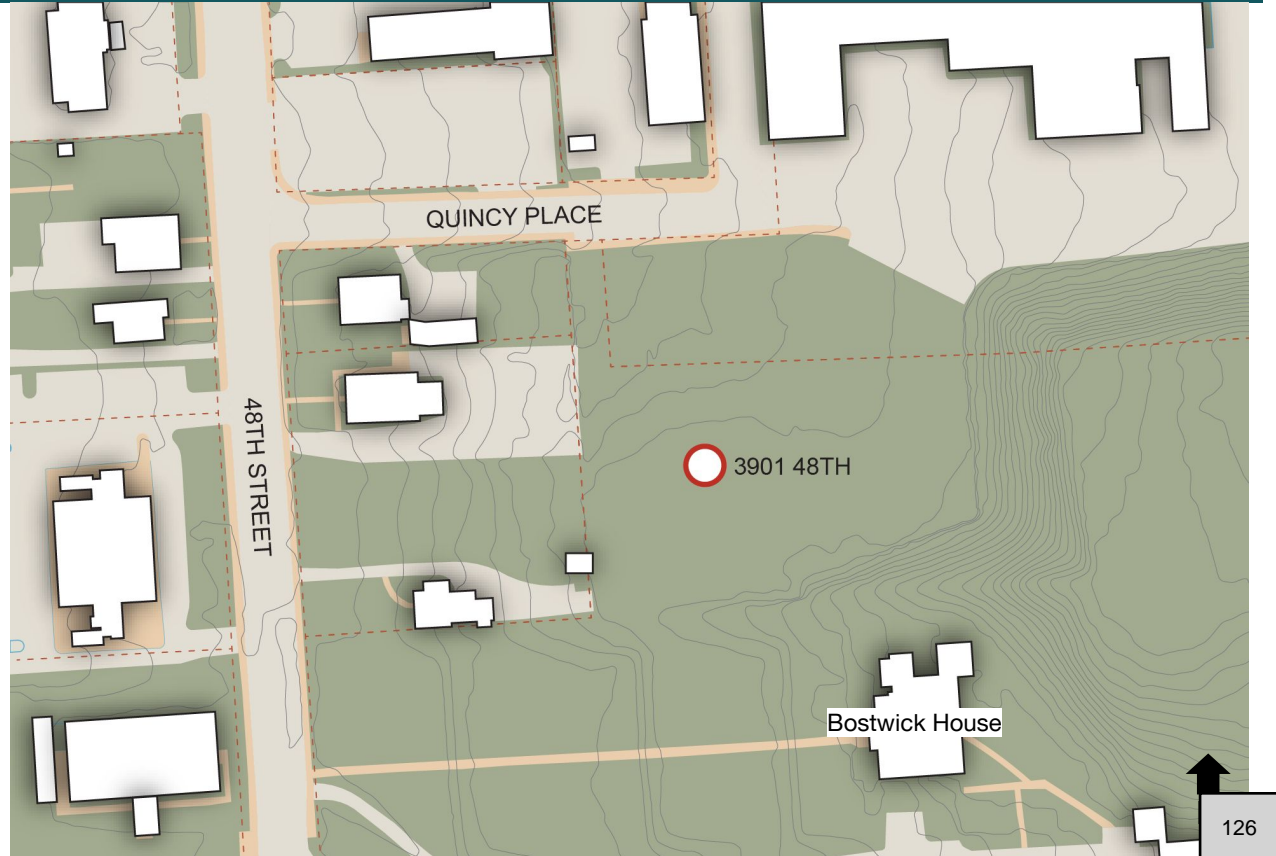
## LEGEND



Property line



Contour Lines

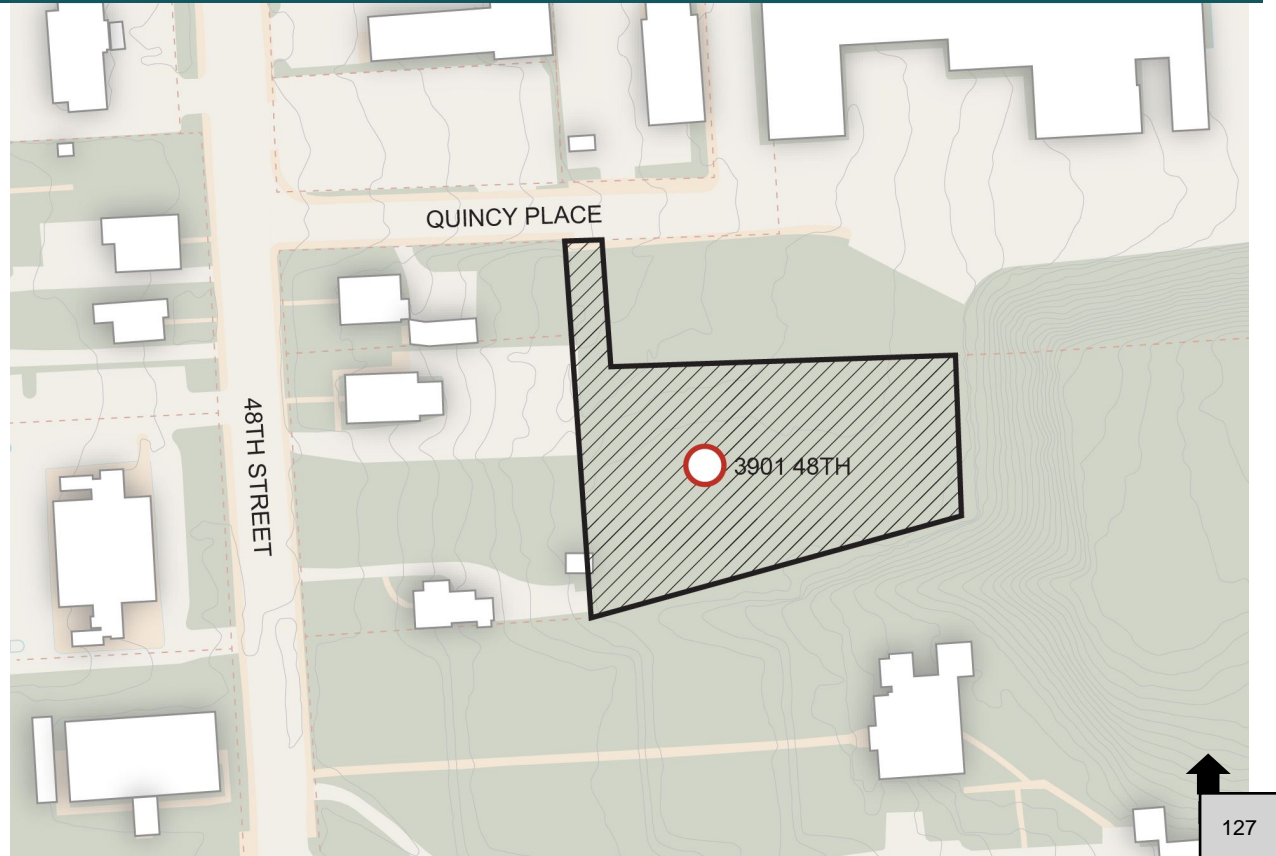


## SITE 2: BOSTWICK HOUSE SITE

## DEVELOPMENT POTE

Section 4, Item 1.



Potential Development Site



# SITE 2: BOSTWICK HOUSE

2 Section 4, Item 1.

## LEGEND

-  Agriculture and Preservation (AG)
-  Commercial, Neighborhood (CN)





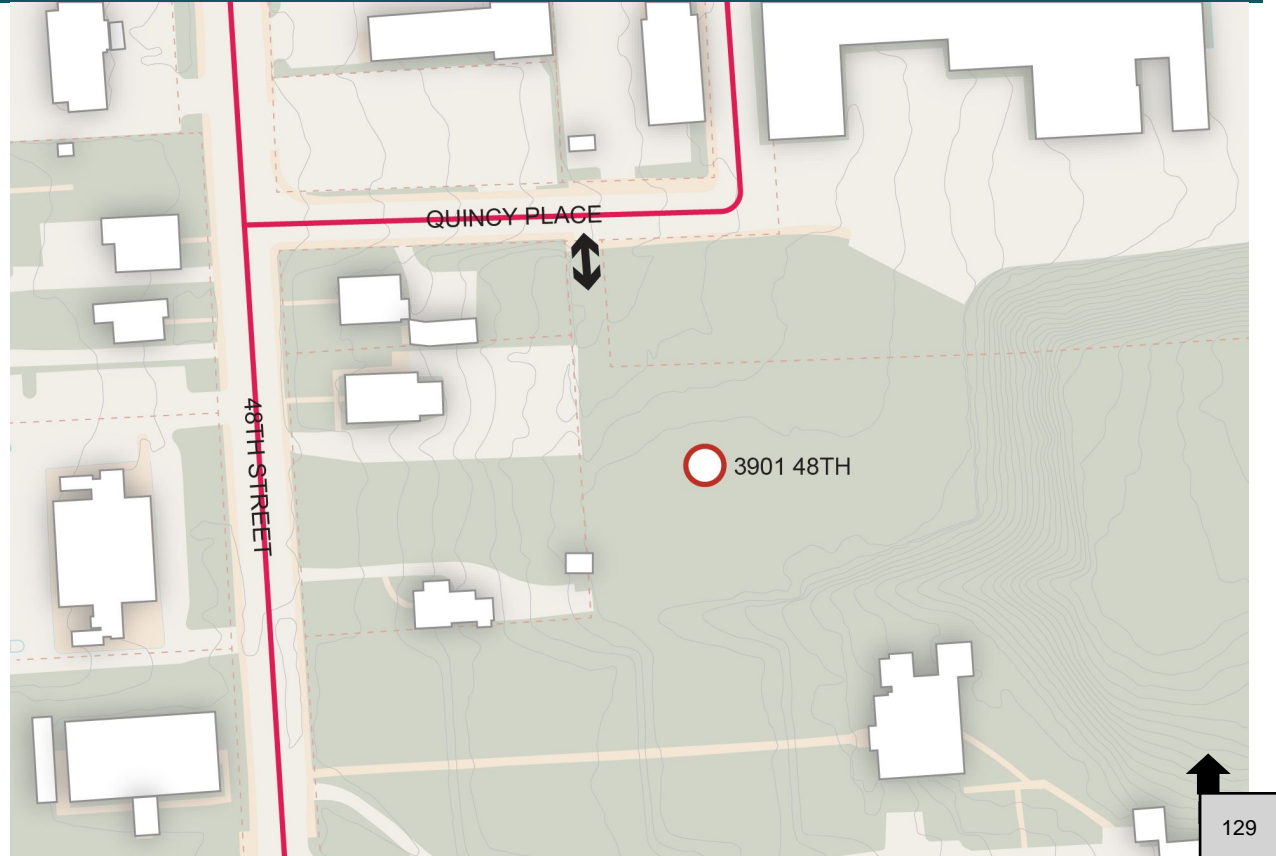
## SITE 2: BOSTWICK HOUSE SITE

Section 4, Item 1.

Vehicular and pedestrian access to the Bostwick House site is more private, via Quincy Place.

### LEGEND

— Local road



## SITE 2: BOSTWICK HOUSE SITE

GREEN *Section 4, Item 1.*

### LEGEND



Natural areas



## SITE 2: BOSTWICK HOUSE SITE

## SUN DIAG

Section 4, Item 1.

- The southern façade of a new building will be best for large openings, providing ample natural light and passive solar heating in winter while allowing for effective shading in summer.
- Openings on the south can also maximize views to Bostwick House.
- Northern façade: Ideal for indirect, glare-free daylighting with consistent illumination. Faces back of adjacent commercial lots.

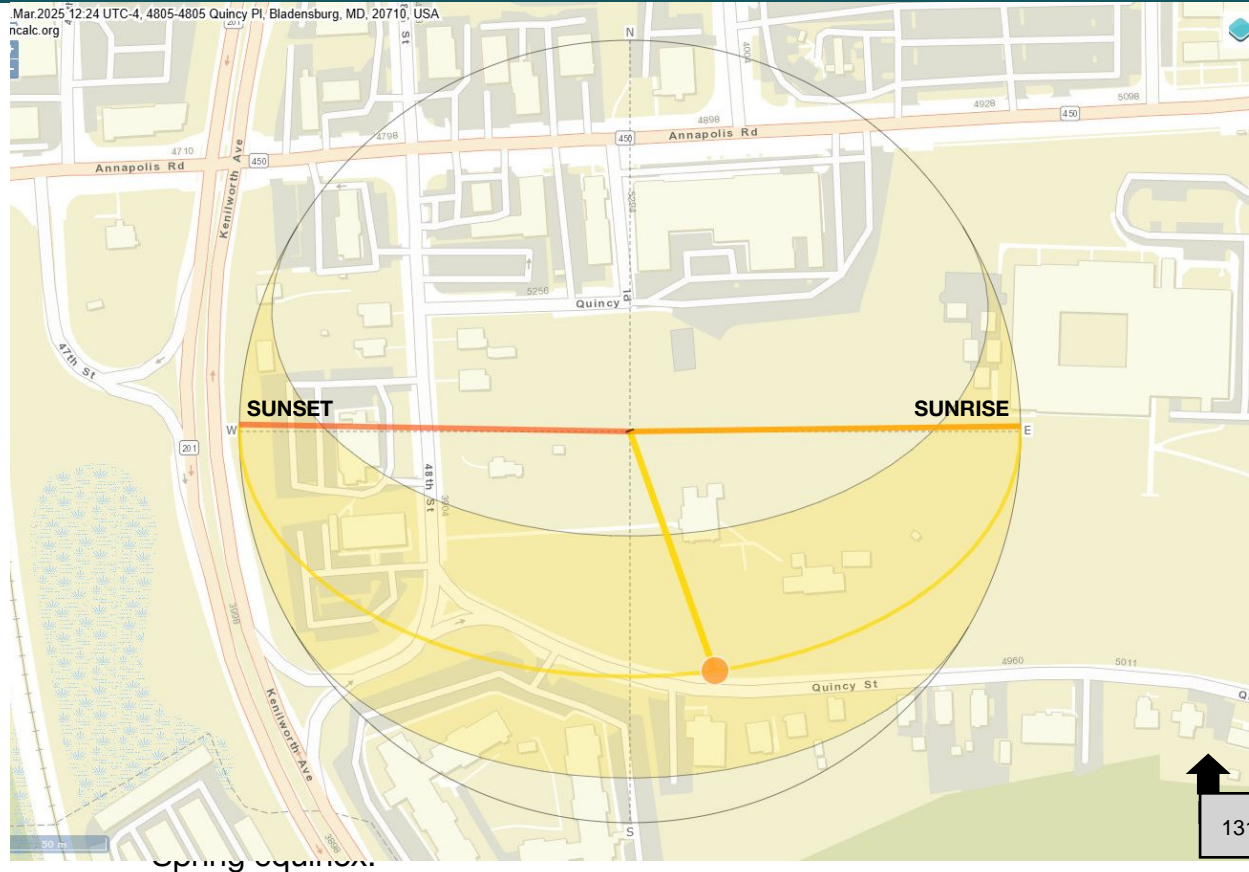


Image adapted from suncalc.org

### ADVANTAGES

- Proximity to cultural site
- New Construction - no need for phasing

### DISADVANTAGES

- Currently Zoned as Agriculture and Preservation (AG) will require amendment to zoning
- Will require tree removal and more site preparation
- Access is hidden and site lacks visibility
- Smaller constrained site
- More difficult to address parking requirements

# PROGRAM ANALYSIS



# PROGRAM - Town Hall

Section 4, Item I.

## COMMUNITY (SHARED)

- Training Room(1000)
- Huddle Room (200) x2
- Restrooms (750)
- Lactation Room (80)
- Public Kitchen (300)
- Phone Booth Space (100) x2
- Vestibule (250)
- Server Room (200)
- Janitorial Closet (75)
- Storage - Building (400)

## COUNCIL

- Council Chambers Flex (2500)
- Council Recess Space (400)
- Cable/AV Room (200)

## TOWN ADMIN

- Town Administrator - Huddle (250)
- Assistant TA Clerk (150)
- Treasurer (200)
- Financial Analyst (120)
- Deputy Clerk (120)
- Events (120)
- Growth Financial /Analyst (120)
- Council Flex Office Space (250)
- Flex shared office (200)
- Growth Manager - HR (150)
- Huddle Room (2) - Staff / Council (200)
- Conference Room- Shared (400)
- Open Huddle Area (200)
- Reception Area - Shared (180)
- Phone Booth Space (2) 100
- Open Workstation(s) - Cubes (600)
- Mini/Coffee Area (80)
- Copy/Printer (100)
- Clerk Storage Room (200)
- Supply Storage (100)
- Events Storage Room (150)
- HR Storage (100)
- Finance Storage (100)

# PROGRAM - Police

Section 4, Item I.

## POLICE GENERAL

- PD Roll Call Area (1000)
- PD Training Room (800)
- Huddle Rooms (300) x3
- Restrooms (750)
- Lactation Room (80)
- PD Kitchen (500)
- PD Locker Rooms (1500)
- PD Gym (800)
- PD Equipment (1000)
- Interview Rooms (200) x2
- Hotel Workstations (10) 350
- PD Information Desk/waiting (400)
- Printer/ Copier (80)
- Phone Booth (200) x4

## DISPATCH

- Dispatch Center - Open (1000)
- Supervisor (120)
- Huddle Room (120)
- Mini/Coffee (80)
- Printer/Copier (80)
- Storage (150)
- Phone Booth (100)x2

## CID

- LT (150)
- SGT (120)
- SGT (120)
- Open Workspace - Cube (300)
- Copy/Printer (80)
- Records Storage (150)

## CODE ENFORCEMENT

- Supervisor (150)
- Officer (120)
- Officer (120)
- Open Workspace - Cubes (300)
- Storage (150)
- Copy/Printer (80)

## POLICE PATROL

- LT (150)
- LT (150)
- SGT (120)
- SGT (120)
- Open Workspace- Cubes (800)
- Hotel Space (350)
- Printer/Copier (80)
- Mini/Coffee (80)
- Phone Booth (100) x2

## POLICE LEADERSHIP

- Chief of Police - Huddle (250)
- Deputy Chief (175)
- Major (150)
- LT (150)
- Communications Manager (150)
- Executive Assistant (120)
- Growth PD - Analyst (120)
- Growth PD (150)
- Huddle Room (200) x2
- PD Lead Conference Room (240)
- Reception Area (175)
- Open Workstation(s) - Cubes (200)
- Deluxe/Coffee Area (120)
- Growth - extra (150)
- Records Storage Room (400)
- Supply Storage (100)
- Open Huddle (200)

## COMMUNITY ACTION

- SGT (120)
- Admin (120)
- Open Workspace - Cube (300)
- Records Storage (150)
- Copy/Printer (80)

# PROGRAM - POLICE

Information provided by Bladensburg

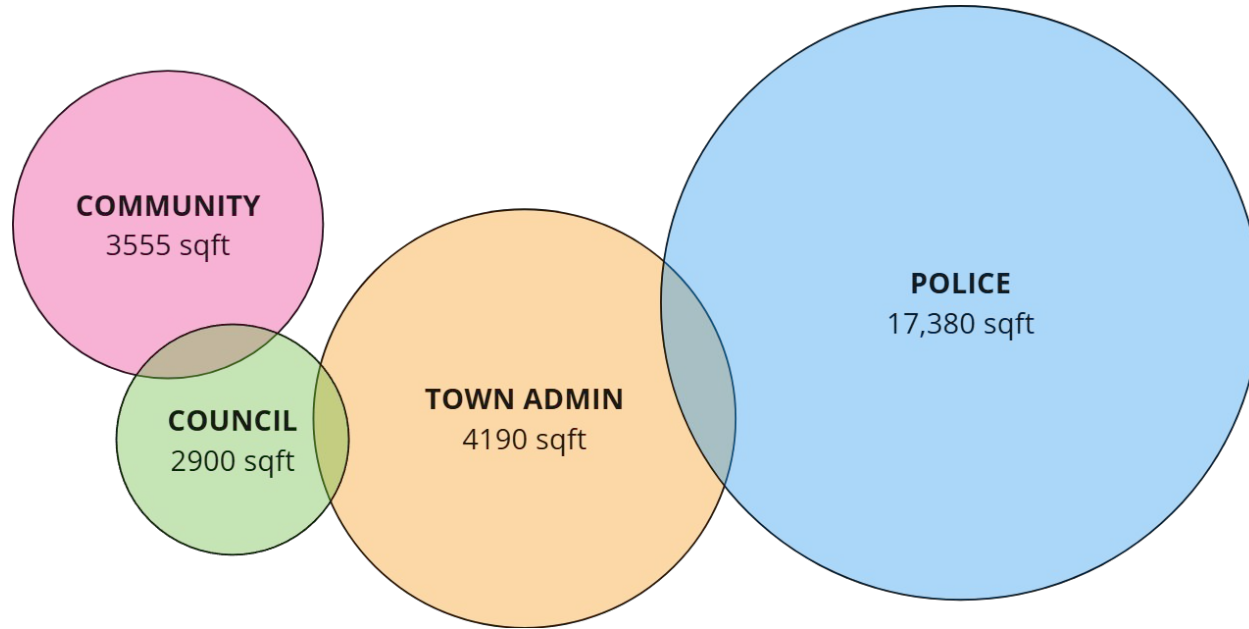
Section 4, Item I.

## TOWN HALL

Community	3555
Town Admin	4190
Council	3100
<b>TOTAL</b>	<b>10,645 sqft</b>

## POLICE

Police General	8120
Police Patrol	1950
Dispatch	1650
Police Leadership	3050
CID	920
Code Enforcement	920
Community Action	770
<b>TOTAL</b>	<b>17,380 sqft</b>

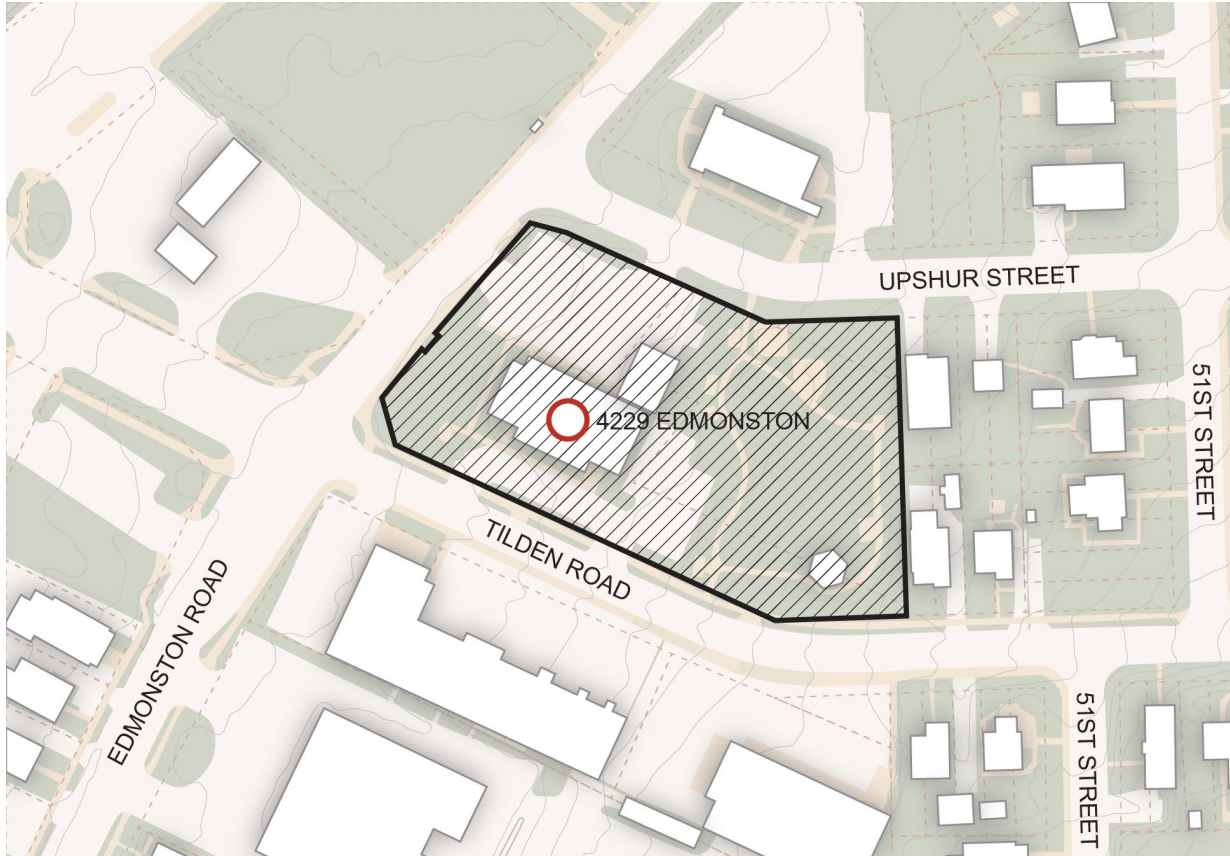


**TOTAL BUILDING AREA:**

**28,025 sqft**

# PROGRAM - TOWN HALL SITE

Section 4, Item I.

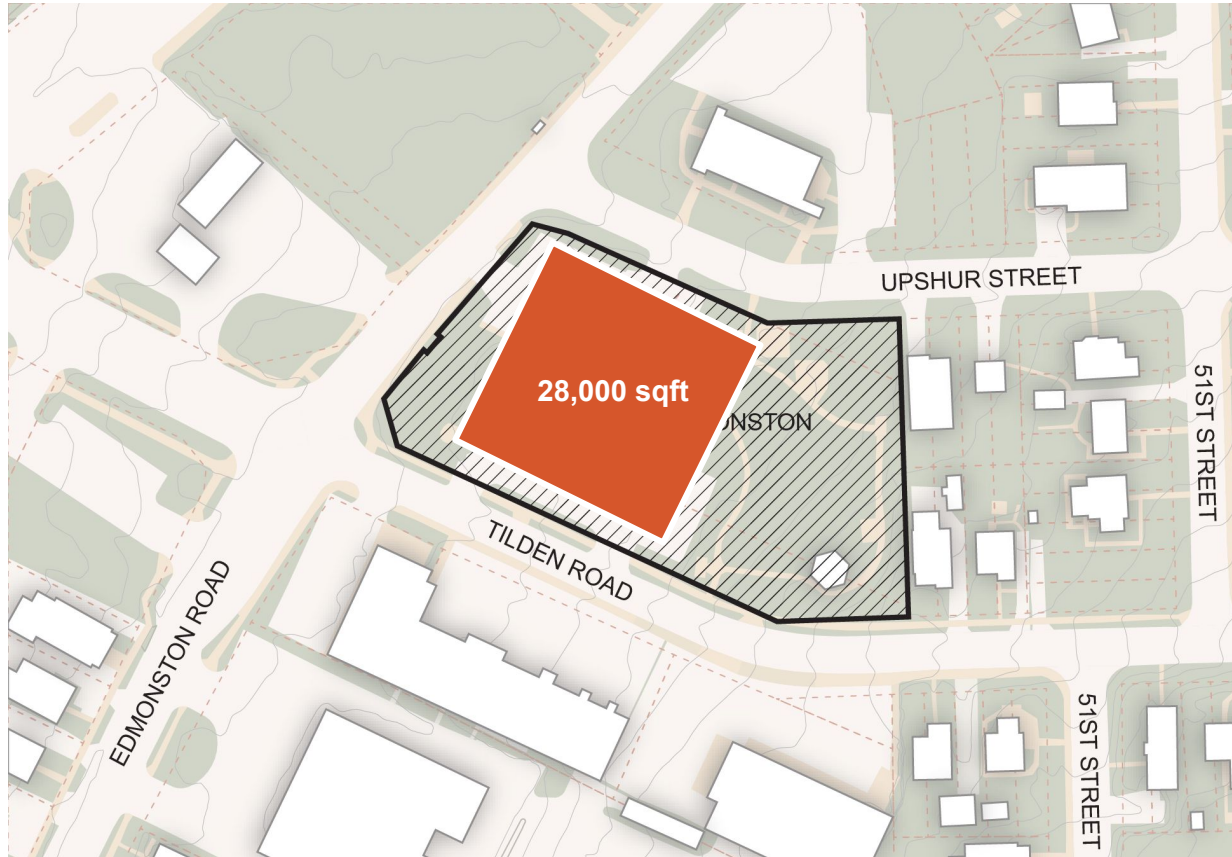


- Existing Town Hall Building  
~ 7000sqft
- Not feasible for renovation/  
re-configuration



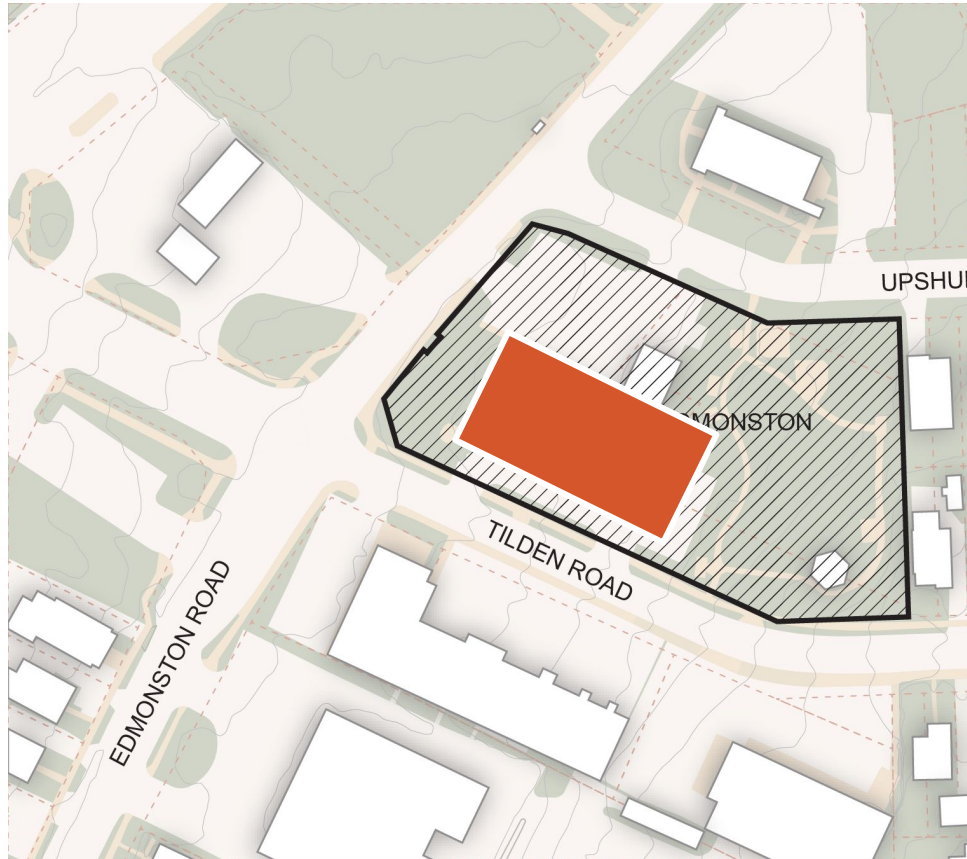
## PROGRAM - TOWN HALL SITE

Section 4, Item I.

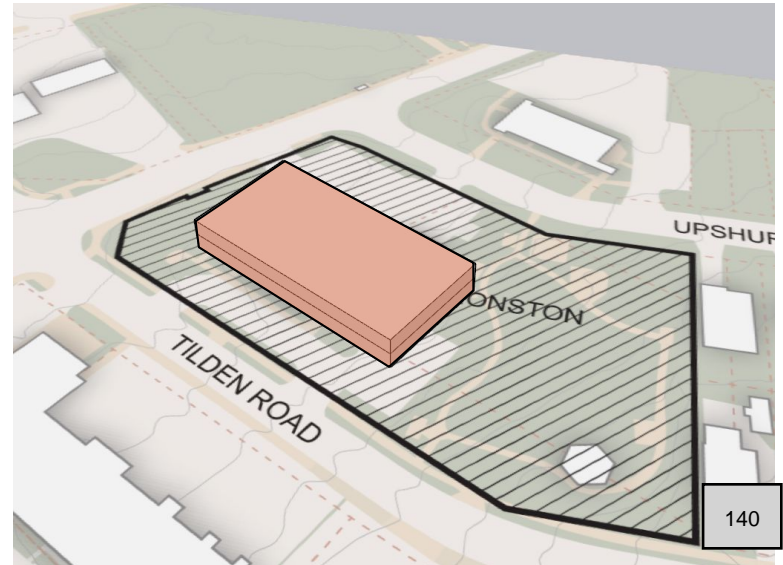


**If the desired 28,000 sq.ft. of program is contained to one-story, the building would consume a large portion of the site.**

**If the park's square footage remains as it is, little area remains room for parking.**

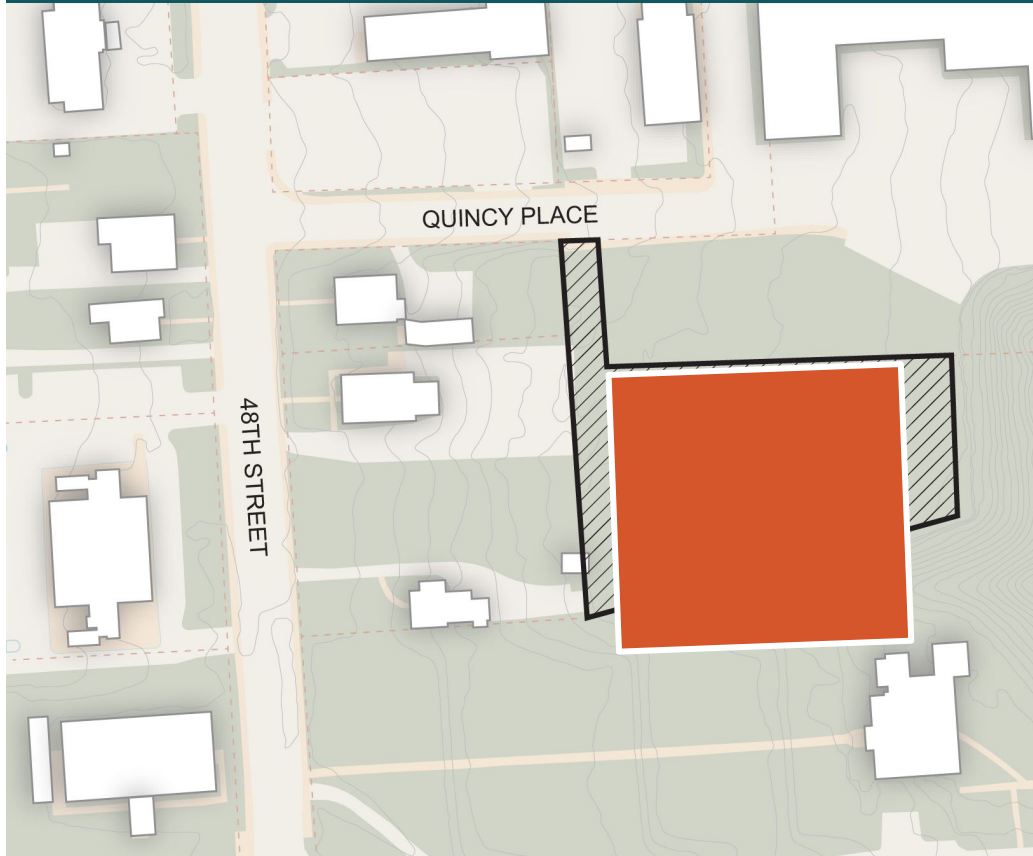


**If the program is proposed as a two story building, there is more room for parking and efficient building access.**



## PROGRAM: BOSTWICK HOUSE SITE

Section 4, Item 1.

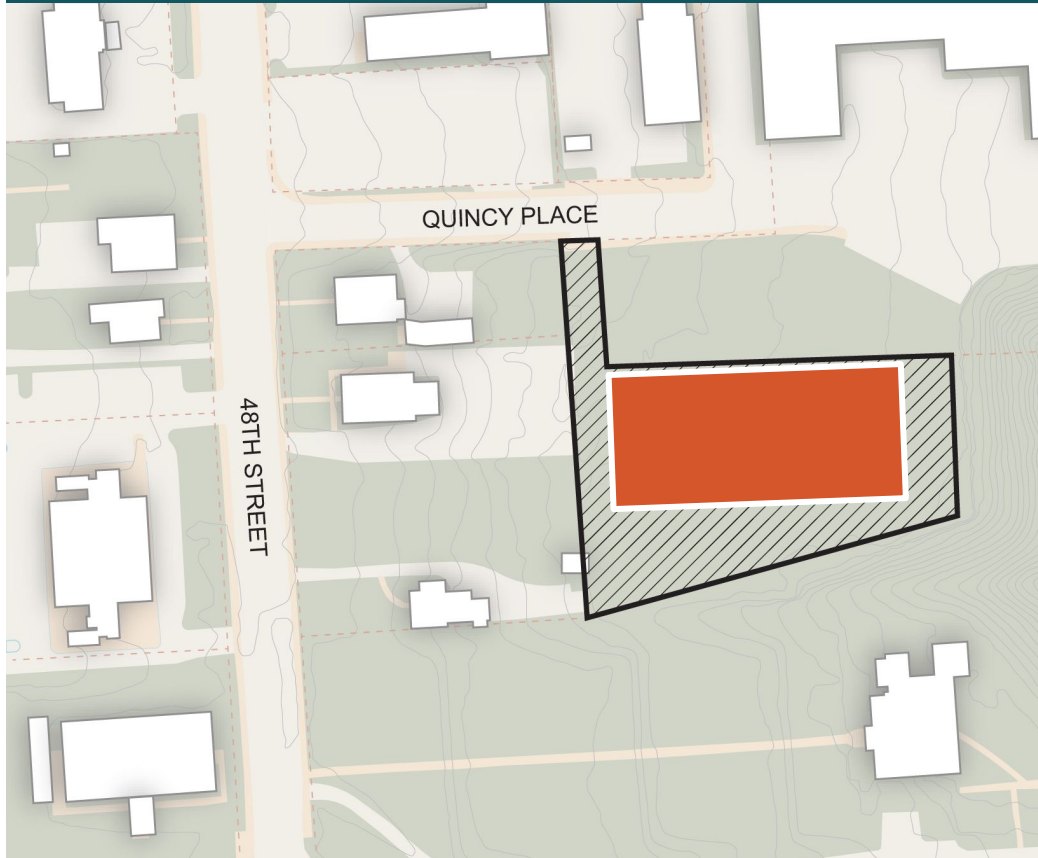


Similarly, if all program is laid out on the site the proposed building area of about 28,000 sqft, the building program is larger than the proposed lot size.

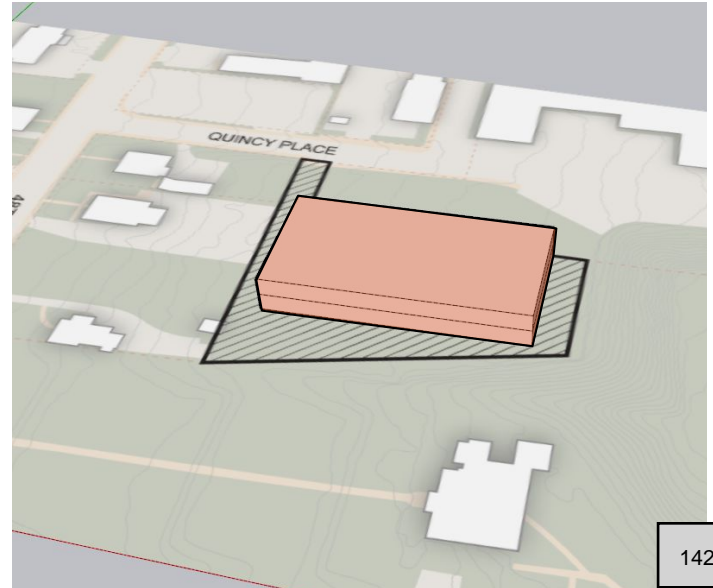
## PROGRAM: BOSTWICK HOUSE SITE

## 2 STORY BUILD

Section 4, Item 1.



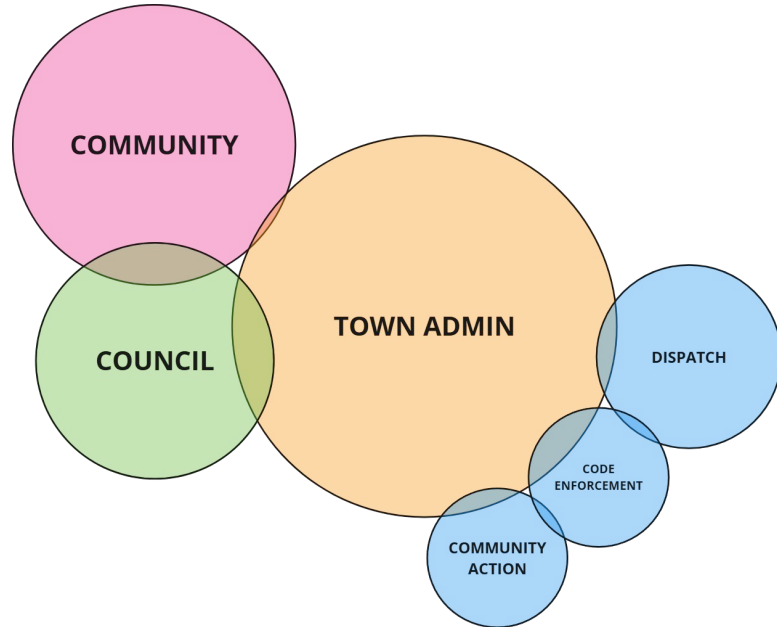
If the program is proposed as a two story building, the program would fit on site, but leave little room for parking. For a more efficient use of the site, there is need for multiple stories.



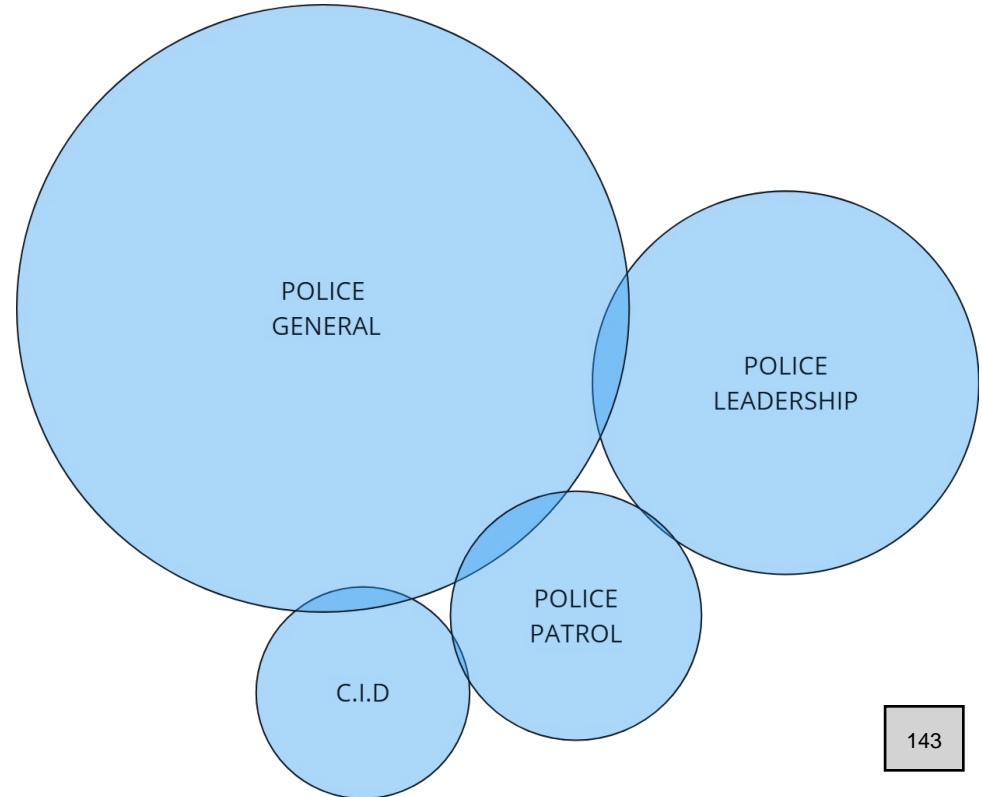
# POSSIBLE PROGRAM DISTRIBUTION

Section 4, Item I.

## FIRST FLOOR



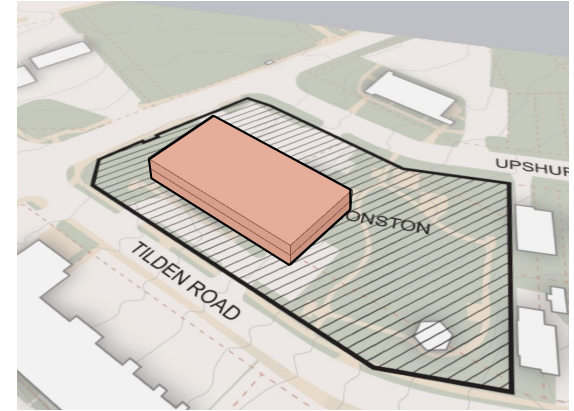
## SECOND FLOOR





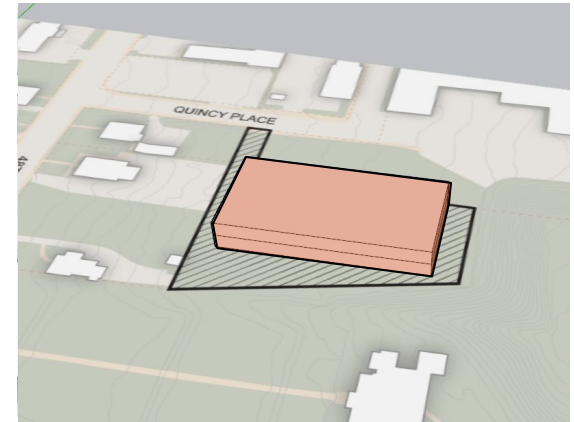
## EXISTING TOWN HALL SITE

- **Strategic Location:** Situated along a main corridor, ensuring high visibility and strong community engagement.
- **High Accessibility:** Located at a prominent intersection, making it easy to find and access.
- **Nearby Amenities:** Close to a public park and greenspace, enhancing the site's appeal and potential for outdoor events.
- **Zoning Advantage:** No rezoning required, streamlining the approval process.
- **Site Efficiency:** Requires less site preparation compared to the Bostwick House site, reducing initial development costs.
- **Phased Development:** Project may need to be completed in phases, potentially extending the timeline.



## BOSTWICK HOUSE

- **Cultural Connection:** Close to a cultural site, which could enhance community and historical ties.
- **Streamlined Construction:** No need for phased development, allowing for a more straightforward build.
- **Zoning Challenge:** Currently designated as Agriculture and Preservation (AG), requiring a zoning change.
- **Extensive Site Work:** More preparation needed, including tree removal and land development.
- **Limited Visibility:** Site is less accessible and not easily seen from main roads.







# Table of Contents

**1**

**Vision**

**2**

**Existing Site**

**3**

**Programming + Floor Plan**

**4**

**Town Hall Feedback**

**5**

**Final Conceptual Design**





# NDC believes

- Everyone deserves access to good design.
- The more inclusive and community-driven the process, the better the design.
- Well-designed places enhance healthy cultural and democratic life in our neighborhoods.
- Healthy places are built with consideration of social justice, environmental sustainability, and the true character of a place and the people who live, work, worship and do business there.

Section 4, Item 1.



# NDC's Process



NDC partnered with several organizations, including lorem ipsum dolor amet tiempos consectetur adipiscing elit, sed eiusmod tempor incididunt.

Section 4, Item 1.



# Stakeholders



NDC partnered with several organizations, including lorem ipsum dolor amet tiempos consectetur adipiscing elit, sed eiusmod tempor incididunt.





# Capacity Building

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Section 4, Item 1.



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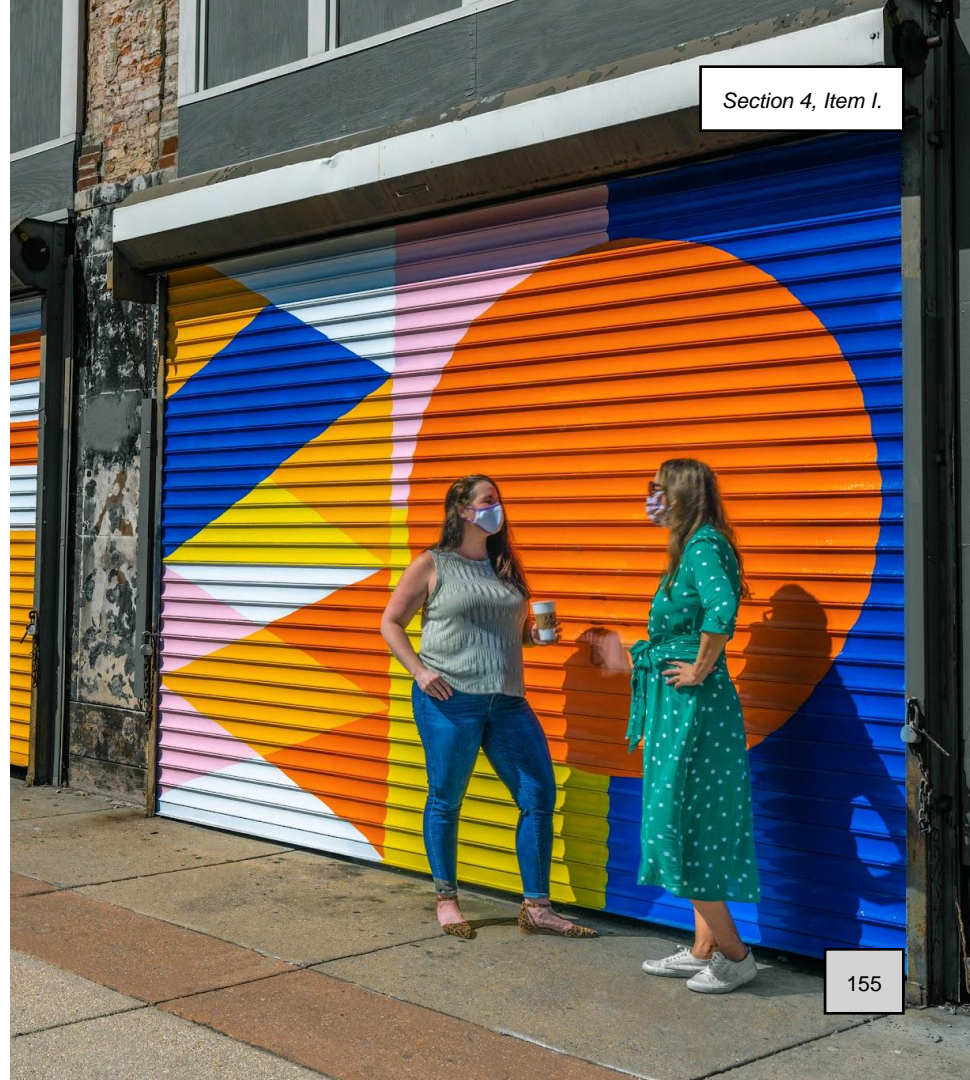
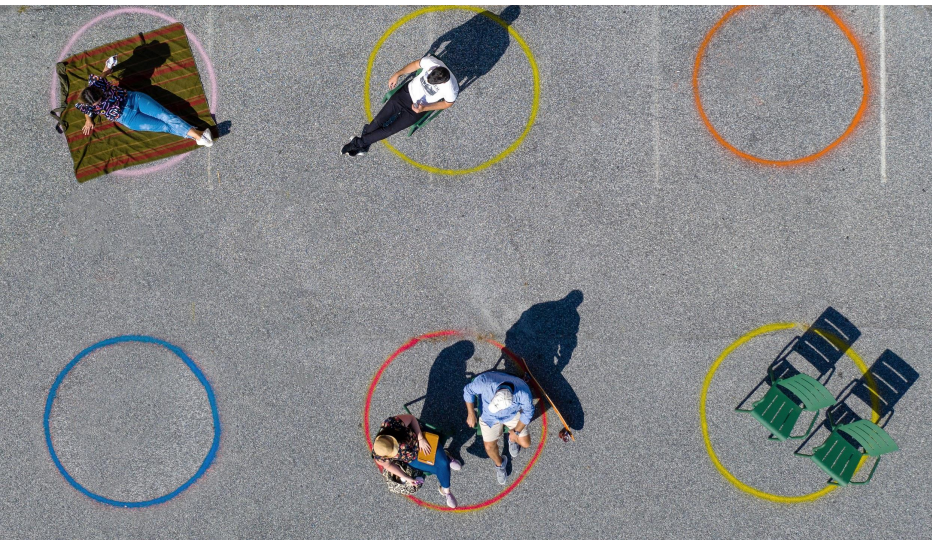






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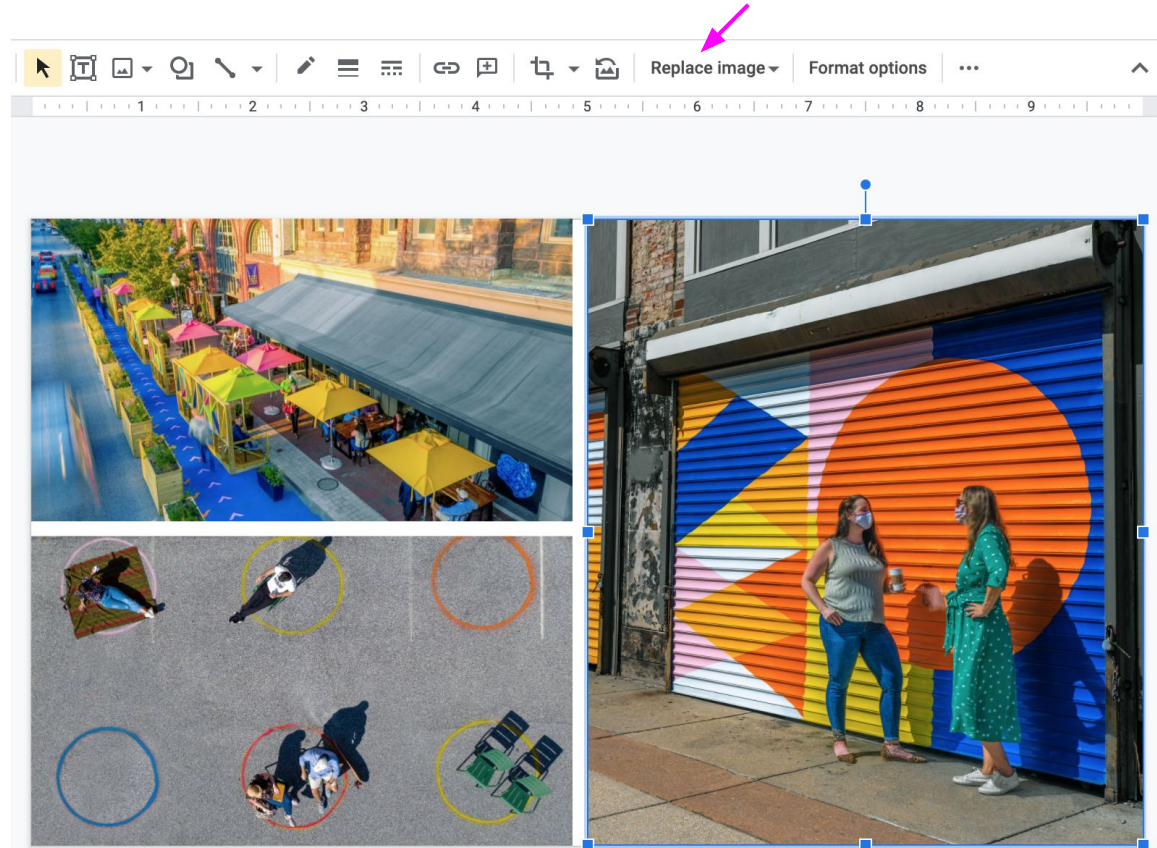


# DESIGN / FORMAT NOTE (this is not an actual layout slide)

Section 4, Item I.

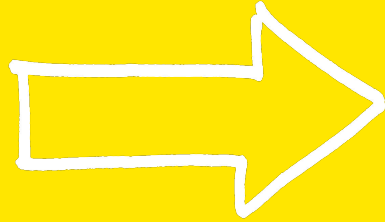
## How to easily replace images

Select an image in template layout and click Replace Image in top bar.



# Section Change





# Section Change

## Lorem Ipsum Dolor

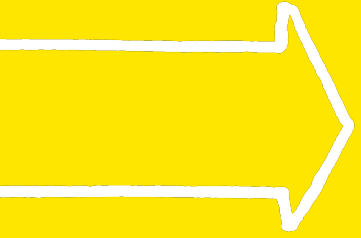


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# Section Change



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- Who do you already know?
- Who do you need to know?
- Who else is already working there?
- Who are the decision makers and gatekeepers we should engage?
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- Nec fortuna vives quis et al pollis



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- Who do you already know?
- Who do you need to know?
- Who else is already working there?
- Who are the decision makers and gatekeepers we should engage?





## Project Goals

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# Project Goals

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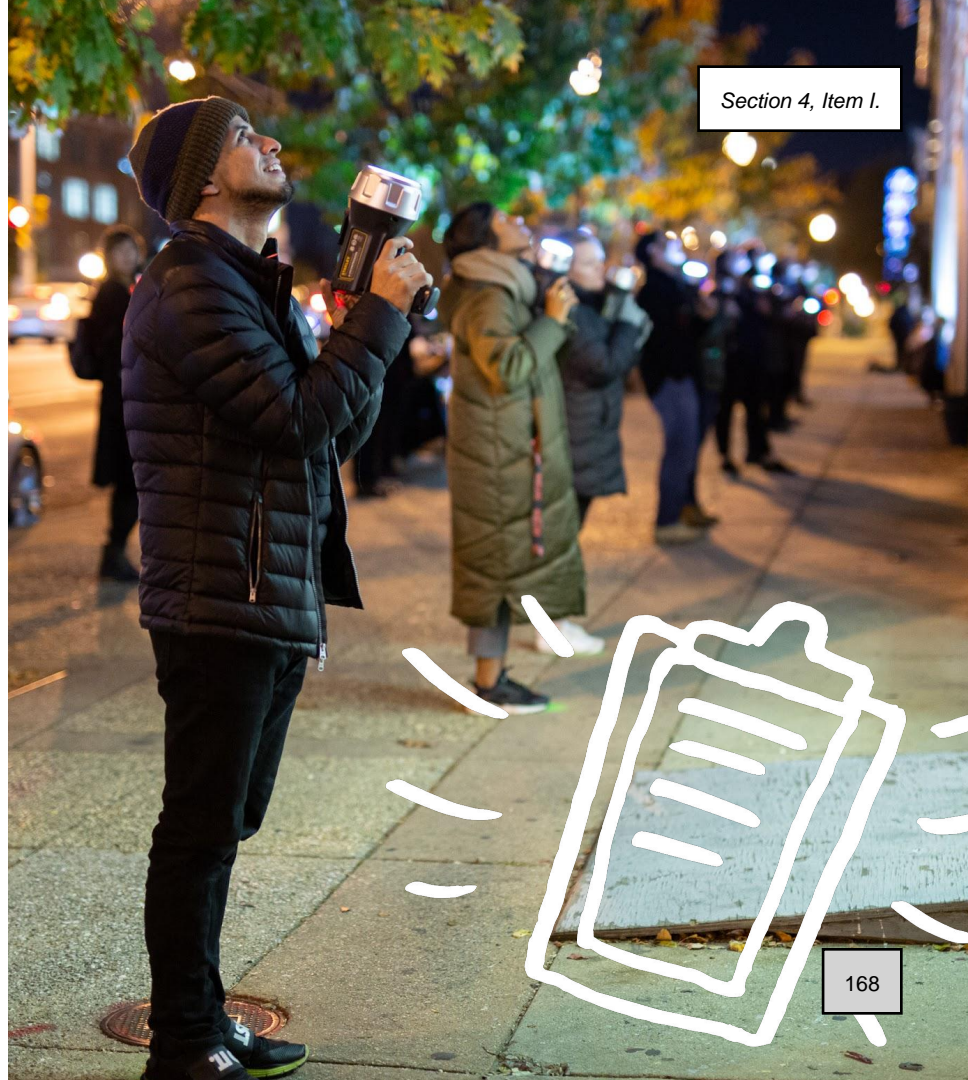
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Section 4, Item 1.





# Timeline

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# Timeline

## **Lorem ipsum dolor**

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## **Dolor pollis totales**

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# Why place matters

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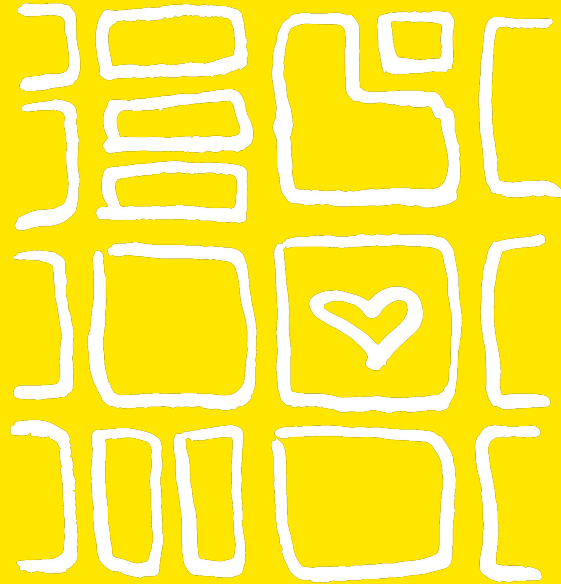
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# What is collaborative design?

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# Partnership in 3 parts

**1**

**How to Assess &  
Establish Partnerships**

**2**

**How to Kick off  
a Partnership**

**3**

**How to Build Trust &  
Maintain a Partnership**



# Project Timeline



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— **FIRSTNAME LASTNAME, TITLE AND ORGANIZATION**

“

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vives nec accusantium quais.

— **FIRSTNAME LASTNAME, TITLE AND ORGANIZATION**



# Thank you!

**the  
Neighborhood  
DesignCenter**

[www.ndc-md.org](http://www.ndc-md.org)   Twitter: @NDCMaryland  
Instagram: @NeighborhoodDesignCenter  
[Facebook.com/NeighborhoodDesignCenter](https://Facebook.com/NeighborhoodDesignCenter)

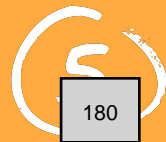
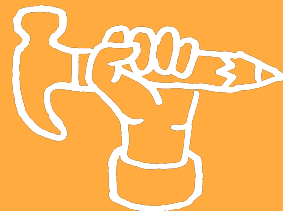
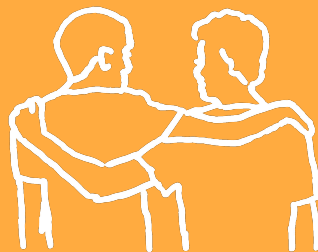
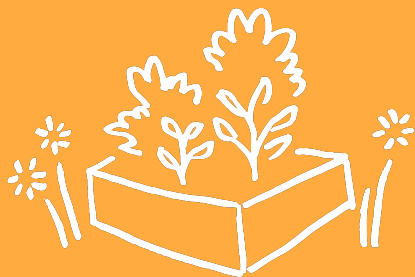
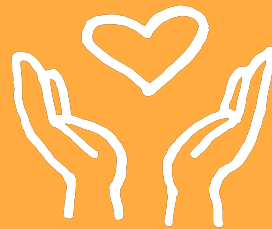
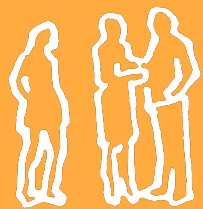
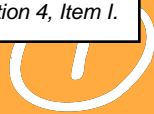
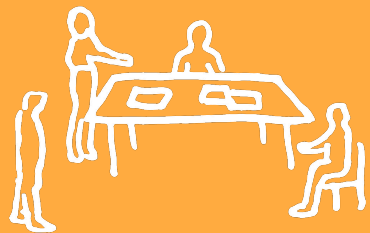


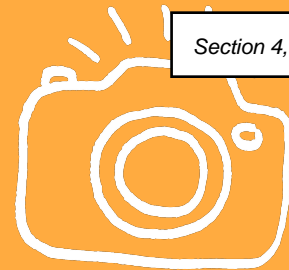
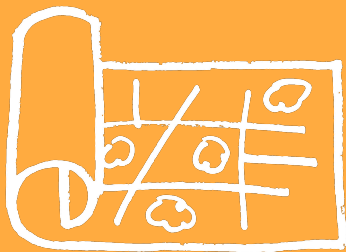


## **DESIGN / FORMAT NOTE (this is not an actual layout slide)**

*Section 4, Item I.*

**The following pages contain extra illustrations for you to pull from.**





Section 4, Item I.

